



ARKANSAS DEPARTMENT OF EDUCATION

Dr. Tom W. Kimbrell
Commissioner

April 1, 2014

**State Board
of Education**

Brenda Gullett
Fayetteville
Chair

Ms. Kay Terry
State Personnel Administrator
Department of Finance and Administration
1509 West 7th Street
Little Rock, AR 72201

Sam Ledbetter
Little Rock
Vice Chair

Dr. Jay Barth
Little Rock

Dear Ms. Terry:

Joe Black
Newport

Effective April 14, 2014, the Arkansas Department of Education (ADE) is requesting to establish four (4) Professional and Executive Pay pool positions as authorized by Special Language in Act 1310, Section 25(a) page 14 for fiscal year 2013-2014. Section 25(a) reads as follows:

Alice Mahony
El Dorado

To address needs emerging from statewide education issues and the necessity of recruiting and retaining qualified personnel, the Arkansas Department of Education or its successor agency is authorized for the 2013-2014 fiscal year a pool of five (5) classified positions at up to a grade N912. These positions are to be used by the Department of Education in the event that the personal services needs of the Department during the 2013-2014 fiscal year require additional positions, either by classification or in number, that are not authorized by the General Assembly in Section 1 of this Act. These positions may also be used to properly classify positions when the Department does not have a vacant position available with the appropriate title and grade level.

Toyce Newton
Crossett

Mireya Reith
Fayetteville

Vicki Saviers
Little Rock

Diane Zook
Melbourne

Position 1

ADE Special Advisor, Class Code N069N, Pay Grade N908
ADE is requesting a salary of \$90,882, between base and midpoint

Rationale and Justification

In response to the Department's growing information technology needs, the department requests a pool position. The position will be used to fulfill the Department's goals and mandates. The ADE Special Advisor will serve as a Lead Information System Software Developer will lead the programming and development operations of the Department's core educational information systems. This includes serving in a lead role for database administration and development activities in Microsoft.NET.

The position's primary work involves database administration and software development in the areas listed below:

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

1. Statewide Information System (SIS) – This system collects both certified and uncertified data from school districts, including both student and finance management systems. Certified data is collected nine times per year and uncertified data, used for ad hoc data-driven decision making and web-based dashboards, is collected nightly and on-demand.

Ms. Kay Terry
Page 2
April 1, 2014

2. ADE State Data Warehouse – This is a statewide, longitudinal repository of district certified data received since 2004. The State Data Warehouse is used for all forms of ad-hoc, State and Federal Reporting. The data warehouse is on IBM Cognos Business Intelligence platform.

3. Standards Annual Accreditation System (SAAS) – This system enables the public to view school district accreditation reports approved by the ADE and enables school districts to view data which forms the annual accreditation report. ADE approved accreditation reports are publicly accessible while preliminary accreditation reports are restricted to authorized school district personnel.

Arkansas Educator Licensure System (AELS) – This system allows licensed educators to update their contact information, including email, phone number and mailing address. Educators may login to view their license, license activity and all information accessible through the public view. Educators may also use the login to start a new application online. The system also has a Public site which allows public access to educator licensure data.

The ADE Lead Information System Software Developer will also oversee the design and development of the following new systems as listed below:

- I. New Abstract of Assessment Application
- II. New School Funding Application
- III. New SIS Data Import Utility Tool for Non-SunGard source systems
- IV. New Neglected and Delinquent Form System
- V. Conversion of all school districts from 'legacy' SIS to 'Web-based' SIS starting school year, 2014-2015.
- VI. Upgrading the Extract-Transform-Load (ETL) process of ADE's State Data Warehouse.
- VII. Phasing Out Internal Information System (IIS).

Specials Requirements:

Applicant should have experience with Microsoft .NET C# Framework, Microsoft SQL Server and IBM Cognos Business Intelligence tools. Experience with K-12 public school and educator licensure data systems required. Knowledge of information systems best practices and total quality improvement and management preferred. Applicant must have the formal education equivalent of bachelor's degree in computer science, information technology, mathematics, or a related area; plus eight years of progressively more responsible experience in the field of information technology and computer science. Masters degree in computer application or information technology is required.

