

Ashdown School District Procedure and Information Book 2024 – 2025



www.ashdownschools.org

Picture ID must be worn at all times and will be used as your pass to all school activities.

We are so glad that you are working in the Ashdown School District this school year. On the following pages you will find information on procedures required by the Administration Office. This manual has information for all personnel. There are many rules and policies we have to follow and we hope this information will be helpful to you. As rules, regulations and technology change so will our procedures. As always, if you have any questions do not hesitate to call or e-mail one of us and ask questions.

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E-Mail

Please use the school e-mail to contact Central Office for questions whenever possible. This should save all of us considerable time. The e-mail addresses for Central Office is under the introduction in this manual. If you do not have a complete e-mail list in your address book, contact Central Office extension 1600.

New Employees

New employees must have all paperwork turned into the Central Office Secretary no later than thirty days of hire date. We cannot enter into payroll without all required information.

The following is a list of required documents:

- Application
- Original transcripts
- Personnel data sheet from prior district
- Teacher certificate
- Teacher retirement form
- I-9 form
- Copy of driver license
- Copy of social security card
- W-4
- Drug free workplace form
- Criminal background check
- Fingerprints
- Child Maltreatment Registry and
- New employee information form

New employees must have their contract signed and returned to Lorie Thrash before the first day of school.

Upon initial employment, the employee's name and school email will be established in the employee's legal name on their social security card. For employees who are required to have a teacher's license, the name on the license must match their name on the social security card. If it does not, the employee has 30 days to update their teaching license to match their social security card.

Employee Changes and Updates

Any changes to address, telephone number or emergency contact need to be sent immediately to Sondra Cauthron at Central Office by completing an Employee Information Change Form. Employees leaving the district should update new addresses for sending out W2 forms and any other necessary communication. ***(Please see the "Employee Personal Screen Information Change Form" on the school website.)***

Name changes or email addresses will not be made for any employees until the employee presents an updated social security card with the desired name. If the employee is required to have a teaching license, the employee must also update the teaching license to reflect the same name as the social security card.

Any changes on teaching certificates needs to be addressed immediately. Please contact Debbie Greathouse at Central Office for the information on what to do.

Staff members who have additional college credit hours and/or degrees that change your salary for the new school year must have original transcripts sent to Lorie Thrash at Central Office by August 31st.

For teachers who have a Master's Degree, the certificate must reflect Master's Degree and all certifications that go with the Master's Degree.

Cafeteria Meals

Meal pre-payment is required. **Per Federal Guidelines, the school district does not allow adult charges in the cafeteria.** Meals can be paid with cash or check at the sales register. can also be paid online by credit card or debit card. For your convenience, current adult meal prices are listed below: (Subject to change).

Meal Pricing 2024-2025

Please check with Child Nutrition for meal pricing for the current year.

To pay online, create an account at <https://family.titank12.com>. There is a link to this website on the district website under cafeteria/menus and online meal payment.

Time Clock

ALL Time Clock approvals, including manager, must be completed on time. If your time and/or leave in Time clock is not approved, the weekly export will not reflect any hours worked for that day or any leave taken and you will be docked. Docking for Time and Leave approvals not completed on time will not be corrected until the next regular monthly payroll.

You can approve the leave on your phone or computer even without the link to Time Clock

Go to our school website (not an app)

Faculty and Staff

Employee Time Clock

ID is your social security number

Log on to Dashboard

Click View (green bar last option to the right)

Click Hours (right below view)

Navigate period (on left side of screen) to change weeks if necessary

Click boxes under "E" for employee to approve

Any significant overtime (over 30 minutes per week) must be approved by the Superintendent IN ADVANCE. Employees, Administrators and Directors are responsible for monitoring employee's time and will need to let the Superintendent know when unapproved overtime occurs.

