

Conway Public Schools

Notification of Right to Witness or Representative  
(AR 6-17-210)

During the upcoming meeting with the building principal or supervisor, you have the right to have a witness or a representative of your choice present with you.

Time: 11:58 am

Date: 11-3-17 - T Jones

Place: Central Office 11-6-17

I wish to bring a witness/representative to the meeting.

I waive my right to have a witness or a representative at the meeting.

Name of person attending with you: \_\_\_\_\_

Position: \_\_\_\_\_

Cole Wells  
Employee Signature

10-3-17  
Date

Jammy Worsley  
Administrator's Signature

11-3-17  
Date

Employee's Comments:

10/20/17

Last night I saw Cole Welborn at Dixie Café in Conway at approximately 8:00 in the evening. I was walking to the restroom and made eye contact with a teenaged Hispanic male with dark hair that was cut short with the exception of his bangs which were longer and styled in an upward swoop. I smiled at him and kept walking but as I got closer I realized he was not sitting alone and the man he was sitting with was hunched over with his back to the walkway and face turned down and away from the walkway. I thought it looked strange and like the person was trying to hide their face. I realized as I rounded the corner to the bathroom that I may recognize the person whose back I had seen. When I left the bathroom I didn't get a good look at who was sitting at the table but once seated at my seat I was able to tell that it was Cole Welborn. We never made eye contact or spoke at the restaurant. Within just a few minutes of sitting back down our waitress came to my table and brought our bill and while she was standing there they left, it was quick and discrete because I did not notice they had left until after our waitress walked away. This morning I passed Cole in the lounge and mentioned that I had seen him the night before in Dixie Café but was distracted by the waitress and didn't get to say hi to him before he left. He said that he thought saw my husband and son but did not see me or he would have said hi.



RECEIVED

RECEIVED  
8-16-17  
JW

AUG 17 2017

10 August 2017

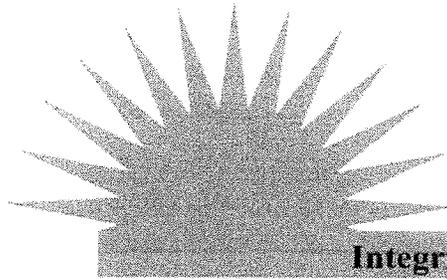
Superintendent  
Office

People say once you decide to become a teacher, you have to take caution in the way you are viewed in all parts of your life. As I reflect on this situation, that has sat in the back of my mind.

The presence of a teacher is so important. If a child doesn't feel safe or a parent doesn't feel that their child is safe, it affects the teacher and classroom. It was never my intention to bring a negative outlook on my reputation or presence as an educator. I like to think of myself as a trustworthy and honest professional. Both of my jobs mean the world to me. Being a teacher and a mentor are what I was called to do in my life. I would never intentionally jeopardize either of my careers.

This situation has taught me to be more careful of what I share with the world and in which ways I present the information as well. Social media isn't the best way to share life events with others nor does every life event need to be posted on social media. I don't want someone to get the wrong impression of me or someone else in my life. I have decided that it is best for me to no longer publicize my mentorship on any social media. My career is one thing in my life I am very passionate about and wouldn't want to lose. I will continue to be more careful of the way my presence is viewed.

*Cole Well*  
8-16-17



# Arkansas Professional Licensure Standards Board

**Integrity ■ Knowledge ■ Professionalism**

AELS NO.: 10049973

July 13, 2017

**PERSONAL & CONFIDENTIAL**

Dr. Greg Murry, Superintendent  
Conway School District  
2220 Prince Street  
Conway, AR 72034

RE: **Steven Cole Welborn, PLSB Case No. 18-022**

Dear Dr. Murry:

The Arkansas Professional Licensure Standards Board (PLSB) Ethics Subcommittee voted unanimously in its **July 10, 2017**, meeting to open an investigation concerning potential violations of the Code of Ethics for Arkansas Educators by **Steven Cole Welborn**.

We will investigate these alleged violations in accordance with the PLSB Ethics Complaint Process (see attached flow chart) and will be in contact with you and the **Conway School District** to conduct the investigation. However, due to existing caseload requirements, most investigations are not begun for a month or so after assignment. If you have not heard from an investigator within thirty (30) days of receipt of this letter, please feel free to contact me by telephone, 501-682-3777 or e-mail, [Eric.James@arkansas.gov](mailto:Eric.James@arkansas.gov), regarding the status of the investigation including the information you have and others who can provide additional information concerning these allegations.

Please be reminded that under Ark. Code Ann. § 6-17-428, "all records and all hearings, meetings, and deliberations of the Professional Licensure Standards Board [Ethics Subcommittee] relating to an ethics complaint are confidential and exempt from the Freedom of Information Act of 1967, § 25-19-101 et seq." Therefore, **the complaint, interviews, hearings, and all other records and evidence relating to this case and its investigation should remain confidential** unless and until the matter goes to the State Board of Education for its final determination and order. At that time, only the records the PLSB Ethics Subcommittee provides to the State Board of

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*Arkansas Department of Education, Professional Licensure Standards Board  
Four Capitol Mall Box 30, Little Rock, AR 72201  
(501) 371-8014 voice (501) 682-3781 fax*

*The contents of this message may be protected by attorney client privilege, state, or federal law from public disclosure. If you are not the intended recipient you are notified that disclosing, copying, distributing may be strictly prohibited.*

July 13, 2017

Education are subject to FOIA and all other records, hearings, meetings, and deliberations of the PLSB remain confidential.

