



ARKANSAS DEPARTMENT OF EDUCATION

Dr. Tom W. Kimbrell
Commissioner

June 29, 2011

**State Board
of Education**

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To the Employees of the Helena-West Helena School District:

The Arkansas Department of Education took control of the Helena-West Helena School District on June 20, 2011, and Education Commissioner Dr. Tom Kimbrell removed the Superintendent and Board of Directors. This action was necessary to stabilize the finances and management of the District in preparation for students returning for the 2011-2012 school year. Dr. Kimbrell appointed Suzann McCommon, director of the Great Rivers Education Service Cooperative in Helena-West Helena, as the District's Chief Executive Officer. He also appointed Ulicious Reed, a former superintendent of the Marvell School District, as the District's Chief Operating Officer.

Over the past year, all of you have been the subject of one or more Reduction In Force (RIF) actions taken by the former superintendent and Board – some employees were non-renewed, others had their contracted days reduced, and all employees had their pay reduced. As painful as it will be to reduce the size of the District's workforce, we have no choice; reductions must be made because the District cannot afford to meet its existing payroll obligations with the funding expected for the 2011-2012 school year.

Arkansas Department of Education employees have spent the last week closely examining the RIF process. They have determined the RIF actions taken by the former superintendent and Board were not consistent with law nor with the District's policies. It is not fair to the students and employees of the District to leave the prior RIF decisions in place.

Therefore, effective immediately, we are rescinding all prior RIF actions taken by the District. No later than July 15, the District will implement a targeted Reduction in Force (RIF) that is fully consistent with state law and with the District's policies. Because of resignations and retirements that have already been finalized, it is our hope this targeted RIF will be less severe and less widespread than the prior RIF.

Specifically, this means:

- All current employees who have not resigned or retired will continue to be employees of the District on July 1. Resignations or retirements already accepted by the Board will not be changed or modified.

Four Capitol Mall
Little Rock, AR
72201-1019
(501) 682-4475
ArkansasEd.org

- All twelve-month employees may report to work as usual July 1 unless they have previously requested leave. Any other employee who would ordinarily work July 1 may report to work.
- For the time being, all employees will be paid in accordance with the 2009-2010 salary schedule. The reason for this is that the District used the same salary schedules for 2009-2010 and 2010-2011, and the Board never formally adopted a revised salary schedule showing the three percent (3%) reduction. A copy of this schedule is enclosed for your reference. If there is any discrepancy between the schedule and your contract, or between the schedule and your previous paychecks, this salary schedule will control the amount of your salary.
- You must immediately return the enclosed form to tell us your intent for the 2011-2012 school year – whether you desire to return to work, or have accepted other employment, or intend to resign or retire. These forms must be received in the District office no later than 4 p.m. Friday, July 8. If we do not receive a form from you, we will assume you do not intend to return to work for the District for the 2011-2012 school year and we will remove you from the payroll.
- On Friday, July 1, a Point List for all certified employees will be posted to the District's website. This list will identify the points to which each certified employee is entitled to under the District's RIF policy. If you do not have Internet access, you will be able to obtain a copy of the list at the District's Central Office beginning Friday, July 1. If your points are listed incorrectly, you must give us written notice no later than 4 p.m. Tuesday, July 12. If we do not hear from you, we will use that Point List to determine which employees are subject to the RIF.
- No later than Friday, July 15, we will implement a targeted Reduction in Force (RIF). Written notice will be mailed to every affected employee. Affected employees will have thirty (30) days to file an appeal, and all appeals will be decided by an impartial panel.

We greatly regret that these steps are necessary, but the District must reduce its spending to survive. Our primary concern is the education of the students in this community. For the good of the students, these actions must be taken.

If you have any questions, please call the District's Central Office. Please immediately return the enclosed form so we will know whether you want to return to work.

Sincerely,



Tom W. Kimbrell, Ed.D.
Commissioner of Education



Suzann McCommon
Chief Executive Officer



Ulicious Reed
Chief Operating Officer

Helena-West Helena School District
305 Valley Drive – P.O. Box 369
Helena, AR 72342
(870) 338-4425 – Fax: (870) 338-4434

Employee Intent Form

Employee Name: _____

Mailing Address: _____

Phone Number: _____

Current Position in the District: _____

Please initial **only one** of the following boxes, sign below, and return this form to the District's Central Office **no later than 4 p.m., Friday, July 8:**

- ☐ I am currently a District employee and I desire to continue working in the District for the 2011-2012 school year.
- ☐ I have accepted other employment and I will not return to the Helena-West Helena School District for the 2011-2012 school year.
- ☐ I wish to resign or retire from the District; I will not return to the Helena-West Helena School District for the 2011-2012 school year.