Absences

IT IS YOUR RESPONSIBILITY TO KEEP UP WITH HOW MANY DAYS YOU HAVE AVAILABLE AND HOW YOU CLAIM YOUR DAYS. PERSONAL DAYS DO NOT AUTOMATICALLY ROLL OVER TO SICK DAYS IF YOUR BALANCE REACHES ZERO.

If you have any questions or need to verify, e-mail or call Central Office. Always call to verify when you have a question.

NO CHANGES CAN BE MADE AFTER THE LEAVE IS POSTED!!! Be sure to check how the leave is charged. If you make changes, be sure to initial where you changed the type of leave.

All personal and vacation days MUST be requested at least 24 hours in advance per board policy. Personal leave cannot be taken the day before or after a holiday per policy.

Donation of Leave

The request to solicit Donation of Leave form must be filled out and sent or emailed to Sondra Cauthron.

The employee who is receiving the donated days must use all of their leave first before using the donated time. Donation of Leave forms will not be taken until a request is received at Central Office. Donated days will be taken off the balance when the days are taken. If there are any days not used, they will be returned to the donor.

Leave Bank

All leave will be accrued in your first check of the new school year. If you use days not earned and resign, you will be responsible for paying those days back to the district at daily rate of pay. All sick days accumulated over 90 and Retiree leave will be paid at the end of June.

Jury Duty

Employees called for Jury Duty must notify their supervisor as soon as the summons is received. Employees may claim School Business for Jury Duty by submitting the online form 24 hours in advance for approval. The employee may also be asked to present the original summons for jury duty in order to confirm the reason for the requested absence. Failure to follow procedures may result in a day charged to your leave bank. Policy 3.14/8.10

FMLA

If you need to take family medical leave, the forms MUST be filled out completely and submitted to Central Office.

Payroll

Our payroll weeks are Sunday through Saturday regardless of beginning or ending of the month. Payday is on the 15th of each month. If the 15th falls on a weekend or holiday, payday will be the last working day prior to the 15th. Checks cannot be issued early. The checks will be sent to the campuses/buildings.

At the end of each school year, everyone will receive all remaining compensation in the June Payrolls. This includes direct deposit and paper checks. The District will not hold any payroll checks. Summer checks must be picked up at Central Office. If vouchers are not picked up, you will automatically be placed on voucher email beginning July 1st.

Direct Deposit

We offer Direct Deposit or paper checks. If you choose direct deposit you have a choice of receiving a paper Direct Deposit check stub or it can be emailed to you. You can also print a copy through the Employee Access Center.

Employee Access Center (EAC)

All employees can use the Employee Access Center online. You can look at your information, print a copy of your pay stub or W2 form. The web address is:

<https://eacefinance20.efp.k12.ar.us/eFP20.11/EmployeeAccessCenter/Web/MultiDBlogin.aspx>

The first time you use the website, enter your email as your user name and click on “forgot password” and follow the instructions including security questions and answers. This will allow you to set your password. If you have questions, please contact Lorie Thrash at 870-898-3208 extension 1603.

Insurance

We offer health, dental, vision, life and supplemental insurance. Insurance changes can be made during open enrollment in October with effective date of January 1st. Supplemental Insurance open enrollment is in December with effective date of February 1st. No changes can be made after these dates until the next year unless you have a qualifying event.

All new employees must apply for or decline health insurance within 30 days from date of hire. Changes can be made at open enrollment in October with effective date of January 1st. Qualifying event changes can be made within 30 days.

You will receive information from EBD (Employee Benefits Division) concerning any changes or additions in the Public School Insurance. EBD will notify us of changes to your deduction.

Any employee who resigns or transfers to another school at the end of the school year will be carried on our insurance through August 31st. Premiums will be withheld from your final check for insurance premiums through August.

If you have questions concerning your coverage, please call EBD or your supplemental insurance company.