Ms. Kay Terry
Page 3
April 1, 2014

Position 2

ADE Special Advisor, Class Code N069N, Pay Grade N908
ADE is requesting a salary of \$90,882, halfway base and midpoint

Rationale and Justification

In response to the expansion of work involving Educator Effectiveness, the department requests a pool position. The position will be used to fulfill the department's goals and mandates. The ADE Special Advisor will serve as the Director of Educator Effectiveness to lead the work with teacher evaluation, principal evaluation, superintendent evaluation, teacher mentoring and induction, administrator mentoring, National Board Certified Teachers, and teacher recruitment and retention.

The position's primary work includes the areas listed below:

1. **Educator Evaluation Systems** – Recent legislation requiring state educator evaluation systems requires the development of both teacher and administrator evaluation systems. The legislation also requires student growth to be included in the evaluation systems. This means development of the systems must include growth models as a component of an educator's overall rating. Modeling data, providing policy recommendations, providing support through professional development to educators, and checking for and maintaining validity of the system will be major responsibilities for this position. This position will also be responsible for working with the vendor that has been awarded a state contract for an on-line observation system. Since state legislation requires summative teacher evaluation ratings for the schools to be published on school performance reports, it will be critical to work with the vendor to build the system to retrieve all necessary data.
2. **Teacher and Administrator Mentoring Programs** – State law requires novice teachers and administrators to be mentored during their novice year or years, depending on whether they are licensed for the position. It is important that the mentoring experience be intricately integrated with the evaluation systems. Novice teachers and administrators should feel the mentoring process prepares them for the evaluation process they undergo as new educators in their particular field. This position will be critical in seeing all of the systems are integrated and that educators feel supported and prepared as they embark on their new roles.
3. **Teacher Recruitment and Retention** - Recruiting and retaining effective educators to the field is imperative to producing students who are college and career ready. This position will be critical to assuring programs are in place to recruit teachers in the needed fields and also to make sure the programs are in place, such as effective mentoring programs, to retain quality educators.

Ms. Kay Terry
Page 4
April 1, 2014

Position 3

ADE Special Advisor, Class Code N069N, Pay Grade N908
ADE is requesting a salary of \$90,882, between base and midpoint

Rationale and Justification

In response to the expansion of work involving Educator Licensure, the department requests a pool position. The position will be used to fulfill the department's goals and mandates. The ADE Special Advisor will serve as the Director of Educator Licensure to lead the work with educator licensure and educator preparation programs.

The position's primary work includes the areas listed below:

1. **Educator Licensure** – This position will ensure that all licensure avenues, traditional routes and non-traditional routes are implemented with the highest effectiveness. Recent legislation has provided for more non-traditional licensure avenues.
2. The Director of Educator Licensure will ensure that all licensure avenues are producing educators that can produce college and career ready learners. To ensure that goal, this position will review all licensure exams align and are appropriate for the respective position. The Director of Educator Licensure will ensure that all candidates applying for licensure meet all requirements for licensure, including all background checks, and ensure that all licensure specialists are processing licensure cases in accurate manner. Not only are licensure specialists expected to process new educator licenses, but also licensure renewals.
3. **Educator Preparation** - There is more accountability for educator preparation programs. ADE is the responsible agency for approving all educator programs. ADE must also now start reporting data on all the educator programs in the state. Programs that show to have areas of need will have to be provided with support and interventions to improve. Selecting appropriate licensure exams is also a responsibility for this position.

Position 4

ADE Special Advisor, Class Code N069N, Pay Grade N908
ADE is requesting a salary of \$101,959.31, between Midpoint and Maximum

The ADE requests approval to create a pool position to convert a current unclassified position to a classified position on the Professional and Executive Pay Plan. The unclassified position currently belongs to Ms. Lori Freno-Engman (Personnel Number 1018), ADE Deputy General Counsel.

Rationale and Justification:

The ADE's Legal Services Office maintains an extremely high workload. The attorneys and staff in the office serve a varied constituency and are involved in almost every aspect of the ADE's vast operations. The ADE's attorneys represent the ADE and the State Board of Education in state and federal court, before

Ms. Kay Terry
Page 5
April 1, 2014

legislative committees, and before other state boards and commissions. The attorneys address constituent complaints and answer all manner of legal questions from school district superintendents and educational leaders from across the state. The attorneys assist in research and draft legislation related to education in Arkansas and must also draft rules and regulations in accordance with Arkansas law.