Signature

Timeline:

- Friday, July 1: Point List for Certified Employees (showing seniority and points for each employee) will be available at Central Office and on website
- Friday, July 8: Deadline to return this form to Central Office by 4 p.m.
- Tuesday, July 12: Deadline for Certified Employees to request corrections to the Point List, by 4 p.m.
- Friday, July 15: RIF letters to be mailed to affected employees

Helena-West Helena School District #2
Certified Salary Schedule
2009-2010

<u>Years of Experience</u>	<u>Step</u>	<u>Bachelors</u>	<u>Masters</u>
0	1	35,190.00	37,881.00
1	2	35,811.00	38,502.00
2	3	36,432.00	39,123.00
3	4	37,053.00	39,744.00
4	5	37,674.00	40,365.00
5	6	38,295.00	40,986.00
6	7	38,916.00	41,607.00
7	8	39,537.00	42,228.00
8	9	40,158.00	42,849.00
9	10	40,779.00	43,470.00
10	11	41,400.00	44,091.00
11	12	42,021.00	44,712.00
12	13	42,642.00	45,333.00
13	14	43,263.00	45,954.00
14	15	43,884.00	46,575.00
15	16	44,505.00	47,196.00
16	17	45,126.00	47,817.00
17	18	45,747.00	48,438.00
18	19	46,368.00	49,059.00

**HELENA-WEST HELENA SCHOOL DISTRICT
ADMINISTRATOR JOB RESPONSIBILITY SALARY
2009-2010**

Years Current Position	Deputy Supt	Assist. Supt	Federal Programs Director	Director Elementary Ed	Special Ed Supv	Supv
	240	240	240	240	240	220
0	17,000	16,000	12,000	9,000	9,000	2,000
1	17,800	16,800	12,800	9,800	9,800	2,800
2	18,200	17,200	13,200	10,200	10,200	3,200
3	18,600	17,600	13,600	10,600	10,600	3,600
4	19,000	18,000	14,000	11,000	11,000	4,000
5	19,400	18,400	14,400	11,400	11,400	4,400
6	19,800	18,800	14,800	11,800	11,800	4,800
7	20,200	19,200	15,200	12,200	12,200	5,200
8	20,600	19,600	15,600	12,600	12,600	5,600
9	21,000	20,000	16,000	13,000	13,000	6,000
10	21,400	20,400	16,400	13,400	13,400	6,400

Years Current Position	SR HIGH PRINCIPAL	JR HIGH PRINCIPAL	ELE PRINCIPAL	ELE ASSIST PRINCIPAL	JR HIGH ASSIST PRINCIPAL	SR HIGH ASSIST PRINCIPAL
	240	240	220	220	220	220
0	11,500	8,500	7,000	4,000	5,000	6,000
1	12,300	9,300	7,800	4,800	5,800	6,800
2	12,700	9,700	8,200	5,200	6,200	7,200
3	13,100	10,100	8,600	5,600	6,600	7,600
4	13,500	10,500	9,000	6,000	7,000	8,000
5	13,900	10,900	9,400	6,400	7,400	8,400
6	14,300	11,300	9,800	6,800	7,800	8,800
7	14,700	11,700	10,200	7,200	8,200	9,200
8	15,100	12,100	10,600	7,600	8,600	9,600
9	15,500	12,500	11,000	8,000	9,000	1,000
10	15,900	12,900	11,400	8,400	9,400	10,400

THE APPROPRIATE EXPERIENCE/RESPONSIBILITY AMOUNT SHOWN ABOVE WILL BE ADDED TO THE SALARY THAT IS DETERMINED BY DIVIDING THE EDUCATION/ EXPERIENCE STEP AMOUNT ON THE TEACHER SALARY SCHEDULE BY 190 DAYS AND THEN MULTIPLYING BY THE NUMBER OF CONTRACT DAYS.