Workers Compensation

If you are injured on the job:

1. Report or have a witness report the injury to your supervisor.
2. Call Annie Turner at 898-3208 extension 1601 or Sondra Cauthron at 898-3208 extension 1600 to report the injury verbally. If you are unable to make the call yourself, have someone on your campus call. Sondra will send you to the appropriate physician and/or hospital emergency room.
3. Report to Annie Turner’s office to complete necessary paperwork as soon as possible.
4. Do **NOT** go to the doctor (unless it is the emergency room) without contacting Central Office. If you go to the ER, someone needs to call Central Office and Sondra will meet you there.

If you do not follow proper procedure for Workers Compensation, benefits MAY be denied by the Workers Compensation Insurance Company.

Requisitions, Purchase Orders and Invoices

All purchases, including Activity Accounts, require a purchase order number. Purchases over \$200 must be entered in eFinance. (System PO’s does not apply to District Services).

You must keep copies of all paperwork, including attachments, receipts, etc.

REQUISITIONS: Requisitions must be turned into the campus secretaries for Administrator approval prior to being issued a P.O. number.

Check with the office secretary for preferred vendors.

You will be personally liable for any expenses incurred if procedures are not followed.

INVOICES: Secretaries, Principals or Directors must sign each invoice and indicate it is ok to pay. **If all of your paperwork is not complete, signed and copied, it will be returned.**

Please make sure all of your items are received. If you sign for something, it is **YOUR** responsibility to make sure you are signing for what is actually delivered. If any items are not received or additional items included in the order, make notes on the shipping document.

Invoices from a previous fiscal year CANNOT be paid with school funds in the current fiscal year including Activity Funds. The only exceptions are invoices dated the last week of June.

BUDGET: It is the responsibility of the Principal/Director to keep up with their budgets.

Teacher supply money must be spent no later than March 31st. Library books and all other major supply purchases must be made no later than December 31st. Teacher supply money is not to be shared! It is to be spent only for your classroom.

ACCOUNTS PAYABLE CHECK RUNS: Plan Ahead!!!! If you know you need a check mailed by a certain date, please start the process two weeks in advance.

We cannot issue manual checks. You must plan ahead or pay for expenses and request reimbursement.

Pay Cards

The Ashdown School District has a system in place that uses Pay Cards through Arvest Security Bank. Before receiving a PCard, employees who are issued a card in their name and/or who are given permission to check-out a PCard for use, will sign acknowledgement form 7.5.3F1 per policy 7.5.3, Purchasing Cards. Employees will be given a copy of policy 7.5.3, Purchasing Cards and a copy of the Ashdown School District Purchasing Card Procedures Handbook. Employees are responsible for following the proper procedures when using a PCard.

Travel

****Employees who do not follow proper procedures will be required to pay the charges. If not paid, amount will be deducted from your payroll check.**

****Policies and procedures are to be followed by all employees, regardless of the length of the employee's contract or the time of year that travel occurs.**

****Employees who are directed to attend Professional Development by an administrator are also responsible for submitting the online approval forms.**

All travel MUST be approved by the Superintendent. Note when multiple employees from the same campus are attending the same in-service, these employees should get together and complete one professional development/school business/in-service form as

a group with all names listed on the same form. Each employee will receive a copy of the approved form through the school email system.

If you plan to travel for any type of Professional Development/School Business/In-Service, you must follow these procedures:

- Complete a Professional Development/School Business/In-Service travel Request online.
- Employees will receive a copy of the approved form through the school email system.
- Once you receive your copy of the approved Travel Request Form you can begin to make travel arrangements and registration.
- Contact Lorie Thrash at Central Office for hotel reservations. CHANGES OR CANCELLATIONS MUST ALSO BE MADE BY HER. You will be responsible for reimbursing the district for any charges if procedures are not followed.
- You will receive an email confirmation from Lorie for your hotel reservation.
- Check out P-Card to take with you to pay for the hotel and meals.

