



LITTLE ROCK SCHOOL DISTRICT

810 WEST MARKHAM STREET
LITTLE ROCK, ARKANSAS

BOARD OF DIRECTORS

SPECIAL MEETING

July 20, 2018

5:30 PM

-
- | | | | |
|------|---|--------------------------|------------------------------------|
| I. | <u>Appointment of Administrator</u> | <input type="checkbox"/> | <u>ATTACHMENTS</u> |
| II. | <u>Strategic Planning and Consulting Contract</u> | <input type="checkbox"/> | <u>ATTACHMENTS</u> |
| III. | <u>Staff Reorganization</u> | <input type="checkbox"/> | <u>ATTACHMENTS</u> |



LITTLE ROCK SCHOOL DISTRICT

810 WEST MARKHAM STREET
LITTLE ROCK, ARKANSAS

DATE: July 20, 2018 5:30:00 PM
FROM: Mike Poore
Superintendent of Schools
SUBJECT: Appointment of Administrator

RECOMMENDATION:

The administration recommends the approval of the attached personnel change at the indicated position, salary, and classification.

PREPARED BY:

Robert Robinson, HR Administrator

**LITTLE ROCK SCHOOL DISTRICT
810 WEST MARKHAM
LITTLE ROCK, ARKANSAS**

July 20, 2018

TO: Board of Directors
FROM: Mike Poore, Superintendent
PREPARED BY: Robert Robinson, HR Administrator
SUBJECT: Appointment of Administrator

I recommend the approval of the following personnel changes at the indicated position, salary, and classification.

NAME	POSITION / SCHOOL	START DATE/ END DATE	SALARY CLASS	ANNUAL SALARY
Employee				
Hobbs, Jr., Antony	Principal/ MCCLELLAN	7-23-18	76-20 ADC12	115134.00 TOTAL SALARY (TO BE PRORATED) 112414.00 ANNUAL SALARY 2000.00 EDU-02 720.00 CAR-05



LITTLE ROCK SCHOOL DISTRICT

810 WEST MARKHAM STREET
LITTLE ROCK, ARKANSAS

DATE: July 20, 2018 5:30:00 PM
FROM: Mike Poore
Superintendent of Schools
SUBJECT: Strategic Planning and Consulting Contract

BACKGROUND:

The stage has been set to have this conversation in the Little Rock School District from the moment a decision was made to move forward to build Little Rock Southwest High. The District previously had committed to converting McClellan High into a K-8 but has not formally committed to schools that would be involved in that configuration. Likewise, J. A. Fair is a quality campus and a solution for use of that campus must be determined. The District also has two buildings that are underutilized at this time in the office space at Pinnacle View Middle School and the old Southwest Junior High School building located near Bale Elementary. Furthermore, the District has committed to solutions to support the loss of 300 ELL students at Hall High to Southwest High.

RECOMMENDATION:

The administration recommends approval to agree to a Strategic Planning and Consulting Contract with Action Craft.

PREPARED BY:

Mike Poore, Superintendent

EXECUTIVE SUMMARY

Topic: Contract for Services

Short Summary:

The Little Rock School District will undertake a community outreach to seek direction regarding a District Facility Plan. The need for this activity falls within the normal work to share our Facility Plans with the State as well as developing a plan for usage with pending facility openings (McClellan and J. A. Fair) with the opening of the new Little Rock Southwest High.

The District does not have the capacity to support a true public campaign to seek input on facility planning without the support of a partner. The administration is seeking approval to enter into a contract with Action Craft for services. Compensation tied to this contract will not exceed \$50,000. The District will seek support of community partners to help support the cost of this effort.

The attached contract does provide an attachment listing the services that will be delivered by Action Craft.

Background:

The stage has been set to have this conversation in the Little Rock School District from the moment a decision was made to move forward to build Little Rock Southwest High. The District previously had committed to converting McClellan High into a K-8 but has not formally committed to schools that would be involved in that configuration. Likewise, J. A. Fair is a quality campus and a solution for use of that campus must be determined. The District also has two buildings that are underutilized at this time in the office space at Pinnacle View Middle School and the old Southwest Junior High building located near Bale Elementary. Furthermore, the District has committed to solutions to support the loss of 300 ELL students at Hall High to Southwest High.

Evaluation:

The contract and services displayed match the District's need at a price that is reasonable, given the scope and timing of the work.

