

Arkansas Arts Academy School Board Agenda Tuesday, August 11, 2020, 6:30 pm Through Technology

- 1. Call to order at 6:34 pm
- Establish quorum / Roll Call: Howard Alsdorf, Tony Beardsley, Nate Fries, Jeff Hunnicutt, Adriene Jackson, Leslee Post and Cara Riley
- 3. Comments from the Public: None
- 4. Consent Agenda
- Approve minutes from July Regular Meeting Attachment #1
- Enrollment Report Attachment #2
- July Financials Attachment #3
 A motion was made to accept the Consent Agenda as presented by Cara Riley with a second by Nate Fries and the motion carried with a 6 0 vote.
- 5. New Business
- Ken Rich from APSRC spoke and shared that APSRC had been working with AAA since November 2019. Their strength is, 75+ years of bookkeeping experience and many options for producing reports for our school. They also offer School Board Training opportunities, legal services, technology services and communication information as well as representing schools at the state level.
- Principal Reports:
- Heather Wright: The Lincoln Learning is going well. The High School has 4 AP Scholars. 46% of our students scored a 3 or higher on our AP Exams. Crystal McWilliams, Studio Art Students all scored a 3 or higher on their exams. Our PTG has already registered 78 families as members.
- Matt Young: Students have been moving their chosen learning systems. Next Tuesday will be our Kindergarten screenings. Parents are signing up for their Open House times; families will be scheduled to have 15 minutes with their student's teachers during Open House. Nurse Katie has done an amazing job getting us ready for classes to begin. Bonnie Colville, with APSRC has been very helpful planning our Federal budget.

- Covid Safety Update Katie Milligan, RN: Our daily screening protocol is that staff will check their temperatures at home prior to leaving for work. Parents will be turning in their screening waivers; the screening questions will be posted in car line. Staff will take Students temperatures while the student is still in their car and bus drivers will be taking temperatures prior to the student boarding the bus. Face coverings will be required indoors and outdoors and they will be able to remove their mask for eating and drinking. Isolation Protocol: CDC, Academy of Pediatrics and the Arkansas Department of Health agree that if a student has a 100-degree temperature they will be isolated.
- Positive Covid 19 Protocol: Katie is the point of contact person for our district. If a
 positive Covid case occurs, Katie will report it the Arkansas Department of Health. The
 14-day quarantine protocol is on our AAA website. Cara Riley asked about testing in
 addition to the quarantine.
- Approve modified 20-21 School Calendar, change is due to delayed start date –
 Attachment #4: A motion was given to accept the changes to our 20-21 school calendar due to delayed start for Covid by Cara Riley with a second by Leslee Post, and the motion carried with a 6 0 vote.
- Approve District Support Plan, Ready for Learning Admin Team: A motion was given to accept the support plan, "Ready for Learning" by Cara Riley with a second by Adrianne Jackson and the motion carried with a 6 – 0 vote.
- Approve Personnel Policy, Employee Policies and Guidance for Pandemics by
 Heather Wright Attachment #5: A motion was given to accept the policy "Employee
 Policies and Guidance for Pandemics" written by Heather Wright by Cara Riley with a
 second by Jeff Hunnicutt and the motion carried in a 6 0 vote.
- Superintendent Search Update Tony Beardsley: Tony shared that the search for our new CEO is winding up and a recommendation is coming shortly.
- 6. Establish a Financial Committee Tony Beardsley: There was discussion to form a "Financial Committee" to closely look at our financial reporting and to make recommendations to the School Board. Howard Alsdorf agreed that it was a good idea especially with Covid. Jeff Hunnicutt said he would like to be on the committee. Howard Alsdorf asked to be on the committee and Nate Fries was asked to be on the committee because he is the School Board Secretary/ Treasurer. The Board agreed and Howard Alsdorf was asked to lead the committee.