****IF YOU FAIL TO ATTEND YOU WILL BE RESPONSIBLE FOR REIMBURSING THE DISTRICT FOR ANY COSTS INCURRED.****

Travel and Purchase Reimbursement

****Employees who do not follow proper procedures will be required to pay the charges.**********Please refer to the policy for more information. The policy and procedures are to be followed by all employees, regardless of the length of the employee's contract or the time of year that travel occurs. REPEAT!!! **Even employees who are directed to attend Professional Development by an administrator are responsible for submitting approval forms.***

The Reimbursement Request Form is online or available from your Campus Secretary. Expenses will only be reimbursed when the proper itemized receipts and documentation are turned in to the appropriate office at the Administration Building within **TEN (10) business days of the last day of the trip**. This includes submitting the request to your immediate administrator/supervisor within five (5) business days of the last day of the trip (this includes getting a copy of any lost receipts, etc.); and the administrator/supervisor submitting it to the appropriate Administration office within the next five (5) business days. *The required documentation is listed on the form and must be attached or the request will not be processed.*

1. The district will reimburse up to \$36.00 maximum per day for meals in state and \$50.00 maximum per day for meals out of state including tips. This does not include alcoholic beverages. Valet services may be reimbursed under certain circumstances such as no other parking available or other parking is not feasible or safe. Tips may be charged/reimbursed up to 15% of the meal with itemized receipt. All receipts must be itemized, dated and have the name and location of the establishment. If charged on a credit card, charges **MUST** be itemized. We cannot accept credit card authorization slips or credit card bills. We **CANNOT** accept hand written receipts unless stamped, signed and dated by the establishment. If you forget to get an itemized receipt while traveling for food, gas, etc. and you call the business after you return from your trip to get a receipt, please note that if the copied receipt is not accepted by the auditor during the next audit you will be responsible for repaying the total amount of the receipt to the district.
2. **A copy of the agenda, itinerary, or certificate must be attached.**
3. **A copy of your In-Service Approval Form with all required signatures must be attached.**
4. You have the option of requesting a school van for travel or you may drive/carpool for reimbursement. The reimbursement rate is .43 cents per mile. All travel reimbursements **MUST** be accompanied by a MapQuest

printout. Mileage, parking and other incurred expenses will not be reimbursed if you refuse to carpool with a group attending the same conference/workshop.

If a late charge or finance charge results in receipts turned in late for any items charged to the district, you will be responsible for reimbursing the district for these charges. **All expenditures in June must be turned in and paid in June.** We cannot pay these after the end of the fiscal year. The only exception to this is travel the last week of June. However, the number of days to turn in the request is still enforced.

Activity Fund Guidelines/Sponsors

All checks received must have a phone number. All fundraisers **MUST** be approved in writing by your administrator and the superintendent on the District fundraiser form. This may be done through email. Keep a copy of the approval. **Our online store must be used whenever possible.**

ALL funds generated by student activities will be deposited in the appropriate accounts daily. This includes monies from students, clubs, vending machines and other sources that are coming into the schools.

ALL funds should be receipted immediately by the Sponsor or on a class roster by classroom teachers and turned into the office daily. **DO NOT RETURN MONEY TO STUDENTS. DO NOT LEAVE MONEY IN YOUR CLASSROOM OVERNIGHT - YOU CAN TURN IT IN TO THE PRINCIPAL OR SECRETARY AND PICK IT UP THE NEXT DAY IF NECESSARY.** (Refer to Board Policy 7.7) Make sure all funds are taken care of on a timely basis. Voided receipts **must** be marked voided and **all three copies** stapled together in the receipt book. If you collect money during the weekend, such as at ballgames, make arrangements to have the funds locked up at that campus and pick up on Monday. **DO NOT EVER TAKE MONEY HOME WITH YOU!!!**

A back-up system for the primary person responsible must be in place on each campus. Administrators are responsible to assign a back-up person to handle funds in case the primary person is absent. If you have any questions, contact Lorie Thrash at Central Office. (A form will be provided to administrators to list primary and back-up persons for activity funds).