Recommendation:

- **Action Steps for Board of Education**
 - **Consider if community or staff needs to see this.**

The Administration seeks approval to agree to a Strategic Planning and Consulting Contract with Action Craft.

Action Steps to be taken:

The District plans to start the community engagement process in late August. Work with the consultant will begin immediately after the contract is accepted.

Strategic Plan Alignment:

Targets for this work:

1. To increase and enhance quality learning environments.
2. To increase and expand options for parents to utilize LRSD as their school district of choice.
3. To use cost savings to enhance teacher salaries with a specific target to address a non-competitive starting teacher salary so that LRSD can attract and retain quality educators.

Key Points:

1. This contract is not set up to have ongoing consultant engagement.
2. Action Craft will sub-contract with other companies to meet the need but LRSD has no further financial cost other than what is associated with this contract.
3. There is a strong likelihood that LRSD will receive support to provide financing to this effort.
4. LRSD staff will be highly engaged throughout the process.

Fiscal Impact:

Services tied to this contract will not exceed \$50,000.

Date submitted: July 20, 2018

Submitted by: Mike Poore



Strategic Planning and Consulting Contract

401 West Capitol, Suite 702
Little Rock, AR 72201
Phone (501) 372-1716
Fax: (501) 376-1377
www.ActionCraftCompany.com
hello@actioncraftcompany.com

This Agreement, dated **July 19, 2018**, is between ActionCraft Company at 401 West Capitol Ave., Suite 702, Little Rock, Arkansas 72201 ("Consultant"), an Arkansas corporation, and **Little Rock School District** ("Client") at **810 West Markham, Little Rock, AR 72201**. Client and Consultant agree that Client desires to retain Consultant to render consulting and advisory services for Client on the Terms and Conditions set forth in this Agreement and Consultant desires to be retained by Client on such Terms and Conditions.

Terms and Conditions

- I. Services to be Performed. Client hereby retains Consultant for the term of this Agreement to perform the consulting services set forth on the attached Scope of Work (hereinafter the "Services"), **Attachment A**. In rendering Services hereunder, Consultant shall be acting as an independent contractor and not as an employee or agent of Client. As independent contractors, neither Consultant nor Client shall have any authority, express or implied, to commit or obligate the other in any manner whatsoever, except as specifically authorized from time to time in writing by an authorized representative of Consultant or Client, as the case may be, which authorization may be general or specific. Nothing contained in this Agreement shall be construed or applied to create a partnership. Consultant shall be responsible for the payment of all federal, state or local taxes payable with respect to all amounts paid to Consultant under this Agreement.
- II. Compensation. For Services hereunder, Client shall pay to Consultant a fee of **not to exceed fifty thousand dollars (\$50,000)**.
- III. Expenses. Client shall reimburse Consultant for all reasonable travel, meeting materials, survey expenses incurred by Consultant in rendering Services hereunder ("Expenses"). Travel Expenses shall include the cost of any travel by personal vehicle to a location more than thirty (30) miles from Consultant's primary work location, the costs of any travel requiring public transportation, the costs of meals, and the costs of necessary lodging. Client shall pay such reimbursement within 30 days after receipt of invoice.
- IV. Billing. **Initial Payment of \$20,000** for services pursuant to this Agreement is due within fifteen (15) days of execution of this Agreement. All other charges and/or fees incurred by ActionCraft Company pursuant to this Agreement shall be invoiced by ActionCraft Company **in two additional payments (September 1, October 20)**. Payment on invoices so provided shall be due net fifteen (15) days from date of invoice. Accounts for which payment is not received within thirty (30) days shall be deemed to be in default.
- V. Public Surveys, Public Discourse and Publicity. Consultant understands that Client is a public entity and any information can be requested for public release. Consultant will not publish any information on behalf of the Client without Client pre-approval. Notes from public discourse and survey(s) will not reveal the names of the participants in an effort to nurture open and honest dialogue.
- VI. Term and Termination.
 - (a) This Agreement shall **commence as of the date first written above and shall continue through October 30, 2018**.
 - (b) This Agreement shall be terminated upon thirty (30) days written notice of termination by either party. Consultant shall be entitled to receive from Client all fees and expenses incurred up to the date of termination in accordance with the billing procedures set forth in Section IV.
- VII. Indemnification. Client agrees to indemnify, defend and hold harmless Consultant against any and all loss, liability, expenses, and costs (including attorneys' fees, judgments, fines and amounts paid in settlement) actually and reasonably incurred by Consultant in connection with any threatened, pending, completed or future action suit or proceeding to which Consultant is, or is threatened to be, made a party arising from or related to Services that have been provided hereunder. The terms of this Section VII shall survive the termination of this Agreement.