- 7. Discussion of items since publication of the agenda: Aaron Jones shared how our Crystal McWilliams and a High School team of students painted a mural for the City of Pea Ridge Parks and Recreation. Aaron also shared pictures of the project from beginning to end.
- 8. Executive Session: The Board moved to Executive Session at 7:42 pm.
- Personnel: Hiring/Renewal/Promotion/Demotion/Transfer/Non-Renewal/Termination
 The Board returned from Executive Session at 7:47 pm
 The Board discussed the updated staffing list that covers Employees not returning 20-21
 Employee Resignations, New Hires and Transfer of positions. The following was added to the list under Employee Resignations: Dawn Anderson, Tiffany Ford, Denise
 Lightbody and Scott Russell. Under Transfer of Position: Marissa Dedner moved to the Middle School History positon.
- The subject of Substitutes on campus was brought up for discussion. Heather Wright addressed the comment by saying she is trying to avoid having any substitutes on campus and will be using virtual learning as an alternative to substitutes. She shared that unless a staff member is very ill the virtual option will be used.
- Heather Wright was asked about any current openings and she had 2 as of today, a
 Theatre and a World History Position became available. She said she already had
 applicants for the Theatre position and would be posting the World History Position.
- A motion was made to accept the staffing changes by Howard Alsdorf with a second by
 Adrienne Jackson and the motion passed with a 6 0 vote.
- Adjournment: A motion was made to adjourn the meeting at 7:58 by Howard Alsdorf with a second by Adrienne Jackson and the motion carried with a 6 vote.

Tony Beardsley, President

Date



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- Establish a Financial Committee Tony Beardsley
- 6. Discussion of items since publication of the agenda
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 Attachment # 6
- Contracts to be signed.
- -Adjournment:

Arkansas Arts Academy Enrollment Report August 3, 2020

Elementary School	2019-2020 Enrollment	8-3-20 Enrollment	20-21 Wait List	Change from 2019-2020
Kindergarten	80	80	156	0
1st	79	80	81	-
2nd	80	80	88	0
3rd	84	80	96	7
4th	84	84	75	0
5th	82	84	93	7
6th	82	84	107	7
Total	268	572	969	4
Middle/High School				
7th	105	110	75	ស
8th	107	110	33	က
9th	103	114	31	1
10th	87	115	15	28
11th	88	100	0	12
12th	64	96	0	22
Total MS & HS	554	645	154	16
Total	1122	1217	850	95

Attactment #31043

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7		Jul-20	Aug-20	Sep-20	0ct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
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13	Expenditures	460,690.14				•			•				
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15	15 Ending Balance	606,105.03	606,105.03	606,105.03	606,105.03	606,105.03	606,105.03	606,105.03	606,105.03	606,105.03	606,105.03	606,105.03	1,829,994.10
16													
17	17 Restricted Balance												
18	(Categorical/SPED PreK/ Recognition)	(uo											
19													
20	20 Unrestricted												
21													
22	22 Please note that July does not have a full amount of salaries and be	full amount of sal	aries and benefits	nefits since teachers contract pay	ers contract p	iay							
23	begins in August												
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25	25 Projections will be added as budget is confirmed and submitted in	confirmed and su	bmitted in										
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Arkansas Arts Academy

Operating Expenses (excludes building, federal, and food service)