There will be no set aside funds such as sunshine, discretionary and/or slush funds of un-receipted money. Lounge activity account can be used for this if you document what you are collecting money for and when it is spent for that purpose.

All receipts are to be made out to a company, a vendor, or a person. It cannot be made to an inanimate object, club or organization. An example of a correct receipt should read "Jane Doe/Beta Club". Please state the description or purpose of the receipt-sales, book order, etc. Also, remember to check on the receipt if it is cash/check/money order and the breakdown of each. At the end of each run of receipts you should draw a line and total all the receipts to get a total for your deposit slip. Writing this total under the line drawn on your receipt books makes it easier for the auditors to follow deposits and receipts. When you fill out your deposit slip, be sure to include the range of receipts that are included on this deposit on your deposit slip. This is one thing that auditors insist on. If it makes their job easier it helps us - if the auditors are happy - we are happy!!!!

Sponsors should be supplied with receipt books (we have them at Central Office). The original copy is to be given to the person turning in the funds; the second copy is to be turned in to the school secretary for processing; the third remains in their receipt book for

audit purposes. These books should be turned in at the end of each school year as part of the checkout list for teachers/sponsors. They should be returned to the sponsors at the beginning of the school year.

Secretaries will not accept funds that have not been receipted by the sponsor. This is for your protection. **ALL RECEIPT BOOKS ARE CONSIDERED AUDITABLE ITEMS-PLEASE KEEP YOUR RECORDS UP TO DATE AND EASILY ACCESSIBLE BY THE OFFICE AND THE AUDITORS.** Sponsors are not allowed to keep money overnight. The sooner it is turned in for the deposit the less chance of theft. Sponsors are responsible parties until the funds are received in the office.

Club Sponsors or Classroom Teachers who do not turn in money and receipts on a daily basis will not be allowed to collect money.

Any employee involved with volunteer activities such as the PTO may NOT handle money or place orders for that organization at any time.

Returned Checks

All of our returned checks go through a third party. They will pay us immediately if there is phone number on the check. Otherwise, we have to wait until they collect the money.

Please notify anyone receiving money to make sure there is a phone number on all checks received.

Inventory

If an item is transferred to a different location at your campus, you must notify your campus Secretary. If it is an ID Tag item, an Inventory Transfer Form must be completed and sent to Central Office to be changed in eFinance.

The forms cannot be processed without all information on the form being completed. Forms will be returned to your location unless form is complete.

Tuition Reimbursement

The District will reimburse tuition up to six hours per fiscal year with prior approval.

- 1.** Complete the Tuition Reimbursement Form, obtain required signature from principal and then forward to Lorie Thrash. These **MUST** be approved in advance before your class begins. You will receive an email copy of the approval.
- 2.** When classes are completed, send the form, itemized tuition receipt and official transcript to Lorie Thrash for reimbursement.
- 3.** Reimbursement is limited to the following:
 - A.** Six (6) semester hours per fiscal year
 - B.** Out of pocket actual tuition costs (no dues, fees, etc.)
 - C.** Maximum reimbursement is \$500.00 per three hour course
Grades A or B – 100% with a maximum of \$500.00
Grade C – 80% with a maximum of \$400.00
Below C – no reimbursement
Pass - \$500.00
Fail – None
 - D.** Courses may be for undergraduate if working on additional certification or for graduate level work.
 - E.** The additional area of licensure must be added to your teaching license.

4. In order to receive professional development credit towards the required 36 hours, the college course must meet the requirements that are identified by the State of Arkansas.
 5. This is NOT applicable to any coursework required as a condition of initial employment with the District.
- Please refer to Board Policy 3.20.2

Manual Procedures in Event of Disaster

During a period of displacement or interruption of normal operations our financial office will do our best to keep operations as normal as possible. In the event our computers or other systems are inoperable, we will use manual receipts and access eFinance from a nearby school to continue operating.