AT THE DISCRETION OF THE SUPERINTENDENT, UP TO TEN YEARS OF ADMINISTRATION EXPERIENCE AT A LOWER ADMINISTRATION POSITION MAY BE COUNTED AT THE RATE OF ONE FOR EACH TWO YEARS OF EXPERIENCE (ONE YEAR CREDIT GIVEN FOR TWO OR THREE YEARS EXPERIENCE; TWO YEARS CREDIT FOR FOUR OR FIVE YEARS EXPERIENCE; THREE FOR SIX OR SEVEN; FOUR FOR EIGHT OR NINE; AND FIVE FOR TEN OR MORE) OR AT THE EXISTING SALARY OF THE LOWER ADMIN POSITION PLUS AN INCREASE OF ONE STEP.

CERTIFIED EMPLOYEES WITH 220 DAY CONTRACTS WILL RECEIVE A MAXIMUM INCREASE OF \$1,600 FOR 2006-07, EXCLUDING INCREASE FOR SPECIALIST OR DOCTORATE EARNED AFTER THE START OF THE 2005-06 SCHOOL YEAR.
CERTIFIED EMPLOYEES WITH 240 DAY CONTRACTS WILL RECEIVE A MAXIMUM INCREASE OF \$1,800 FOR 2006-07, EXCLUDING INCREASE FOR SPECIALIST OR DOCTORATE EARNED AFTER THE START OF THE 2005-06 SCHOOL YEAR.

\$2,000 STIPEND ADDED FOR SPECIALIST DEGREE
\$3,000 STIPEND ADDED FOR DOCTORATE DEGREE

HELENA-WEST HELENA SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2009-10

		1	2	3	4	5	6	7	8	9
APSCN		CAMPUS	CAFETERIA	CAFETERIA	CAFETERIA	CAFETERIA	CAFETERIA	ADMIN	ADMIN	
STEP		SECURITY	MANAGER	WORKER	WORKER	WAREHOUSE	WAREHOUSE	ASS'T TO	ASS'T TO	EXEC
	YEARS	184 DAY	184 DAY	6.5 HOURS	4 HOURS	245 DAY	220 DAY	FED PROG	SPEC ED/ STU SERV	SEC
	EXP	ANNUAL	ANNUAL	184 DAY	184 DAY	ANNUAL	ANNUAL	240 DAY	240 DAY	240 DAY
		ANNUAL	ANNUAL	ANNUAL	ANNUAL			ANNUAL	ANNUAL	ANNUAL
1	0	16,550	15,350	12,180	8,150	22,180	17,350	31,050	24,550	29,250
2	1	16,650	15,800	12,580	8,450	22,580	17,710	31,350	24,950	29,550
3	2	16,750	16,000	12,880	8,650	22,770	17,890	31,650	25,150	29,850
4	3	16,850	16,190	13,180	8,850	22,960	18,070	31,950	25,350	30,150
5	4	16,950	16,380	13,480	9,050	23,160	18,250	32,250	25,550	30,450
6	5	17,050	16,580	13,780	9,250	23,360	18,430	32,550	25,750	30,750
7	6	17,150	16,770	13,980	9,450	23,550	18,610	32,850	25,950	31,050
8	7	17,250	16,970	14,180	9,650	23,750	18,790	33,150	26,150	31,350
9	8	17,350	17,160	14,380	9,850	23,940	18,970	33,450	26,350	31,650
10	9	17,450	17,360	14,850	10,050	24,140	19,150	33,750	26,550	31,950
11	10					24,340	19,330	34,050	267,520	32,250
12	11					24,530	19,510	34,350	26,950	32,550
13	12					24,730	19,690	34,650	27,150	32,850
14	13					24,930	19,870	34,950	27,350	33,150