One Month Ended July 31, 2020

Code	Account Name	YTD Expenses
61110	CERT SALARY	\$1,804,493
61120	CLS SALARY	\$315,918
62XXX	CERT & CLS BENEFITS	\$540,448
63210	INSTRUCTIONAL	\$39,702
63220	INST PGRM-IMPROVEMENT SVS	
63240	STUDENT ASSESSMENT	\$42,103
63310	PRO EMP TRAINING	\$26,005
63320	PRO EMP TRAINING	\$0
63410	DATA PROCESSING SERVICES	\$0
63431	AUDIT SERVICES	\$9,982
63445	LEGAL	\$10,661
63490	OTHER PROFESSIONAL SVC	\$31,909
63900	OTHER PURC PROF/TECH SVS	\$348
64110	WATER/SEWER	\$4,037
64210	DISPOSAL/SANATATION	\$8,524
64230	CUSTODIAL	\$115,169
64240	LAWN CARE	\$4,700
64300	REPAIR & MAINTENANCE SVS	\$4,042
64310	BLDG & GROUNDS	\$47,571
64410	RENT OF BLDGS	\$332,984
64420	EQUIP & VEHICLES	\$135,909
65100	STUDENT TRANSPORTATION	\$0
65190	MEDICAID MATCH	\$7,768
65210	PROPERTY INSURANCE	\$42,827
65290	OTHER INSURANCE	\$3,069
65310	TELEPHONE	\$20,405
65320	POSTAGE	\$2,905
65400	ADVERTISING	\$851
65500	PRINTING & BINDING	\$1,468
65810	TRVL-CERT-IN DISTRICT	\$3,069
65820	TRVL-CLS IN DISTRICT	\$636
	TRVL CLS OUT STATE	\$0
65870	TRAVEL NON/EMPLOYEE	\$0
	MEALS	\$3,708
	LODGING	\$3,399
	SVS PURCHASED LOCALLY	\$92
	GEN SUPPLIES	\$71,635
	MANDATED \$500	\$6,785
	NAT.GAS	\$29,373
	ELECTRICITY	\$1,113,776
	GASOLINE/DIESEL	\$11,617
	TEXTBOOKS	\$0
	LIBRARY BOOKS	\$49
	TECHN SUPPLIES	\$4,473
	SOFTWARE	\$22,214
	FURNITURE & FIXTURES	\$168
	TECH HARDWARE	\$0
	TECH SOFTWARE	\$0
	DUES AND FEES	\$27,191
68900	MISC EXPENDITURES	205
		\$4,881,229

Attachment #4

Arkansas Arts Academy 2020-2021

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Aug 17-21— Teacher Professional Development/No Students

August 24 -- First Day of School

September 7 -- Labor Day - No School

Sept 21-25 — Parent-Teacher Conferences (After School)

October 5-9 — Virtual Learning for All

October 12 - 16 -- Fall Break - No School

November 23-24 — Virtual Learning for All

November 25-27 -- Thanksgiving Break

December 21, 2020 - January 1, 2021 -- Winter Break

January 4-6 -- Teacher Professional Development/No Students

January 7 -- Classes Resume, 1st Day of Semester 2

January 18 -- MLK Holiday, No School

February 12-15 — February Break

February 16-19 -- Parent-Teacher Conferences (After School)

March 15-19 — Virtual Learning for All

March 22-26 -- Spring Break

May 28-31 -- Memorial Break

June 4 -- Graduation Day!

June 11 -- Last Day of School

June 14-15 — Teacher Professional Development/No Students

Summer Break

The CEO and School Board have the authority to amend the calendar in the event of missed days due to excessive weather.

Days in 1st Quarter (Aug 24-Oct 23)	39
Days in 2nd Quarter (Oct 26-Dec 18)	37
Days in 3rd Quarter (Jan 7-March 19)	49
Days in 4th Quarter (March 29-June 11) 53
Total Class Days	178
Professional Development	10
P/T Conference (12 Hours Contact)	2
Total Contract Days	100

Snow Days beyond AMI allowance will be made up during Memorial Break.

Atlactment #5
page 1 of 5

Employee Policies and Guidance for Pandemics

The following policies and statements are intended to guide decisions related to employees during the conditions of a pandemic in which schools may be required to be open for in person instruction or required to provide remote instruction in the case of a societal shutdown.

All policies will comply with federal and state laws including the Family Medical Leave Act (FMLA), the Families First Coronavirus Response Act (FFCRA), directives from the Arkansas Department of Elementary and Secondary Education (DESE), directives from the Arkansas Department of Health (ADH), directives from the Center for Disease Control (CDC), and Governor's Executive Orders.