Sincerely,



Eric R. James  
Chief Investigator

Enclosure – as stated

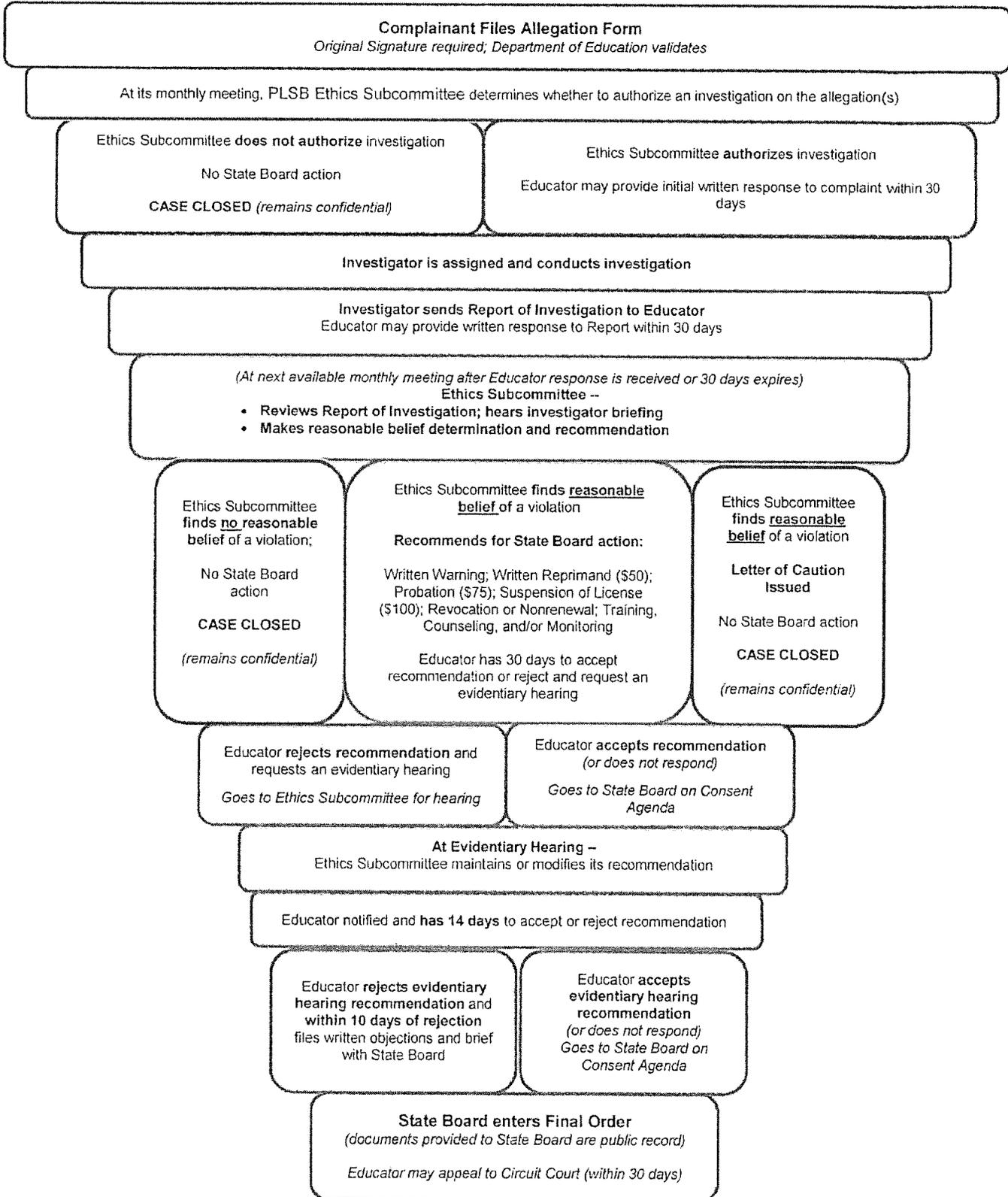
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**Arkansas Department of Education, Professional Licensure Standards Board**  
**Four Capitol Mall Box 30, Little Rock, AR 72201**  
**(501) 371-8014 (501) 682-3781 fax**

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# PLSB ETHICS COMPLAINT PROCESS

(See Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators, Appendix A for all procedures)



PLSB Case No. \_\_\_\_\_

### Code of Ethics for Arkansas Educators Allegation of Violation Form

Allegation made against:  
 Name of Licensed Educator Steven Cole Welborn Date of Incident May 5, 2017  
 Educator's Address [REDACTED]  
 Educator's Phone (w) 501-450-6645 (c) [REDACTED] (h) \_\_\_\_\_ Email Welborn@conwayschools.net  
 Educator's Work/School Theodore Jones Elementary Phone 501-450-6645  
 School Address 1800 Freyaldenhoven Lane City Conway Zip 72032  
 Name of School District Conway School District Phone 501-450-4800  
 District Office Address 2220 Prince Street City Conway Zip 72034

\* If this is a Standard 1 Allegation and you are a mandated reporter who believes suspected child maltreatment has occurred pursuant to A.C.A. § 12-12-501 et. seq, did you report it to the Arkansas State Police Child Abuse Hotline? Yes  No \_\_\_\_\_  
 (See the attached instruction page for a listing of the each of the Standards of Conduct.)

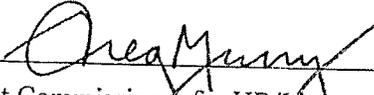
Brief Statement Describing the Alleged Conduct: (Please be as specific as possible; attach additional pages as needed.)  
Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with a conway public school student.