HELENA-WEST HELENA SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2009-10

		10	11	12	13	14	15	16	17	18
APSCN STEP	YEARS EXP	MAINTENANCE	CUSTODIAN FACILITATOR	CUSTODIANS	CUSTODIANS	SPEECH THERAPY ASSIST	VOC FACILITATOR	MATERIAL CENTER CO-ORD	DROP OUT PREVENTION CASE MANAGER	BS CASE MANAGER
		245 DAY ANNUAL	245 DAY ANNUAL	245 DAY ANNUAL	213 DAY ANNUAL	185 DAY ANNUAL	240 DAY ANNUAL	220 DAY ANNUAL	185 DAY ANNUAL	185 DAY ANNUAL
1	0	19,550	27,050	19,050	16,650	21,700	29,150	19,890	26,350	23,580
2	1	19,940	27,450	19,450	17,000	22,270	29,650	20,290	26,830	25,520
3	2	20,140	27,650	19,650	17,170	22,650	30,000	20,490	26,990	25,710
4	3	20,340	27,850	19,850	17,340	23,030	30,350	20,690	27,150	25,900
5	4	20,530	28,040	20,040	17,510	23,410	30,700	20,890	27,310	26,090
6	5	20,730	28,240	20,240	17,680	23,790	31,050	21,090	27,460	26,280
7	6	20,920	28,430	20,430	17,850	24,170	31,400	21,290	27,610	26,460
8	7	21,120	28,630	20,630	18,020	24,550	31,750	21,490	27,760	26,650
9	8	21,320	28,830	20,830	18,190	24,930	32,100	21,690	27,920	26,840
10	9	21,510	29,020	21,020	18,360	25,310	32,450	21,890	28,080	27,030
11	10	21,710	29,220	21,220	18,540	25,690	32,800	22,090	28,230	27,220
12	11	21,900	29,410	21,410	18,710	26,070	33,150	22,290	28,380	27,410
13	12	22,100	29,160	21,610	1,880	26,450	33,500	22,490	28,540	27,600
14	13	22,300	29,810	21,810	19,050	26,830	33,850	22,690	28,690	27,790

HELENA-WEST HELENA SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2009-10

		19	20	21	22	23	24	25
APSCN STEP	YEARS EXP	AA CASE WORKER 185 DAY ANNUAL	SECRETARY 205 DAY ANNUAL	SECRETARY 220 DAY ANNUAL	SECRETARY 240 DAY ANNUAL	TEACHER ASSISTANT 185 DAY ANNUAL	BS SAVE THE CHILDREN 185 DAY ANNUAL	SAVE THE CHILDREN 185 DAY ANNUAL
1	0	23,800	15,750	16,750	18,050	13,750	19,415	17,370
2	1	24,200	16,150	17,180	18,515	14,150	19,615	17,770
3	2	24,400	16,350	17,400	18,750	14,350	19,815	17,970
4	3	24,600	16,550	17,620	18,985	14,550	20,015	18,170
5	4	24,800	16,750	17,840	19,220	14,750	20,215	18,370
6	5	25,000	16,950	18,060	19,455	14,950	20,415	18,570
7	6	25,200	17,150	18,280	19,690	15,150	20,615	18,770
8	7	25,400	17,350	18,500	19,925	15,350	20,815	18,970
9	8	25,600	17,550	18,720	20,160	15,550	21,015	19,170
10	9	25,800	17,750	18,940	20,395	15,750	21,215	19,370
11	10	26,000	17,950	19,160	20,630	15,950	21,415	19,570
12	11	26,200	18,150	19,380	20,865	16,150	21,615	19,770
13	12	26,400	18,350	19,600	21,100	16,350	21,815	19,970
14	13	26,600	18,550	19,820	21,335	16,550	22,015	20,170