Arkansas Arts Academy has put the following policies and procedures into place to provide the safest working environment possible:

- All visitors to the Arkansas Arts Academy campuses will complete Covid-screening including a questionnaire and temperature check prior to being permitted within the school buildings.
- 2. According to our school board policy, all individuals (this includes guests and volunteers) on campus will be required to wear a mask anytime they are in an indoor space with more than ten people and/or less than six feet from others. Masks will be provided for all teachers and N95 masks have been ordered for all individuals that requested them. In addition, each teacher will have access to a face shield to be used in conjunction with their mask. Spare masks will be provided to any individual who does not have one and needs to be present on campus.
- 3. Hand sanitizer and dispensers will be available in every classroom.
- 4. Sanitizing spray will be available in every classroom, along with disposable cleaning towels, and gloves.
- 5. Social distancing between students has been planned for to the extent possible on each campus.
- Individuals who develop symptoms of coronavirus during the school day will be isolated
 from the rest of the school population immediately. A teacher who develops symptoms
 will be sent home immediately. Students who develop symptoms will have parents
 contacted for immediate pickup.
- Schools have been and will continue to be working closely with the Arkansas
 Department of Health to determine when quarantine is necessary for potentially exposed individuals.
- 1) Faculty and staff will be expected to be present on campus during normally contracted school hours and complete all duties as assigned with the following exceptions:
 - a) Personnel who have documentation of a pre-existing condition that would place them at high risk and written doctor's advice against returning to school.
 - b) Personnel who have a family member in their household (living in the same home or for whom a relationship of care is expected) who has documentation of a

- pre-existing condition that would place them at high risk and written doctor's advice against increased exposure.
- Personnel who have been advised to quarantine pending the results of a coronavirus test.
- d) Personnel who are responsible for the care of a family member that has been advised to quarantine pending the results of a coronavirus test.
- e) Personnel who have tested positive for coronavirus and are undergoing treatment or have been advised to self-isolate.
- f) Personnel who are responsible for the care of a family member that has tested positive for coronavirus and is undergoing treatment or has been advised to self-isolate.
- 2) If the employee meets one of the exceptions above and is able to complete the essential functions of his or her job and is willing to work remotely, it is the preference of the district that these employees continue to perform their duties. Individuals working remotely should be available during their normal contracted hours. (Building and district administrators will determine if an employee is able to complete their essential functions in a remote environment or should use the FFCRA.)
- 3) If employees do not meet one of the exceptions listed above and do not want to be present on campus, they may request to be released from their 2020-2021 school year contract and may apply for future employment without penalty.

Families First Coronavirus Response Act:

FFCRA is best understood by breaking it into two parts:

- a. The first part pertains to leave requested to treat or seek treatment, including testing, for Covid-19. It provides guidance and protections for employees requesting leave to seek treatment for Covid-19 or comply with a medical or government order to quarantine related to Covid-19, or care for a family member in need of treatment.
- b. The second part pertains to leave requested in order to care for a child whose school or daycare is closed related to Covid-19.
- (1) <u>Leave to seek treatment for Covid-19 related issues.</u> This entitles every eligible employee to two weeks of paid leave (above and beyond accrued sick leave) under conditions where either the employee or an employee's family member is ill, seeking treatment for, or under quarantine order <u>due to Covid-19</u>,
 - (a) Eligible Employees for Two Week Emergency Paid Sick Leave:
 - i) Is **unable to work remotely** and meets one of the following conditions:
 - 1) Is subject to a government or medical self-quarantine order
 - a) 2 weeks of regular pay (max of \$511/day)
 - 2) Has Covid-19 symptoms AND is actively seeking treatment
 - a) 2 weeks of regular pay (max of \$511/day)
 - 3) Is caring for a family member described in bullets 1 and 2 above
 - a) 2 weeks at \(\frac{1}{3} \) regular pay (max of \(\frac{1}{2} \) 200/day)

- 4) Is caring for a family member due to closure of school or childcare facility
 - a) 2 weeks at \(^2\) regular pay (max of \(^2\)200/day)
- (2) <u>Leave for childcare issues.</u> This provides a total of twelve weeks for an employee to care for a child who does not have care because of a school or daycare closure because of Covid-19 precautions.
 - (a) Eligible Employees for Extended Leave for Child Care Issues:
 - (i) Is unable to work remotely AND meets one of the following conditions:
 - Is caring for a child whose school or daycare is closed for Covid-19 reasons
 - a) 2 weeks pay at ¾ regular pay (max of \$200/day)
 - b) 10 additional weeks of ¾ regular pay as long as the child's school or daycare is still unavailable (not to exceed \$12,000 over a 12-week period)