List the name of any other person, agency, or authority to whom the alleged conduct has been reported:  
Child Abuse Hotline, Dr. Tammy Woosley- Principal, Dianne Allen - Director of Personnel, Dr. Karen Bradshaw - Director of Administrative Services

List the names and contact information of any witnesses and list and **attach** any documents, photographs or other evidence you have to support your allegation(s) Documents Attached

Allegation is being made by (check appropriate box)  Educator  Administrator  Parent  Other: \_\_\_\_\_  
 Complainant's Name Dr. Greg Murry E-mail: Murryg@conwayschools.net  
 Address 2220 Prince Street Daytime Phone 501-450-4800  
 City, State, Zip Conway, AR 72034 Other Phone/Cell \_\_\_\_\_

**BY SIGNING BELOW, I SWEAR OR AFFIRM THAT THE FOREGOING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF UNDER PENALTY OF PERJURY. [ORIGINAL SIGNATURE REQUIRED]**

Complainant's Signature:  Date 6-15-2017

Send to: Ivy Pfeffer, Assistant Commissioner for HR/Licensure  
 Arkansas Department of Education  
 Four Capitol Mall, Room 102  
 Little Rock, AR 72201

Allegation Validated by: \_\_\_\_\_ Date: \_\_\_\_\_



### 3.54 – LICENSED PERSONNEL ETHICS

Public school employees are, and always have been, held to a high standard of behavior. Staff members are reminded that whether specific sorts of contacts are permitted or not specifically forbidden by policy, they will be held to a high standard of conduct in all their interactions with students and adults. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with students could adversely affect the District's relationship with the community and jeopardize the employee's employment with the district.

The Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators requires District staff to maintain a professional relationship with each student, both in and outside the classroom. The Board of Education encourages all staff to read and become familiar with these rules. Conduct in violation of the Rules Governing the Code of Ethics for Arkansas Educators may be reported to the Professional License Standards Board (PLSB) and may form the basis for disciplinary action up to and including termination.

Date Adopted: April 9, 2013

Last Revised:

**6.00 The Code of Ethics for Arkansas Educators**

The Standards of Ethical Conduct are set forth as follows:

- 6.01 **Standard 1: An educator maintains a professional relationship with each student, both in and outside the classroom.**
- 6.02 **Standard 2: An educator maintains competence regarding his or her professional practice inclusive of skills, knowledge, dispositions, and responsibilities relating to his or her organizational position.**
- 6.03 **Standard 3: An educator honestly fulfills reporting obligations associated with professional practices.**
- 6.04 **Standard 4: An educator entrusted with public funds and property, including school sponsored activity funds, honors that trust with honest, responsible stewardship.**
- 6.05 **Standard 5: An educator maintains integrity regarding the acceptance of any gratuity, gift, compensation or favor that might impair or appear to influence professional decisions or actions and shall refrain from using the educator's position for personal gain.**
- 6.06 **Standard 6: An educator keeps in confidence secure standardized test materials and results and maintains integrity regarding test administration procedures.**
- 6.07 **Standard 7: An educator maintains the confidentiality of information about students and colleagues obtained in the course of the educator's professional services that is protected under state law or regulations, federal law or regulations, or the written policies of the educator's school district, unless disclosure serves a professional purpose as allowed or required by law or regulations.**
- 6.08 **Standard 8: An educator refrains from using, possessing and/or being under the influence of alcohol or unauthorized drugs/substances and/or possessing items prohibited by law, or possessing or using tobacco or tobacco-related products while on school premises or at school-sponsored activities involving students.**

Conway Public Schools

Code of Ethics Training Receipt Documentation

My signature below indicates that I have received a copy of the Code of Ethics for Arkansas Educators adopted by the Arkansas Professional Licensure Standards Board on August 1, 2008. Furthermore, my signature affirms that I have received professional development on the Code of Ethics as prescribed by the Arkansas Department of Education.

Print Name Here. Steven Welborn

Date. 8-7-15

Staff Member Signature. Steven Welborn

Conway Public Schools

Arkansas Teacher Excellence and Support System Required Training for Teacher

My signature affirms that I have received the required three (3) hours of face-to-face training on the Teacher Excellence and Support Systems as prescribed by the Arkansas Department of Education.

Please print name Steven Welborn

Date 7-29-15

Employee's Signature Steven Welborn

Conway Public Schools

Arkansas Teacher Excellence and Support System Required Training for Teacher

My signature below indicates that I have received twenty-one (21) hours of the Arkansas Department of Education required training on the Charlotte Danielson Framework using IDEAS/FTTES.

Furthermore, my signature affirms that I have received the required three (3) hours of face-to-face training on the Teacher Excellence and Support Systems as prescribed by the Arkansas Department of Education.

Please print name Steven Welborn

Date 5-09-16

Employee's Signature Steven Welborn

White: Central office

Yellow: Building

Pink: Employee

Conway Public Schools

Arkansas Teacher Excellence and Support System Required Training for Teacher

My signature below indicates that I have received twenty-one (21) hours of the Arkansas Department of Education required training on the Charlotte Danielson Framework using IDEAS/FFTES.

Furthermore, my signature affirms that I have received the required three (3) hours of face-to-face training on the Teacher Excellence and Support Systems as prescribed by the Arkansas Department of Education.