The Legal Services Office is responsible for the review and approval of each Freedom of Information Act request submitted to the ADE. Most, if not all of the work accomplished by the Legal Services Office is accomplished on a strict deadline. Currently, the Legal Services Office employs only four attorneys, including Ms. Freno-Engman, to address all of the legal needs of the ADE. The General Counsel, Mr. Jeremy Lasiter, is often called away to legislative meetings, department leadership meetings, board meetings and court hearings. As Deputy General Counsel, Ms. Freno-Engman provides needed continuity of leadership and supervision in the absence of the General Counsel.

Since her arrival at the ADE on April 1, 2013, Ms. Freno-Engman has quickly become an instrumental member of the Legal Services Office and the ADE. Ms. Freno-Engman's immense knowledge and years of experience are evident in the quality of her work. She has already successfully represented the ADE in matters pending in federal district court and a state review panel. She is truly an asset to the ADE and the State of Arkansas.

Ms. Kay Terry
Page 6
April 1, 2014

Below is the information needed to create the positions:

| POSITION NUMBER | TITLE OF POSITION | PAY GRADE | CLASS CODE | COST CENTER | ORG UNIT | PERS AREA | PER SUB AREA |
|-----------------|---------------------|-----------|------------|-------------|------------------------|-----------|--------------|
| XXXXXXXX | ADE Special Advisor | N908 | N069N | 350411 | Research & Technology | ED01 | NEL1 |
| XXXXXXXX | ADE Special Advisor | N908 | N069N | 350322 | HR & Licensure | ED01 | NEL1 |
| XXXXXXXX | ADE Special Advisor | N908 | N069N | 350321 | HR & Licensure | ED01 | NEL1 |
| XXXXXXXX | ADE Special Advisor | N908 | N069N | 350163 | Central Administration | ED01 | NEL1 |

Thank you for your favorable consideration of this request. If you have any questions regarding this matter, please contact the Human Resources Office at 682-4210.

Sincerely,



Tom Kimbrell, Ed.D.
Commissioner of Education

Cc: Tony Wood, Deputy Commissioner
Cody Decker, Assistant Commissioner & CIO
Karen Walters, Assistant Commissioner
Jeremy Lasiter, General Counsel
Greg Rogers, ADE Chief Fiscal Officer
Clemetta Hood, HR Manager

Clemetta Hood (ADE)

From: Sruthi Nunna <Sruthi.Nunna@dfa.arkansas.gov>
Sent: Monday, May 05, 2014 2:17 PM
To: Clemetta Hood (ADE)
Cc: Regina Blevens (ADE)
Subject: RE: Corrective Copy

Clemetta,
I apologize for my delayed response. Please review the following and let me know if anything looks incorrect.

| POSITION NUMBER | TITLE OF POSITION | PAY GRADE | CLASS CODE | COST CENTER | ORG UNIT | PERS AREA | PER SUB AREA |
|-----------------|---------------------|-----------|------------|-------------|----------|-----------|--------------|
| 22159998 | ADE Special Advisor | N908 | N069N | 350411 | 21705833 | ED01 | NEL1 |
| 22159999 | ADE Special Advisor | N908 | N069N | 350322 | 21705859 | ED01 | NEL1 |
| 22160000 | ADE Special Advisor | N908 | N069N | 350321 | 21705823 | ED01 | NEL1 |
| 22160001 | ADE Special Advisor | N908 | N069N | 350163 | 21703667 | ED01 | NEL1 |

Thanks
Sruthi

From: Clemetta Hood (ADE) [mailto:Clemetta.Hood@arkansas.gov]
Sent: Friday, May 02, 2014 12:36 PM
To: Sruthi Nunna
Cc: Regina Blevens (ADE)
Subject: Corrective Copy

Good afternoon, Sruthi:

Please forward to ADE a corrected copy of the four pool positions attributes.

Thanks