To summarize, if leave is requested based on the employee's own health, they earn 100% of their pay for 2 weeks. If the leave is based on caring for another, they earn $\frac{2}{3}$ of their pay for 2 weeks. Additional leave is available for childcare up to 10 weeks at $\frac{2}{3}$ of their pay. Remember, this is all the temporary leave (currently thru December 31, 2020) under FFCRA. Employees still have the ability to be considered for FMLA leave for non-Covid-19 issues.

Frequently Asked Questions

- 1) An employee is scared to return to work because of fear of contracting Covid-19, what does the district do?
 - a) Unless the employee is under a valid government or medical order to not return to work due to the need to self-quarantine, the employee is not eligible for FFCRA leave and must use accrued paid sick leave. Districts should allow the employee to use sick leave liberally for Covid-19 issues including anxiety, but when the employee's sick leave has expired, the employee must either return to work or present valid documentation for traditional FMLA eligibility.
- 2) An employee advises the district that a member of his or her family that lives in his or her home has tested positive for Covid-19. The employee has not been ordered or advised to quarantine. What does the district do?
 - a) Ideally, the employee would agree to get tested. If the employee is able to complete his or her work virtually, the employee should do so while awaiting test results. Otherwise, the employee is eligible for two weeks of paid leave for making, waiting for or attending an appointment for a test for Covid-19 and the subsequent results. The employee is expected to return to campus when the test results are received and if the test is negative unless the employee is otherwise ordered to self-quarantine for fourteen days.

- 3) Can the district require an employee to stay home if they have Covid-19 symptoms?
 - a) Yes, and the employee would be entitled to full pay under the two-week paid leave provision of the Act if unable to work remotely. However, if the employee was tested and the test was negative, and the employee was not otherwise ordered to self-quarantine by a doctor or the government, thereby causing them to exhaust their two weeks of paid leave, the district may be required to provide additional paid leave in the future if the employee subsequently contracted the virus and needed additional leave.
- 4) If an employee tests positive for Covid-19, what is the district's obligation to other staff or students who interacted with the employee?
 - a) In the event that an individual who has been present on campus tests positive, the district point of contact will initiate contact tracing protocol and contact the Arkansas Department of Health education hotline for guidance. The district will comply with guidance provided by ADH in regards to notifications, quarantine restrictions, or transitions to virtual learning. Under FFCRA, every employee who is ordered to quarantine or otherwise directed by the district to stay-home AND unable to work remotely, would be entitled to two-weeks paid leave under the Act.
- 5) Can the district require employees to use accumulated sick leave while using the paid leave requirements of FFCRA?
 - a) No. Paid sick leave under FFCRA is in addition to any District paid sick leave entitlements. However, in the case of an employee taking leave to care for a family member with Covid-19, the employee is only paid at ⅔ their daily rate of pay under FFCRA and, by agreement, the employee could use sick leave concurrently to supplement their pay up to normal earnings.
- 6) If an employee contracts Covid-19 while at work for the district, can they file a workers' compensations claim?
 - a) Yes. Governor Hutchinson signed an executive order allowing employees to file claims for workers' compensation which would require the employee to prove a causal connection between their employment and the virus. The order is set to expire in August, but may be extended. This would be in addition to the two weeks paid leave the employee would be entitled to under the FFCRA.
- 7) If an employee is sick with symptoms of Covid-19 but has yet to receive a diagnosis, is this sufficient for the employee to receive the two-weeks leave?
 - a) No. This is enough for the employee to initially stay home, but the employee would need to provide documentation that he was making, waiting for, or attending an appointment for a test for Covid-19 and the subsequent results in order to receive the full pay under FFCRA. Otherwise, the employee must use accumulated sick leave.
- 8) How do we handle employees who have no Covid-19 issues, but are concerned about returning to work because of underlying health conditions, advanced age, need to still be in contact with elderly parents, etc.?