VI. Disputes. Any action based on, arising from, or pertaining to this Agreement, including disputes regarding the Terms and Conditions, alleged breaches of contract, and remedies under contract, shall be governed by the laws of the State of Arkansas and shall be adjudicated exclusively by a state or federal court of competent jurisdiction in Little Rock, Arkansas, without regard to conflict of law principals unless both parties agree to arbitration or mediation.

IN WITNESS WHEREOF, Client and Consultant have executed this Agreement as of the date set forth in the first paragraph.

Little Rock School District

ActionCraft Company

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____



Attachment A Scope of Services July 19, 2018

401 West Capitol, Suite 702
Little Rock, AR 72201
Phone (501) 372-1716
Fax: (501) 376-1377
www.ActionCraftCompany.com
hello@actioncraftcompany.com

Scope of Services for Strategic Planning & Community Engagement for Little Rock School District from ActionCraft Company in conjunction with McLarty Consulting

Goal: Engage the community in developing innovative and strategic recommendations that are forged into a unified, long-range plan for Little Rock and the Little Rock School District specifically regarding:

1. **Relevant, quality public education delivery for all students** in Little Rock that prepares them for success in the 21st century
2. **Strategic recommendations** designed so the whole community can benefit from the LRSD plan
3. **Facility improvements** and the efficient 'reshuffling' of resources considering the new school opening in 2020
4. **Teacher pay, training and career development**
5. **Curriculum and career exposure innovation**
6. **Enhanced arts, conference and sports venues** with shared benefits for the community

Develop a Framework with Challenges and Options for Discussion: Synthesize current strategic initiatives and future assumptions within LRSD into a document that clearly outlines a framework for the discussion and the options ahead for Little Rock and the LRSD. This will become a **professional, branded PDF** with content and graphics that is shared and discussed. We will **engage principals** and other LRSD internal voices in formulating the draft rationale and roadmap. It will provide **accurate data** and enough detail to make the case for the set of decisions and recommendations that have an **economic impact** on the community. This is an opportunity to reframe the conversation around the **real, current needs** of students as well as the **future possibilities and promise** of the LRSD, one that is student-success-centric and a response to the needs of the community. We can build on the **#1Rock** message that is gaining traction in the district. We will roll this out on the **LRSD social media and web properties** with an invitation to discuss.

Develop Boards and Slides: We will develop graphic designs on 5-6 large boards to show the working goals, assumptions, and details of the key options ahead for the District. These will likely include infographics, maps, charts and other easy-to-grasp visuals that can be seen by a group of 30 or 40 people at a time. These will be used during the community charrettes (below) and will also be **shareable online** and a part of the draft framework for the future.

Develop Press Release, Media Relations and Email Promotion to Key Stakeholders: Information about the plan and how to access the details and join a convening will be disseminated. The intention to share the plan for real, meaningful community input will be clearly stated. ActionCraft and McLarty Consulting will access their respective email and media lists and work with Pamela Smith of LRSD to release the information on the LRSD news platform.

Design and Facilitate Five Charrettes with Community Stakeholders: Five community conversations will be held in August and September where the LRSD's strategic draft roadmap with options will be offered for refinement by community stakeholders. We will design these 2-hour events to include an overview from the superintendent and his team, breakout sessions for smaller groups to address specific questions and generate ideas, and a presentation of key takeaways from the groups. The charrette format is one in which key stakeholders engage in an intense period of consideration, ideation and refinement. ActionCraft will provide group process training to a set of District staff who will participate as conversation

facilitators. These will be held in schools in five different areas of the city — possibly Pinnacle, Dunbar, Bale-SW, McClellan, and J. A. Fair. Participants will be invited to tour the grounds at 5:30 PM and then the convening will be from 6 PM to 8 PM. Our team will collect the notes and input from each meeting and compile them into a document that will be reviewed by the LRSD planning team. Any edits that are desired for the initial draft plan will be applied based on feedback from the community.