Please print name Steven Welborn

Date 5-09-16

Employee's Signature Steven Welborn

White: Central office

Yellow: Building

Pink: Employee

# CONWAY SCHOOL DISTRICT

CONWAY PUBLIC SCHOOLS \* 2220 PRINCE STREET \* CONWAY, AR 72034 \* 501-450-4800 \* FAX # 501-450-4867

## VERIFICATION OF PRIOR EMPLOYMENT

To Whom It May Concern:

I have been hired by the Conway Public School District. Since my salary will be determined by my years of verified teaching experience, I would appreciate your completing Part II below and forwarding it within five days to the Payroll Department, Conway Public Schools, 2220 Prince Street, Conway, AR 72034 or fax to 501-450-4867. I have completed Part I for your reference.

S. Cole Well  
Employee Signature

**Part I – Personal Data (to be completed by employee)**

NAME Welborn Steven Cole S. [REDACTED]  
Last First MI Maiden

**IF MORE THAN ONE (1) PRIOR SCHOOL DISTRICT, PLEASE DUPLICATE THIS FORM FOR EACH DISTRICT**

<u>Prior School District</u>	<u>Mailing Address/Fax #</u>	<u>Position Held</u>	<u>Dates of Employment</u>
_____	_____	_____	_____

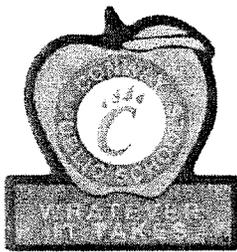
**Part II – Employment Record/Teaching Experience (to be completed by the appropriate school official)**

<u>Employment Dates</u> <u>Beginning/Ending</u>	<u>Sick Leave</u> <u>Balance</u>	<u>FT or PT/Days Worked/</u> <u>Contracted Days</u>	<u>Position/Subject/Grade</u>
____/____	_____	____/____/____	_____
____/____	_____	____/____/____	_____
____/____	_____	____/____/____	_____
____/____	_____	____/____/____	_____
____/____	_____	____/____/____	_____

Signed \_\_\_\_\_ Title \_\_\_\_\_  
(School Official)

School System/Employer \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone/Fax # \_\_\_\_\_



**Conway Public Schools**  
**TESS Documentation 2016-2017**

**Employee Name:** Cole Welborn

**Campus:** Theodore Jones

**Completed on:** 3/14/2016 **by:** welbornc@conwayschools.info

**Selected knowledge of TESS and Bloomboard:** I have a proficient knowledge of the TESS process and Bloomboard

**Do you require more information on one or more of the following:** individual requirements for my track/cycle

Teacher Signature: Cole Wells Date: 4/20/16

Administrator Signature: Jimmy Wooley Date: 4-20-16

DOWNTOWN CONWAY  
1111 MAIN ST STE 107  
CONWAY

AR  
72032-5410

06/15/2017 0420040332 4:55 PM  
(800)275-8777

Product Description	Sale Qty	Final Price
First-Class Mail Large Envelope (Domestic) (LITTLE ROCK, AR 72201) (Weight: 9 LB 4.70 Oz) (Expected Delivery Day) (Monday 06/19/2017)	1	\$1.82
Certified Mail (®USPS Certified Mail #) (7015064000119390767)	1	\$3.35
Return Receipt (®USPS Return Receipt #) (9590940004205163729539)	1	\$2.75
<b>Total</b>		<b>\$7.92</b>
Cash		\$10.00
Change		(\$2.08)

Text your tracking number to 23777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [USPS.com](http://USPS.com) or call 1-800-222-1811

Order stamps at [usps.com/shop](http://usps.com/shop) or call 1-800-5stamp24. Go to [usps.com/Clickship](http://usps.com/Clickship) to print shipping labels with postage. For other information call 1-800-ASK-USPS.

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[usps.com/postoffice](http://usps.com/postoffice)  
\*\*\*\*\*

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Refunds for guaranteed services only  
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or scan this code with  
your mobile device:



or call 1-800-410-7420.

YOUR OPINION COUNTS

Bill #: 840-57200161-3-2364091-2  
Clerk: 10

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For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

LITTLE ROCK, AR 72201

Certified Mail Fee \$3.35

- Extra Services & Fees (check box, add fee if appropriate)
- Return Receipt (hardcopy) \$0.00
- Return Receipt (electronic) \$0.00
- Certified Mail Restricted Delivery \$0.00
- Adult Signature Required \$0.50
- Adult Signature Restricted Delivery \$

0332 10

Postmark  
Here

Postage \$1.82

06/16/2017

Total Postage and Fees \$7.92

Sent To Ivy Feffer, AR Dept of Education  
Street and Apt. No., or PO Box No.  
Four Capitol Mall, Room 102  
City, State, Zip+4 Little Rock, AR 72201

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

2025 0940 0002 2939 0262

**Certified Mail service provides the following benefits:**

- A receipt (this portion of the Certified Mail label).
- A unique identifier for your mailpiece.
- Electronic verification of delivery or attempted delivery.
- A record of delivery (including the recipient's signature) that is retained by the Postal Service™ for a specified period.

**Important Reminders:**

- You may purchase Certified Mail service with First-Class Mail®, First-Class Package Service®, or Priority Mail® service.
- Certified Mail service is *not* available for international mail.
- Insurance coverage is *not* available for purchase with Certified Mail service. However, the purchase of Certified Mail service does not change the insurance coverage automatically included with certain Priority Mail items.
- For an additional fee, and with a proper endorsement on the mailpiece, you may request the following services:
  - Return receipt service, which provides a record of delivery (including the recipient's signature). You can request a hardcopy return receipt or an electronic version. For a hardcopy return receipt, complete PS Form 3811, *Domestic Return Receipt*; attach PS Form 3811 to your mailpiece;

**for an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt for no additional fee, present this USPS®-postmarked Certified Mail receipt to the retail associate.**

- Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent.
- Adult signature service, which requires the signee to be at least 21 years of age (not available at retail).
- Adult signature restricted delivery service, which requires the signee to be at least 21 years of age and provides delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).
- To ensure that your Certified Mail receipt is accepted as legal proof of mailing, it should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail item at a Post Office™ or postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, apply appropriate postage, and deposit the mailpiece.

