

**Arkansas Correctional School District**  
**Classified Personnel Policy Meeting**  
**February 28, 2024—12:30 p.m.**

**Members Present:** Jeff Fowler, Mark Andrews, Tammy Dutton, Lee Hutchison, Donald Kendrick, and Burt VanHorn

Tracy Dowell, Interim Superintendent/Deputy Superintendent

Tracy Dowell called the meeting to order. Ms. Dowell announced that Victoria Harmon, Classified PPC Secretary, had taken a certified position with ACSD. Tammy Dutton was appointed in her place.

**Discussion of Policy:** Mr. Fowler and Mr. Hutchison stated they did not identify any updates or needed changes to any ACSD classified employee policy. Other members voiced their agreement.

**Calendar:** Reviewed the calendar recommended by Tracy Dowell. Teachers/Instructors return on 2/12. The start date for students is 8/19/2024 and will include Monday holidays, 2 weeks for Christmas/New Year's, and a Spring Break. The example calendar included a week for Thanksgiving, but could be changed to just Wednesday and Thursday. Members had no preference and were ok with the example calendar.

The meeting adjourned at 12:40 p.m.