

# Exhibit 3

## Alternative Learning Education Regional Supervisor/Consultant

### Update and Timelines of Progress

- November 1, 2006 Submitted a request to the Office of State Procurement authorizing the use of Request for Qualifications procurement method.
- November 2, 2006 Office of State Procurement authorized use of the Request for Qualifications procurement method, Subchapter 8 of the State Procurement Law §19-11-802 R1 through §19-11-805.
- November 11, 2006 The Arkansas Department of Education published a professional advertisement in the Arkansas Democrat Gazette newspaper, advertisement posted on Nov. 11<sup>th</sup> & 12<sup>th</sup>. Approximately 20 responses and resumes were received.
- November 29, 2006 Screened applicants
- December 1, 2006 After screening the resume applicants, eight individuals were interview.
- December 4, 2006 Checking and calling references for three applicant references were initiated.
- December 12, 2006 Professional service contract requirements have been completed. Following the completion of all signatures, the contracts will be submitted to committee for review.

Arkansas Department of Education  
 Division of Learning Services / Special Programs / Alternative Education  
 Legislative Report  
 December 12, 2006

**Alternative Learning Education Positions Recommendation**

This report has been developed to show the current status of four new support specialist positions. The information gathered is a collaboration of interagency partnership development.

Four Education Consultant job positions will greatly benefit the alternative education program. With the addition of these regionally placed support specialists, additional encouragement and strategic interventions can occur. In addition, the Arkansas Department of Education (ADE) is in the process of developing a monitoring tool for all ALE programs. The education consultants will assist in the finalization and implementation of this monitoring instrument.

The four positions have numerous options concerning office accommodations. All of the personnel will be housed regionally in a regional office, either at an educational cooperative or an institution of higher learning campus. Many options exist due to the newly developing positions. A thorough job description has been created and is attached to this report.

The Arkansas Department of Education does not currently have four Grade 21 specific job codes/positions designated for these new positions. The current ALE Coordinator's position was one created by Dr. James and ADE to meet the needs of the rapidly growing district demands. At this time, there are no job codes/positions available for the expansion of these much-needed education consultants.

Current Plan for 2006-2007

- Hire Education Consultants (4 FTE)
- The home offices will be located in an education cooperative or a higher education facility.
- Appropriate training will be provided for the education consultants.
- Every education consultant will strategically support an assigned specific region.
- Arkansas Department of Education will fund the 2006-2007 temporary contracts.
- ADE has advertised the educational consultant positions as a temporary contract while progress is made for legislature to permanently commit to the personnel.
- Interviews have been completed and recommendations have been made for three of the positions.
- Professional contracts have been completed and submitted for approval.
- The consultants will be hired by professional service contracts not to exceed a full year of employment.
- The total estimated cost for the salary, fringe benefits, travel, professional development, office expenses, and support materials for all four positions is

\$300,00 to \$400,000 based on the number of months temporarily employed by service contract.

Proposed Plan for 2007-2009

- Hire four permanent Education Consultants
- Pay Grade 21
- The home offices will be located in an education cooperative or a higher education facility.
- Every education consultant will strategically support an assigned specific region.
- Appropriate training will be provided for each of the permanent education consultant positions.
- Arkansas Department of Education will receive funding from the Legislature for the 2007-2009 positions.
- The contract will be based on a Grade 21 salary. The total estimated cost for the salary, fringe benefits, travel, professional development, office expenses, and support materials for all positions (4 FTEs) are \$400,000.

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**Alternative Learning Education  
Regional Supervisor/Consultant**

**CLASS DEFINITION:**

Planning, administrative, consultative, and monitoring work at a professional level in providing education services. Extensive interaction occurs with other Department staff members, local school officials, and other education professionals. Project assignments of a department-wide nature may occur.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates specialized training.
- Monitors all educational programs and takes appropriate action whenever a program is found to be in noncompliance with state and/or federal regulations.
- Develops compliance action plans to address deficiencies.
- Provides documentation of official support, redesign, and development records to ensure state approved programs.
- Provides technical assistance and support in understanding and implementing programs to ensure federal and state regulations are met.
- Provides written and verbal technical assistance regarding regulations and procedures for licensure, coding, Highly Qualified Teacher and NCLB; reviews and evaluates applications supporting while state approved support programs.
- Participates in the programs development and improvement plan.
- Performs other duties as assigned.

Normal office working conditions generally prevail. Incumbent must be able to interact, work, and deal with department staff, educators, state, federal, and local officials, and the general public. Evening and weekend work may be required. Considerable travel is necessary for which an incumbent must possess private means of transportation.

**KNOWLEDGE**

- Knowledge of non-traditional, diverse learning environments with experience in Alternative Education.
- Experience in behavioral intervention strategies.
- Knowledge of training program development and presentation techniques.
- Knowledge of teaching principles and methods.
- Experience in Educational Core Curriculum Instruction.
- Ability to research, develop, evaluate, and revise training programs.
- Ability to coordinate and conduct trainings.
- Ability to prepare reports and maintain records.
- Ability to review and analyze applications and supporting documentation.
- Ability to present ideas and information to large and diverse groups.