**IMPORTANT: Save this receipt for your records.**

UNITED STATES POSTAL SERVICE



First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4® in this box®

Conway Public Schools  
Attn: Dr. Karen Lasker  
2220 Prince St.  
Conway, AR 72034

USPS TRACKING#



9590 9403 0426 5163 7255 30

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Ivy Pfeffer  
Arkansas Dept. of Education  
Four Capitol Mall, Room 102  
Little Rock, AR 72201

2. Article Number (Transfer from service label)

7015 0640 0001 1939 0767

PS Form 3811, April 2015 PSN 7530-02-000-9053

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  Agent  Addressee  
*Joy Broom*

B. Received by (Printed Name)  Date of Delivery  
*Lorey BROOMAS* *6/20*

D. Is delivery address different from item 1?  Yes  No  
If YES, enter delivery address below.



3. Service Type
- Adult Signature Restricted Delivery
  - Certified Mail®
  - Collect on Delivery
  - Insured Mail
  - Priority Mail Express®
  - Registered Mail™
  - Registered Mail Restricted Delivery
  - Signature Confirmation™
  - Signature Confirmation Restricted Delivery
  - Signature Confirmation Merchandise
  - Signature Confirmation Restricted Delivery
  - All Restricted Delivery

Domestic Return Receipt

3.54 – Licensed Personnel Ethics

Possible violation of the Code of Ethics for Arkansas Educators  
Standard 1: An educator maintains a professional relationship with each student, both in and outside the classroom.

(3) Remedial action

Review the Code of Ethics for Arkansas Educators video the week of August 7-11, 2017 with me, Dr. Tammy Woosley, and write your reflections of the video. The reflections must be completed and given to me by Monday, August 14, 2017.

A Standard 1 Code of Ethics complaint will be filed with the Professional Licensure Standards Board.

(4) Sanction imposed:

Caution  Warning  Reprimand  Other

You are notified that failure to follow remedial action or severe or repeated violations of law or school policy will form the basis for additional disciplinary action including, without limitation, termination of employment for cause or non renewal of your contract of employment.

- (5) I acknowledge receipt of this memorandum and understand that I may have a witness or representative of my choice present during any disciplinary or grievance matter with any administrator. If I so desire, I may place in my personnel file a written response to anything contained therein.

Steven Cole Wells  
Employee's Signature

6-09-17  
Date

Tammy Woosley  
Administrator's Signature

June 9, 2017  
Date

- (6) The following section is to be completed if the employee refuses to sign or otherwise acknowledge receipt here of:

On \_\_\_\_\_, 20\_\_\_\_\_, I provided or offered a copy of this memorandum to the affected employee in the presence of the undersigned witness (es).

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Signature and title of witness

Cc: Central Office Personnel File

DATE: June 9, 2017

TO: Cole Welborn

FROM: Tammy Woosley, Principal Theodore Jones Elementary  
Dianne Allen, Director of Personnel

SUBJECT: Notice of Disciplinary Action

(1) Circumstances that constitute basis for disciplinary action:

On Jan. 23, 2017, on your personal Facebook page I saw questionable pictures, captions, and status updates that involved you and a Conway Public School student. On that same day staff came to me who had the same concerns. I contacted Central Office staff and on Jan. 24, 2017, an awareness meeting was held with you, Dianne Allen, Director of Personnel, Karen Bradshaw, Director of Administrative Services, and me to express our concerns about the questionable posts that appear to demonstrate your failure to create, enforce and maintain appropriate professional and interpersonal boundaries with a Conway Public School student, (see attached.) You told us you were mentoring this student and have known the family for four years. You were instructed to discontinue posting pictures of Conway Public School students on your personal Facebook page. These posts could adversely affect you and the Conway Public School student.

On May 5, 2017, I received a folder from another Conway Public School employee with newer Facebook posts and pictures with captions with the same Conway Public School student. The staff member had concerns that these pictures and captions showed an inappropriate student- teacher relationship.

On May 25, 2017, another meeting was held with you, Dianne Allen, Director of Personnel, Karen Bradshaw, Director of Administrative Services, and me at Central Office. In the meeting you stated you had cleaned up your friends list. You asked us if there was anything else you needed to do. You were once again instructed to stop posting pictures with captions and status updates of Conway Public School students immediately on your personal Facebook page (see attached).

(2) Policy violated:

Dr. Murray,

CK

RECEIVED

I, Cole Wellborn, hereby resign  
effective November 6, 2017

NOV 06 2017

Superintendent's  
Office

Cole Wellborn

11-06-17

CONWAY PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT  
Greg Murry, Ed.D.

LETTER OF INTENT

June 19, 2015

Steven Welborn

Dear Mr. Welborn:

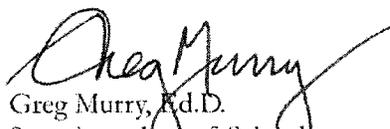
The purpose of this letter is to acknowledge that you have been selected for recommendation to the Conway School Board for hiring for the 2015-2016 school year for the position of elementary teacher. Your hiring for this position is subject to approval by the Conway School Board of Education.

