

Arkansas Correctional School District

Certified Personnel Policy Meeting

March 5, 2026—9:30 a.m.

Present: Michael Stewart, Nicholas Kelnhofer, Hosea Washington, Erin Creasey, Erica Whitfield, Jerome Wilson, Stephanie Jones, Kerri Bone

Absent: Bonetta Williams

Call to Order: Ms. Washington called the meeting to order at 9:30 a.m.

Minutes from Last Meeting: A motion was made by Mr. Kelnhofer and seconded by Mr. Wilson to accept the minutes of the December 4, 2025 meeting.

New Business:

Policies voted on:

3.56 Licensed Personnel Parental Leave – amended to align the language with guidance from DESE-a motion to accept was made by Ms. Whitfield and seconded by Mrs. Creasey.

4.10 Pay Dates-language was revised and the July pay date changed-a motion to accept was made by Mrs. Creasey and seconded by Ms. Whitfield.

4.42 Employee Travel Approval and Reimbursement-new policy and

4.77 Job Description-Administrative Assistant/Aide-new job description –a motion was made to accept both policies 4.42 and 4.77 by Ms. Whitfield and seconded by Mr. Kelnhofer.

Proposed 2026-2027 Calendar: The final calendar for the 2026-2027 school year was presented. A motion to accept was made by Ms. Whitfield and seconded by Ms. Bone.

Proposed Salary Schedule: The final salary schedule for the 2026-2027 school year was presented.

Adjournment: Ms. Whitfield made a motion to adjourn at 9:53 a.m. with a second from Ms. Jones.