Develop Two Surveys and Solicit Additional Community Input and Ideas: It’s important to get feedback from people who will not be able to attend the community sessions. At the beginning of the process and after the community engagement sessions we will get input on options within the plan. The survey will also be a way to resolve some of the more difficult issues that could arise during community engagement.

Integrate all Information into Strategic Plan with Key Messages and Graphics: By late October, a final plan will be presented along with information regarding the community dialogue and survey. It is understood that this must be completed before the end of October. It is recommended that LRSD also make the plan available online and arrange presentations and informal discussions across the community with the plan in hand throughout 2019. The plan will be a blueprint that can be amended as new ideas, challenges and opportunities become known.

Total: Not to Exceed \$50,000

Budget: LRSD Strategic Planning and Consulting

Develop a Framework and Solicit Input from Staff, Principals and Teachers	\$10,000
Develop Boards and Slides	\$3,500
Develop Press Release, Media Relations and Email Promotion to Key Stakeholders	\$1,500
Design and Facilitate Five Charrettes with Community Stakeholders, Train Facilitators	\$16,500
Develop Surveys and Solicit Additional Community Input and Ideas	\$ 3,000
Integrate all information into Strategic Plan with Key Messages and Graphics	\$15,000

TOTAL: \$49,500



LITTLE ROCK SCHOOL DISTRICT

810 WEST MARKHAM STREET
LITTLE ROCK, ARKANSAS

DATE: July 20, 2018 5:30:00 PM
FROM: Mike Poore
Superintendent of Schools
SUBJECT: Staff Reorganization

BACKGROUND:

The Little Rock School District has undergone significant changes because of budget reductions due to the loss of state desegregation funds and loss of students. Adjustments in personnel are ongoing in order to best utilize financial resources entrusted to the District.

RATIONALE:

As a result of budget reductions and an unexpected retirement, the Superintendent of Schools is submitting a staff reorganization. One of the budget reductions was the removal of a Cabinet position that had been leading the Human Resources Department. The recommendation in this packet is to have a current employee take on the Interim Human Resources Director position for the 2018-19 school year. This employee will receive additional compensation for the added responsibilities.

The Associate Superintendent for Middle Schools retired unexpectedly in June. The position will not be filled. A portion of the savings from this position will be used to elevate the current Associate Superintendent of Elementary Schools to Deputy Superintendent.

RECOMMENDATION:

The Administration recommends approval of the staff organization.

PREPARED BY:

Mike Poore, Superintendent

**LITTLE ROCK SCHOOL DISTRICT
810 WEST MARKHAM
LITTLE ROCK, ARKANSAS**

July 20, 2018

TO: Board of Directors
FROM: Mike Poore, Superintendent
SUBJECT: Staff Reorganization Recommendations

I recommend the approval of the following personnel changes at the indicated position, salary, and classification.

NAME	POSITION / SCHOOL	START DATE/ END DATE	SALARY CLASS	ANNUAL SALARY
<u>Staff Reorganization</u>				
Mitchell, Sadie	Deputy Superintendent/ ELEMENTARY EDUCATION	7-1-18	83-20 ADC12	150882.00 TOTAL SALARY
				146682.00 ANNUAL SALARY
				3000.00 EDU-03
				1200.00 CAR-13
Robinson, Robert	Interim Director/ HUMAN RESOURCES	7-1-18	75-20 ADN12	110262.00 TOTAL SALARY
				109062.00 ANNUAL SALARY
				1200.00 CAR-13

EXECUTIVE SUMMARY

Topic: Staff Reorganization - Little Rock School District

Short Summary:

As a result of budget reductions and an unexpected retirement, the Superintendent of Schools is submitting a staff reorganization. One of the budget reductions was the removal of a Cabinet position that had been leading the Human Resources Department. The recommendation in this packet is to have a current employee take on the Interim Human Resources Director position for the 2018-19 school year. This employee will receive additional compensation for the added responsibilities.

The Associate Superintendent for Middle Schools retired unexpectedly in June. The position will not be filled. A portion of the savings from this position will be used to elevate the current Associate Superintendent of Elementary Schools to Deputy Superintendent.

The total cost of these adjustments will not exceed \$25,848.00.

Background:

The Little Rock School District has undergone significant changes because of budget reductions due to the loss of state desegregation funds and loss of students. Adjustments in personnel are ongoing in order to best utilize financial resources entrusted to the District.

Date submitted: July 20, 2018 **Submitted by:** Mike Poore