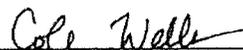
If you are approved for hire, your start date is Monday, August 10, 2015. The contract will be for 190 days issued on the 2015-2016 Licensed Staff Salary Schedule A & J. The salary calculation is based on a BSE degree and zero [0] years of experience. The estimated salary is \$ 39,878 and is subject to verification of experience and training.

When applicable, the district will provide fringe benefits to include options for major medical coverage, hospital confinement insurance, dental insurance, vision insurance, life insurance and other benefit options. For details, refer to the district's web-site ([www.conwayschools.org](http://www.conwayschools.org)).

This recommendation is contingent upon receipt of your signature below verifying that if you are approved by the Conway School Board, you will accept a contract as described above, including the monetary amount, the length of contract, and you agree to participate in all required professional development training.

Respectfully yours,

  
Greg Murry, Ed.D.  
Superintendent of Schools

  
\_\_\_\_\_  
Applicant's Signature

6-19-15  
Date

CONWAY PUBLIC SCHOOLS  
New Employee/Promotion/Transfer/Change Form

Job Posting # 15-90

<b>POSITION</b> Classroom Teacher/K-4	<b>REQUESTED BY/APPROVALS</b> Date 5-19-15
Location TJ	Principal Jimmy Wasley
Reason transfer of Amy Havel to instructional facilitator	Director Ronald Khan
	Personnel D. Miller
	Assist. Superintendent
	Superintendent Greg Murray
<b>PAY RATE INFORMATION</b>	<b>CONTRACT INFORMATION</b>
Pay Code <input type="checkbox"/> 100 <input type="checkbox"/> Other	FTE 1.0 Contract Days 190
Class Code	Total Contract \$ 39,878
Start Date August 10, 2015	Contract Type: <input checked="" type="checkbox"/> Renewable <input type="checkbox"/> Specified Length
End Date May 26, 2016	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement
Salary Schedule A-1	<input checked="" type="checkbox"/> Transferred ( <input checked="" type="checkbox"/> Approval on File)
Range 01	<input type="checkbox"/> Resignation ( <input type="checkbox"/> Letter on File)
Step 01	<input type="checkbox"/> Retired ( <input type="checkbox"/> Letter on File)
Other Remarks	<input type="checkbox"/> Extended Leave ( <input type="checkbox"/> Letter on File)
	List Name Amy Howell

<b>EMPLOYEE INFORMATION</b>	Licensure or Qualification Issues None
SSN	Applicant's Acceptable Years of Experience 0
Last Name Welborn	Degree Level/Hours BSE
First Name Steven	Hire Date July 14, 2015
Middle Name/Initial	School Theodor Jones Elementary
Outstanding Qualities Believes in students, flexible learner, team player, passionate, encourager, creative	Location Code 012
	Check Location 012
Special Circumstances <input type="checkbox"/> None <input type="checkbox"/> Other - Explain	<b>EMPLOYEE TYPE (Check one)</b>
	0 <input type="checkbox"/> Classified
	1 <input checked="" type="checkbox"/> Beginning Teacher (Pathwise Trained Mentor)
	2 <input type="checkbox"/> Transfer from another district
	3 <input type="checkbox"/> Did not teach last year but has taught in public schools
	4 <input type="checkbox"/> Taught in CPS last year

<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>
School	School
Grade Level/Subject Change	Grade Level/Subject Change
Location Code	Location Code
Check Location	Check Location

BUDGET INFORMATION							
	Fund	Function	Location	Program	Subject	Object Code	Percentage
1	1000	1120	012	000	00	6110	100%
2							
3							
4							

ADDITIONAL DUTY			
Code	Description	FTE	Effective Date
1			
2			
3			
4			

*Jimmy Wasley* 5-19-15  
Principal/Supervisor's Signature Date

For Central Office Administrative Use Only

Date Received June 15, 2015  
*Diannie Allen*  
Director of Personnel Date June 17, 2015

*Greg Murray*  
Superintendent of Schools Date 6/19/15

ACT 1599 of 2001 Notification Letter  
Conway Public Schools

Form A

Dear Employee:

Act 1599 of 2001 requires full open disclosure and approval before a school district employee may sell, lease, provide services, or enter into other transactions with the school district where he/she is employed. Act 1599 does not apply to most ordinary employment contracts, including contracts for extra duties such as bus drivers, club sponsorships, and officiating ball games. Neither does Act 1599 apply to reimbursements paid for proper work-related expenses.

Act 1599 applies when the school employee or an immediate family member is financially interested in the transaction. Financially interested means ownership or more than 5% interest; holding a position of director, partner, or top level management; and/or the employee's compensation is based on the transaction with the district.

Therefore, employees of this district have an affirmative obligation under Act 1599 to disclose relationships with vendors before the district enters into the contract or before services are performed. Disclosure is to be made to the Superintendent of Schools. Forms for this purpose will be provided by the district.

Technology employees and their family members who establish specifications or approve technology purchases must disclose relationships and financial interest before the district may enter into technology transactions with the technology employee or a family member.

Act 1599 requires proper disclosure and approval of the transaction at an open school board meeting. In certain instances, approval by the Commissioner of the Department of Education is required.

Therefore, every district employee who believes they have a potential business relationship with the district will be required to disclose any potential vendor relationship by completing a disclosure form provided by the district. Failure to fully disclose could result in criminal felony charges being brought against the employee. Act 1599 of 2001 may be viewed at [www.arkleg.state.ar.us](http://www.arkleg.state.ar.us).