HELENA-WEST HELENA SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2009-10

		26	27	28	29	30	31	32	33	34
APSCN		ATTENDANCE			MAINTENANCE	FOOD		TECHNOLOGY	COMPUTER	COMPUTER
STEP		CLERK	NURSE	BOOKEEPER	SUPERVISOR	SERVICE	HR/PR	DIRECTOR	TECH	TECH
	YEARS	205 DAY	185 DAY	240 DAY	245 DAY	240 DAY	DIRECTOR	240 DAY	220 DAY	220 DAY
	EXP	ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL
1	0	19,750	28,300	33,100	31,450	41,150	43,950	39,750	37,750	32,039
2	1	20,150	28,700	34,100	31,750	43,350	45,150	40,950	38,650	32,276
3	2	20,350	28,900	34,350	31,950	43,050	45,850	41,650	38,750	32,513
4	3	20,550	29,100	34,600	32,150	43,750	46,550	42,350	39,150	32,750
5	4	20,750	29,300	34,850	32,350	44,450	47,250	43,050	39,550	32,987
6	5	20,950	29,500	35,100	32,550	45,150	47,950	43,750	39,950	33,224
7	6	21,150	29,700	35,350	32,750	45,850	48,650	44,450	40,350	33,461
8	7	21,350	29,900	35,600	32,950	46,550	49,350	45,150	40,750	33,698
9	8	21,550	30,100	35,850	33,150	47,250	50,050	45,850	41,150	33,935
10	9	21,750	30,300	36,100	33,350	47,950	50,750	46,550	41,550	34,172
11	10	21,950	30,500	36,350	33,550	48,650	51,450	47,250	41,950	34,409
12	11	22,150	30,700	36,600	33,750	49,350	52,150	47,950	42,350	34,646
13	12	22,350	30,900	36,850	33,950	50,050	52,850	48,650	42,750	34,883
14	13	22,550	31,100	37,100	34,150	50,750	53,550	49,350	43,150	35,120
15	14		31,300	37,350	34,350	51,450	54,250	50,050	43,550	35,357
16	15		31,500	37,600	34,550	52,150	54,950	50,750	43,950	35,594
17	16		31,700	37,850	34,750	52,850	55,650	51,450	44,350	35,831
18	17		31,900	38,100	34,950	53,550	56,350	52,150	44,750	36,068
19	18		32,100	38,350	35,150	54,250	57,050	52,850	45,150	36,305

AT THE DISCRETION OF THE SUPERINTENDENT, UP TO ONE YEAR OF EXPERIENCE MAY BE COUNTED ON THE CLASSIFIED SALARY SCHEDULE AT THE RATE OF ONE STEP FOR EACH TWO YEARS OF APPROPRIATE (SIMILAR) EXPERIENCE. SIMILAR EXPERIENCE AT ANOTHER SCHOOL DISTRICT MAY BE ACCEPTED AT ONE YEAR CREDIT FOR ONE YEAR OF EXPERIENCE.

Helena-West Helena School District
Stipends

Senior High Coaching Stipends

Head Football	\$4,000
Asst. Football	\$3,000
Off./Def. Coordinator	\$1,000
Head Volleyball	\$3,000
Asst. Volleyball	\$2,000
Head Basketball	\$4,000
Asst. Basketball	\$3,000
Head Track	\$3,200
Asst. Track	\$2,200
Cross Country Track	\$1,500
Head Baseball	\$2,200
Asst. Baseball	\$1,800
Head Softball	\$2,200
Asst. Softball	\$1,800
Gymnastics/Senior/Junior	\$2,400
Golf--Boys & Girls	\$2,000
Tennis--Boys & Girls	\$2,000
Off--Season	\$800

Jr. High Coaching Stipends

Head Football	\$3,000
Asst. Football	\$2,000
Head Volleyball	\$2,000
Asst. Volleyball	\$1,200
Head Basketball	\$3,000
Asst. Basketball	\$2,000
Head Track	\$2,000
Asst. Track	\$1,400

EXTRA CURRICULAR ACTIVITIES STIPENDS

SR. HIGH BAND	\$4,000
JR. HIGH BAND	\$3,000
SR. HIGH CHEER SPONSOR	\$1,800
JR. HIGH CHEER SPONSOR	\$1,500
SR. HIGH CHORAL	\$3,000
JR. HIGH CHORAL	\$2,000
DRAMA	\$1,200
NEWSPAPER	\$1,400
ANNUAL	\$1,800

The amounts listed above are added to the original contract amount of the employee and payments are distributed over twenty-four (24) pay periods.

Stipends
for
Department Chairmen, Class & Club Sponsors

PARENT FACILITATORS \$1,250 per semester

SR. HIGH & JR HIGH SCHOOL
DEPARTMENT CHAIRS \$250 per semester

CLASS & ACTIVITY CLUB SPONSORS

QUIZ BOWL	\$250 per semester
ASST. QUIZ BOWL	\$250 per semester
SENIOR CLASS	\$250 per semester
GRADUATION	\$250 per semester
PROM	\$250 per semester
VICA	\$250 per semester
FBLA	\$250 per semester
ART	\$250 per semester
JR CLASS	\$250 per semester
COUGAR PRESS	\$250 per semester
FRENCH	\$250 per semester
STUDENT COUNCIL	\$250 per semester
FCCLA	\$250 per semester

The amounts listed above are not added to the regular contract of the employee. One-time payments for the amounts shown above are made near the end of each semester.