- a) The employee in this instance would not qualify for FFCRA leave. However, traditional FMLA would still be available to them if they present sufficient documentation of the presence of underlying health conditions. This leave is NOT paid, but the employee can use accrued sick leave concurrently. Also, the eligibility provisions of traditional FMLA remain intact.
- 9) How many times can an employee get the two weeks paid leave because of Covid-19 issues?
 - a) The employee is only entitled to a total of two weeks (10 work days) of paid leave under FFCRA which expires at the end of 2020. The two weeks can be broken up as needed, but only a total of ten days is required to be provided by the district for Covid-19 issues. Thereafter, the employee needs to take sick leave or apply for traditional FMLA. The 10 additional weeks for childcare issues under the act is also available.
- 10) Can the employee take any portion of the FFCRA leave incrementally?
 - a) Yes. For instance, if an employee needs leave to take a Covid-19 test because of an infection scare, and the results return negative in three days, and the employee is not otherwise directed to quarantine, the employee can return to work and has seven paid days remaining. The employee can use those seven days if another Covid-19 issue later arises.
- 11) Is an employee qualified for the two-week paid leave even if they have already used all days under FMLA or otherwise do not qualify for FMLA?
 - a) Yes. The two-week sick leave under FFCRA is available to any eligible employee regardless of entitlement to FMLA.
- 12) If the employee's child's school or place of care has moved to online instruction where children are required to complete instruction at home, is this "closed" under FFCRA, thereby entitling the employee to up to 12 weeks at % pay to care for the child if unable to work remotely?
 - a) Yes. If the physical location where the child received instruction or care is now closed, the school or place of care is "closed" for purposes of paid sick leave under the FFCRA.
- 13) Who is a family member under the FFCRA?
 - a) The term used in the act is actually "individual." An individual is an immediate family member or someone who regularly resides in the employee's home or someone who has a relationship with the employee where it creates an expectation that care will be provided.
- 14) What happens to employees who exhaust their two weeks of leave for Covid-19 issues but are unable to return to work?
 - a) The employee needs to move to a traditional FMLA which will require additional medical documentation. The employee is eligible for 12 weeks of traditional FMLA leave which is unpaid unless the employee is using accrued sick leave concurrently.

AHACHMENT # 6 AMENDED AT ROOMS MEETING

Employees Not Returning in 2020-2021 School Year

Lauren Eoff-Teacher
Rachel Fabricant-Teacher
John Hines-Technology Director
Amanda Holiman-SPED Teacher
Kari Hunnicutt-PT Speech Therapist
Mary Ley-CEO
Nicole Lindley-HS Registrar
Micah Roberts-SPED Teacher
Elizabeth Scott-Teacher
William "Eddie" Smith-PE Teacher
Teresa Orozco-Student Services Coordinator
Amy Page-Elementary Secretary
Christopher Teal-Teacher

Employees Resignations for 2020-2021 School Year

Calvin Clark-HS Counselor Meagan Hurt-HS Counselor DAWN ANDERSON DENISE LIGHTBODY TIGANY FORD SCOTT RUSSELL

New Hires for 2019-2020 School Year

Adrian Leffingwell-Ceramics Teacher
Andrea Kehr-7th Grade English Teacher
Allison Hanna-7th Grade Science Teacher
Brendan Currington-H.S. Admin. Assistant
Gloria Garrison-Spalter-Creative Writing/English 12
Lacey Mainer-PE Teacher 7-12th
Jeana "Beth" Scott-Student Services Manager
Sydney Peterson-Speech Therapist
Carly Scheibmeir-Fashion Design Adjunct Position
Elizabeth Hampton-SPED Teacher

Transfer of Position

Victor Craig went from Technology Assistant to Technology Director Joan Miller went from HS Secretary to Technology Assistant Denise Lightbody went from library assistant to HS Registrar Carrie Lee went from instructional assistant to library assistant Angelica Fries went from lunch aide to Elementary Secretary

MANISSA DELWIL MOVED TO MS HISTORY