Sincerely,



Greg Murry  
Superintendent of Schools

Please sign below to acknowledge receipt of this notification. Please also check the appropriate box stating whether you believe you presently have a business relationship with the district that should be disclosed. You must return this letter with your signature to the Superintendent of Schools before you may begin to work.

- Yes, I believe I have a business relationship that should be reported to the district.  
 No, I do not believe I have a business relationship that should be reported.

Steven Cole Weiborn  
Employee Name (Please Print)

7-1-15  
Date

S. Cole Weiborn  
Employee Signature

Teacher  
Type of work performed for the district

CONWAY PUBLIC SCHOOLS  
PERSONNEL SELECTION  
PROCEDURAL GUIDELINES/CHECKLIST

15-90  
3rd grade

Principals and/or supervisors are to complete this checklist and attach it to a Personnel Selection Form. All the requested information must be fully completed or the process may be nullified.

1. The existence of a vacant position is present because of:

- A written resignation
- An approved new position, or
- An approved leave of absence

transfer (in building)

2. Applicant interviews

- Currently employed applicants have been considered
- Applicants have been advised of the following:
  - Job description
  - Principal/Supervisor's expectations
  - Salary schedule
  - Beginning date of employment
  - Length of contract
  - Any special employment circumstances
  - Special district policies that are applicable
  - Novice teachers will be assigned to a trained mentor teacher
  - Selection & hiring decision time-frame
  - Other appropriate administrators, supervisors, etc. have been involved
  - Discriminatory pre-employment inquiries have been avoided

3. References

- A minimum of three reference checks per candidate have been made including their current immediate supervisor. The three references called were: Maggie

Buntaine, Erin Watson, Mary Nabholz, Randi House

- The same questioning format was used on all reference checks

4. Recommendation form

- A Personnel Selection Form has been completed and is attached
- Candidates have not been told that they are being recommended.
- The appropriate district administrator has been involved when employee position is funded through federal, categorical, or other special funds
- Candidates have been told that you will send a list of acceptable applicants to the Personnel Office and the Superintendent will decide who to call for a final interview
- All candidates have been told that you will notify successful and unsuccessful candidates who have been interviewed after you have received written documentation from the Superintendent.

5. Your top three (3) candidates in order of preference are:

1. Cole Welborn
2. 
3. 

6. List all other candidates interviewed:

Jimmy Wesley  
Principal or Supervisor's Signature

6-9-15  
Date

**Steven C. Welborn**  
1025 Summerwood Dr.  
Conway, AR 72034  
(501) 733-9725  
welborncole@gmail.com

**OBJECTIVE:** To obtain a substitute teaching position in Conway School District.

**EDUCATION:** University of Central Arkansas, Conway, AR 2011-2014  
Major: Early Childhood Education, P-4 GPA: 3.4  
Passed Praxis PLT Exam Fall 2014

**STUDENT TEACHING:**

**Third Grade,** Amboy Elementary, 2400 W 58<sup>th</sup> St., North Little Rock, AR 72118  
**First Grade,** Eastside Elementary, 61 Glenn Ln., Greenbrier, AR 72058

**PRACTICUM:**

**Kindergarten,** Theodore Jones Elementary, 1800 Freyaldenhoven Ln, Conway, AR 72032

**Responsibilities:**

- Instructed a diverse student population including SEL students, taught reading small groups, planning developmentally appropriate lessons related to weekly themes, shared all teaching responsibilities with mentor teacher.

**WORK EXPERIENCE:** Kelly Substitute Services, Little Rock, AR  
December 2014- Present  
Substitute Teacher

- Interact and instruct students, Pre-K-12, with diverse needs.
- Assist teachers with responsibilities of the classroom.

**ACTIVITIES & AWARDS:**

Volunteer, Community of Hope Outreach Tutoring at Brookside, 2014; Kappa Delta Pi Honors Society, 2014; Vice-President, Association of Childhood Education International, 2014; ACEI Most Dedicated to Professional Development Award, 2014; President's List 2013-2014; President, Teachers United, 2012-2013

**CREDENTIALS:** Career Services, University of Central Arkansas  
Conway, AR (501)450-3134

**References**

**Maggie Buntaine**

**Owner**

Maggie's Original Cookie Company

Conway, AR 72034



Maggiescookies@sbcglobal.net

**Mrs. Randi House**

**Kindergarten Teacher**

Theodore Jones Elementary School

Conway, AR 72032



houser@conwayschools.net

**Mrs. Jacque Dewey**

**3<sup>rd</sup> Grade Teacher**

Greenbrier Eastside Elementary

Greenbrier, AR 72058



**Ms. Karen Moss**

**3<sup>rd</sup> Grade Teacher**

Amboy Elementary School



**Ms. Tammy Woosley**

**Principal**

Theodore Jones Elementary School

(501)450-6645

woosleyt@conwayschools.net

3.30 - DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT

CERTIFICATION

I, Steven Welborn, hereby certify that I have been presented with a copy of the Conway Public School District's drug-free workplace policy, that I have read the statement, and that I will abide by its terms as a condition of my employment with the district.