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**EDUCATION AND EXPERIENCE:**

Education: Bachelor's degree and a valid Arkansas teaching license. Master's degree is recommended.

Experience: Four years of professional level work experience in a field related to teaching or provision of educational support services and behavioral intervention strategies.

**SPECIAL REQUIREMENTS:**

Knowledge of non-traditional, diverse learning environments with experience in Alternative Education is important. Experience in behavioral intervention strategies is beneficial. The ability to work in a team environment as a team member or team leader; ability to use appropriate grammar and effective communication skills with the ability to tactfully share concerns and build consensus. A working knowledge of computer technology, basic word processing database, spreadsheet, communication, Internet research, and PowerPoint presentation skills, is a minimum requirement.

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Arkansas Alternative Learning Environment  
Long Range Development

**Adequacy Report Item 16d:**

The addition of Regional Educational Specialists/Consultants will continue to bring more thorough comprehensive support to the school districts in Arkansas. An emphasis on local program needs will be available multiple times within the school year. All Alternative Learning Environment (ALE) programs will have on site visits yearly. The specialists will coordinate regional training sessions to meet the needs of the superintendents, teachers, parents, and students.

Intense state training will be provided for the Regional Specialists/Consultants in order to prepare and ensure consistency for site visits to every ALE program. "Substantially similar settings" will be stressed as the specialists visit area schools. This consistent review will continually be used in all annual review procedures for all alternative settings.

A major emphasis in secondary literacy improvement is currently being launched and will be implemented in partnership with Mid-Continent Comprehensive Centers (MC3). This will include specialized training for select ALE leaders within the regions to support an infrastructure that will continue to grow. The training will expand to include alternative education personnel representing every school district within our state. This will be an ongoing emphasis for years to come.

Three Alternative Education Academic Academies will also occur in support of "Next Step" higher expectations to help develop stronger student performance and a balanced curriculum. These Academies will partner with other agencies, such as Higher Education and will allow alternative education teachers to select workshops in academic subject areas to support their classroom needs immediately.

A "Day One Assessment" procedure will be developed in a more comprehensive way so that thorough educational plans will be created for every student. This measurement will be in addition to state mandated testing procedures. It will also be given at the end of the year or upon exit from the ALE program. This assessment tool will measure academic strengths, weaknesses, social and emotional concerns.

The Regional Educational Specialists/Consultants will be instrumental in supporting and expanding a better knowledge of ALE into local communities and particularly business partnerships. An "employability emphasis" will be stressed in broadening the scope for at risk students. Also, the recent "Next Step" informational summits will emphasize the need for advanced academic emphasis to better prepare future workforce training and increase the capabilities of the state capacity in acquiring high skilled professions in Arkansas.

The Regional Educational Specialists/Consultants will be active and support the Arkansas Association of Alternative Educators Association, as well as actively involved in the State Convention in Hot Springs. There are also plans to coordinate a National Alternative Educators "Best Practices" Summit in Arkansas.

A continuation of the Secondary Literacy Expansion training, coaching and implementation will build an infrastructure of replication so that these valuable skills continue long after our MC3 partnership ceases. An additional development of advanced

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math instructional skills will begin as phase two of the Literacy/Math improvement goal and will be emphasized in alternative education.

**ALTERNATIVE LEARNING ENVIRONMENTS  
 ADDITIONAL STAFF & OPERATING SUPPORT  
 2007-2009**

					<b>APPROPRIATION</b>	
					<b><u>FY08</u></b>	<b><u>FY09</u></b>
<b><u>REGULAR SALARIES</u></b>						
PUBLIC SCHOOL PROGRAM ADVISOR (R290)	GRADE 21	4	\$ 58,200		<b>\$ 232,800</b>	<b>\$ 232,800</b>
<b><u>PERSONAL SERVICES MATCHING</u></b>						
SOCIAL SECURITY 7.65%					\$ 17,808	\$ 17,808
TEACHER RETIREMENT 14%					32,592	32,592
INSURANCE \$350 PER MONTH					16,800	16,800
					<b>\$ 67,200</b>	<b>\$ 67,200</b>
<b><u>OPERATING EXPENSES</u></b>						
POSTAGE					\$ 1,440	\$ 1,440
TELEPHONE					1,920	1,920
CELL PHONE					4,800	4,800
RENT					6,000	6,000
IN-STATE TRAVEL					50,640	50,640
OFFICE SUPPLIES					7,200	7,200
OFFICE SET-UP					16,000	-
					<b>\$ 88,000</b>	<b>\$ 72,000</b>
<b><u>CONFERENCE FEES AND TRAVEL</u></b>						
OUT-OF-STATE CONFERENCES					<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>TOTAL</b>					<b>\$ 400,000</b>	<b>\$ 384,000</b>

**Note:** Payplan COLA will need to be applied to the FY09 Salary and Matching Amounts

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