

Senator John Cooper, Co-Chairperson
Representative Les Eaves, Co-Chairperson
November 14, 2017
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The agency wishes to utilize these four positions to ensure the safety and care of students by following the Arkansas Department of Education School-Based Treatment Program guidelines that requires the following mandate. The agency estimates a cost savings of implementing these positions at \$9,898.

The Office of Personnel Management (OPM) has reviewed this request and **recommends** the approval of three (3) pool positons for the classification of Residential Advisor, M074C, grade GS03.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

NOV 02 2017

Date

KB/jd: 1-2



ASD

Arkansas School for the Deaf

2400 West Markham • Little Rock, AR 72205 • (501) 324-9506 • (501) 324-9553 Fax
Dr. Janet Dickinson, Superintendent

October 30, 2017

Kay Barnhill, State Personnel Administrator
Office of Personnel Management
Department of Finance and Administration
P.O. Box 3278
Little Rock, AR 72203

Dear Ms. Barnhill

The Arkansas School for the Deaf is requesting to surrender four (4) positions in exchange for three (3) pool positions. We are requesting three (3) Residential Advisors M074C, Grade GS03 so that we may be diligent in our responsibility to secure the safety and welfare of the children that have been entrusted to our school who reside in our campus dorms.

The positions we are requesting to exchange are:

Position Number	Class Code	Authorized Title	Grade
22082291	S086C	COOK	GS01
22082293	S086C	COOK	GS01
22082308	S086C	COOK	GS01
22082392	S087C	Institutional Services Assistant	GS01

Residential Advisors provide an important service of supervision to our residential students. Student to staff ratio should mirror the ratio in the classrooms. Currently, the ratio is far larger in the dorms, even though there is a critical need. Unlike in the past, we have a greater number of deaf children with additional disabilities, as well as many students who are medically fragile. These students often require 1:1 assistance for moving to the cafeteria, showering, dressing, etc.

For our deaf students with significant additional mental or physical disabilities, we would like to follow the Arkansas Department of Education School-Based Treatment Program Guidelines.

“Each school-based day treatment classroom will maintain a staff to student ratio of 1 to 3. No classroom shall exceed nine students per classroom, which requires a ratio of three adults to nine students. The 1:3 classroom shall utilize, at a minimum, the services of one (1) full-time teacher and one (1) full-time paraprofessional.”

MISSION STATEMENT

Working Together to Create Learning Opportunities for Academic Excellence and Personal Independence

Overnight Student-to-Staff Ratios: Each group of children have only one overnight residential advisor that has the ratio of 1 Adult per 10-14 children per dorm.

The care and safety the Residential Advisors (RA) provides to the children varies and we have an urgent need for additional positions. The high school girls' dorm and the high school boys' dorm, are each two stories high. This requires that the staff member run between the 1st and 2nd floors to supervise students and handle any minor medical or personal needs of each student. The RA must transport students with additional significant disabilities moving to and from the cafeteria for dinner and breakfast and other activities. The overnight supervisor is also the person who wakes up the children and helps them prepare for their day. Each group includes deaf children with additional needs that require substantial support in daily basic life skills.

Your consideration is greatly appreciated in approving the three (3) Residential Advisor positions from the Pool position to assist our school in protecting and serving these special needs children on a daily basis. If you have any questions please contact me directly at 501-682-2764.

Sincerely,

A handwritten signature in blue ink that reads "Kristi Clark". The signature is written in a cursive, flowing style.

Kristi Clark,
ASD Human Resources Manager



DEPARTMENT OF FINANCE & ADMINISTRATION
Office of Personnel Management
Request for Pool Position

Business Area	Agency/Institution	Date
513	AR School for the Deaf	10/30/2017

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22082291	COOK	GS01	S086C
22082293	COOK	GS01	S086C
22082308	COOK	GS01	S086C
22082392	INSTITUTIONAL SERVICES ASSISTANT	GS01	S087C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	RESIDENTIAL ADVISORS	GS03	M074C
	RESIDENTIAL ADVISORS	GS03	M074C
	RESIDENTIAL ADVISORS	GS03	M074C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
Kristi Clark	10/30/17

Agency Director	Date
Dr. Janet Dickinson	10/30/17



**Department of Finance & Administration
Office of Budget**

FORM PACERT

CERTIFICATION OF FUNDING FOR PERSONNEL ACTIONS

Agencies must complete this form for personnel actions involving director's discretion under the Uniform Classification & Compensation Act for either incumbents or new hires. By completing this form, your agency certifies that sufficient agency funds exist and are available during the current fiscal year, and are expected to be available on an ongoing basis, to cover the requested salary adjustment. Agencies requesting discretionary increases will not be eligible for additional Merit Adjustment Fund disbursements to cover the costs of such increases. For adjustments affecting more than one position, please attach a spreadsheet with the information below listed for each position. A signed copy of this form must be attached.

1. Business Area/Agency:		0513 AR School for the Deaf	
2. Type of Action Requested:		Growth Pool	
3. Employee Name:			
4. Employee Personnel Number (if any):			
5. Position Number:		New Position	
6. Job Title:		Residential Advisor	
7. Class Code:	M074C	8. Grade:	GS03
9. Current Salary:		\$ 22,000	
10. Requested Salary:		\$ 26,034	
11. Change in Salary:		\$ 4,034	
12. Change in Personal Services Match:		\$ 874	
13. Total Budgetary Impact:		\$ 4,908	
14. Fund Center:		056	
15. Cost Center:		353243	
16. Funding Source:		General Revenue	
17. Current Budget for Appropriation:		10,316,977	
18. Certified Funding for Appropriation:		10,316,977	

Justification:

Arkansas School for the Deaf will be surrendering position number 22082308, Cook, GS01 for the growth pool position. The offset of the increased cost will come from current salary savings.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.



Agency Director

11/1/17

Date



**Department of Finance & Administration
Office of Budget**

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18. Certified Funding for Appropriation:		10,316,977	

Justification:

Arkansas School for the Deaf will be surrendering position number 22082291, Cook, GS01 for the growth pool position. The offset of the increased cost will come from current salary savings.

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17. Current Budget for Appropriation:		10,316,977	
18. Certified Funding for Appropriation:		10,316,977	

Justification:

Arkansas School for the Deaf will be surrendering position number 22082392, Institutional Services Assistant, GS01 for the growth pool position. The offset of the increased cost will come from current salary savings.

By signing this document, I certify that sufficient agency funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Merit Adjustment Fund.



Agency Director

11/1/17

Date