

## MEMORANDUM

TO: Board of Correction  
FROM: Dr. Charles F. Allen, CAO  
RE: April Board Agenda  
DATE: April 22, 2020

### NEW BUSINESS:

1. Policy Code GBBACA – Duties and Responsibilities of Director of Finance (Dr. Glover)
2. Arkansas Correctional School 2020-2021 School Calendar (Dr. Glover)
3. Rehires for School Year 2020-2021 (Dr. Allen)

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Policy Name:	Duties and Responsibilities of Director of Finance CEA Standard 7, 8	Policy Code:	GBBACA
		Date Adopted:	4/6/15

The ~~Assistant/Deputy Superintendent~~ *Director* for Finance shall be directly responsible to the ~~Superintendent~~ *Chief Administrative Officer* of the Arkansas Correctional School. He/she shall ensure that all financial transactions are in accordance with state law. He/she shall work with district personnel to provide financial support for the district's educational activities.

**A. DUTIES AND RESPONSIBILITIES**

1. Supervises the management of the financial affairs of the school.
2. Assumes responsibility for budget development and long-range financial planning
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Acts as payroll officer for the district.
6. Manages the district's real estate and insurance programs.
7. Administers a budget control program for the district.
8. Arranges for the internal auditing of school accounts.
9. Purchases by competitive bidding, informal quotations, and negotiation, items of supply and equipment necessary for the operation of the school.
10. Assists in hiring personnel.
11. Performs various and other job related duties as required.

**B. QUALIFICATIONS**

The individual holding this position shall have a Bachelor's Degree in business, accounting, or related field, or be licensed by the State Department of Education.

Arkansas Correctional School 2020-2021

August 17

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 17

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 16

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 14

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 11

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 15

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 15

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 15

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 17

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 15

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
	1	2	3	4
7	8	9	10	11

- August 3 - Contracts Begin
- August 6 - Professional Development RISE at ARESC
- August 10 - First Day of Student Contact
- August 13 - Professional Development at Central Office
- September 7 - Labor Day
- October 12 - Columbus Day
- November 11 - Veteran's Day
- November 23 - ABE/Inter. Level Meeting at Central Office
- November 24 - Pre-GED/GED Level Meeting at Central Office
- November 25 - 26 - Thanksgiving Holiday
- December 21 - January 1 - Christmas Holiday (Classes resume Jan 4, 2020)
- January 18 - King/Lee Birthday
- February 15 - President's Day
- March 22 - 26 - Spring Break
- April 15 - Pre-GED/GED Level Meeting at Central Office
- April 22 - ABE/Inter. Level Meeting at Central Office
- May 26 - Last Day of School
- May 27 - 28 & June 1-3 - Mandatory Emergency Makeups (152/190)

Approved:

ARKANSAS CORRECTIONAL SCHOOL  
REHIRES FOR SCHOOL YEAR 2020-2021

Charles Flynn Allen  
Floyd Darryl Allen  
John Anderson  
Judith Ann Anderson  
Amanda Dawn Beaird  
Angela Beard  
Van Leslie Beard  
Paulette Malinda Bell  
Barbara Anne Benton  
Amy Melissa Billings  
Shelia Denise Bobo  
Micah Bone  
Laura H Brown  
Michael W Brumley  
Stephen Daniel Cagle  
Anthony J Campagna  
John Allen Carter  
Tamyra Catlett  
Mary Alice Chambers  
Maegan Chappelle  
Stephanie B Coleman  
Belinda Gail Cooper  
Erica Denise Cooper  
G B Davis  
Tracy A Dowell  
Kimberly Dawn Duffie  
Rebecca Foster  
Leah D Gammill

Elma Denise Gatewood  
Paula Sue Glover  
William Virgil Glover III  
Cathleen T Hall  
William Hunter Hall  
Rhonda Hammons  
Martha B Hampton  
Norma Y Hewett  
David B Hicks  
Katherine Elaine Hilton  
Robert Edgar Hollis  
David Hudgens  
Kimberly A Hutchins  
Rebecca A Jackson  
Jerry Lynn Johnson  
Marvin Jones  
Nicholas J Kelnhofer  
James Philip Kimmer  
Mary Eulea Kiraly  
Roger Lynn Koontz  
Sheila Robinson McCurley  
Ame M McGuire  
Mark Marshall Sr  
LaCobi Miller  
Robert Evan Nankervis  
Benny A Nettles  
Channon Newman

Charlotte Nichols  
Matthew O Orf  
Jennifer Phelps  
Donna Pilgrim  
Taylor Redic  
Albert Rogers  
Kenneth Andre Rogers  
Marcia Rogers  
Aron Benard Sain  
Melissa G Smith  
Robin Annette Smith  
Micheal Stewart II  
Timothy Wesley Stewart  
Patricia Ann Tabb  
Nathaniel A Thompson  
Cheryl Ann Tucker  
Hosea Lee Washington  
David Glenn Webb  
Sharon Yolanda Whittaker  
Bonnetta Mariea Williams  
George Larry Wilson  
Jennifer Diane Wiseman  
Jerri Ann Woodson  
Lisa Kay Wright