Signature S. Cole Wells

Date 8-31-15

Elected 7-14-15  
 Began 8-10-15

CONWAY PUBLIC SCHOOLS WORK HISTORY SHEET						
NAME	SS#	COLLEGE/UNIVERSITY	DEGREE/MAJOR	DEGREE	TEACHING EXPERIENCE	YEARS VERIFIED
SCHOOL YEAR	POSITION	DEGREE	TEACHING EXPERIENCE	CONWAY YRS EXPERIENCE (2005-06 INCLUDED) CREDITS EARNED ABOVE BSE		ANNUAL SALARY
Steven Walborn	[REDACTED]	UCA	BSE - Childhood Education P44	12-13-14	0	0
2006-2007						
2007-2008						
2008-2009						
2009-2010						
2010-2011						
2011-2012						
2012-2013						
2013-2014						
2014-2015						
2015-2016	73	BSE	0			
2016-2017	Teacher					
2017-2018						
2018-2019						
2019-2020						
2020-2021						
2021-2022						
2022-2023						
2023-2024						
2024-2025						
2025-2026						
2026-2027						
2027-2028						
2028-2029						
2029-2030						
2030-2031						
2031-2032						
2032-2033						
2033-2034						
2034-2035						

Resigned 4/6/17



# ARKANSAS

## DEPARTMENT OF EDUCATION EDUCATOR'S LICENSE

STEVEN COLE WELBORN

BACHELORS

CODE	AREA	TYPE	GRADE LEVEL	VALID FROM	VALID TO
001	Early Childhood Education	Standard -- Invalid Below this line --	PK - 4	1/1/2015	12/31/2019

*Tony Wood*  
COMMISSIONER OF EDUCATION

*Nanci Suscine*  
DIRECTOR - EDUCATOR LICENSURE



# Division of Elementary and Secondary Education

*Transforming Arkansas to lead the nation in student-focused education*

Johnny Key  
Secretary

**PERSONAL & CONFIDENTIAL**

September 13, 2019

State Board  
of Education

Dr. Greg Murry, Superintendent  
Conway School District  
2220 Prince Street  
Conway, AR 72034

Diane Zook  
Melbourne  
Chair

Charisse Dean  
Little Rock  
Vice Chair

**Re: Steven Cole Welborn, PLSB Case No. 18-022**

Dear Dr. Murry:

Susan Chambers  
Bella Vista

Enclosed please find a copy of the State Board of Education's Findings of Fact, Conclusions of Law and Order issued in the above-referenced case.

Dr. Fitz Hill  
Little Rock

Due to the confidential nature of PLSB case files, if you need additional information in this matter, please send a written request to:

Kathy McFetridge  
Springdale

Dr. Sarah Moore  
Stuttgart

Taylor Dugan, Attorney  
Professional Licensure Standards Board  
Four Capitol Mall, Box 30  
Little Rock, AR 72201

Onida Newton  
Poyen

Chad Pekrou  
Bryant

Sincerely,

R. Brett Williamson  
El Dorado

/s/ Taylor Dugan  
Taylor Dugan, Attorney  
Professional Licensure Standards Board

Enclosure as Stated

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

An Equal  
Opportunity  
Employer

Arkansas Department of Education, Professional Licensure Standards Board  
Four Capitol Mall, Box 30, Little Rock, AR 72201  
(501) 371-8014 voice (501) 682-3781 fax

**THE ARKANSAS STATE BOARD OF EDUCATION**

**IN RE THE MATTER OF:  
STEVEN COLE WELBORN  
SEPTEMBER 12, 2019**

**PLSB CASE NO. 18-022**

**FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER**

At its regular meeting on September 12, 2019, the Arkansas State Board of Education (Board) accepted the recommendation of the Professional Licensure Standards Board Ethics Hearing Subcommittee (Hearing Subcommittee) for disciplinary action against the teaching license of Steven Cole Welborn (Educator Welborn). Based upon Educator Welborn's acceptance of the Hearing Subcommittee's recommendation and the evidence presented, in accordance with the Administrative Procedure Act, Ark. Code Ann. 25-15-101 et seq., the Board hereby states as follows:

**I. Findings of Fact**

- a. The Arkansas Department of Education issued Educator Welborn a standard five-year teaching license on January 1, 2015, valid until December 31, 2019.
- b. The Professional Licensure Standards Board Ethics Subcommittee (Ethics Subcommittee) received an allegation that Educator Welborn violated the Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators promulgated pursuant to Ark. Code Ann. § 6-17-422 and 6-17-428.
- c. On July 10, 2017, the Ethics Subcommittee authorized an investigation into allegations that Educator Welborn violated Standard 1: an educator maintains a professional relationship with each student, both in and outside the classroom; and Standard 2: an educator maintains competence regarding his or her professional

practice inclusive of skills, knowledge, dispositions, and responsibilities relating to his or her organizational position.

- d. Educator Welborn was notified on July 13, 2017, of the Ethics Subcommittee's authorization to investigate this allegation.
- e. After considering the investigator's report and evidence on January 5, 2018, the Ethics Subcommittee unanimously found that a preponderance of evidence existed to substantiate violation of Standard 1 and 2 of the Code of Ethics. Educator Welborn rejected the Ethics Subcommittee's recommendation and requested an evidentiary hearing.
- f. On January 25, 2019, Educator Welborn and his attorney, Ethan Nobles, appeared for his evidentiary hearing before the Hearing Subcommittee. After consideration of the testimony, evidence, and arguments presented at the evidentiary hearing, the Hearing Subcommittee found that a preponderance of evidence existed to substantiate violation of Standard 1 in that Educator Welborn:
  - Engaged in inappropriate communication/grooming with a male student via social media (Facebook) that included the educator's continuous posting of pictures with the student on Facebook, even after being instructed not to do so, thus blurring professional boundaries.
- g. The Hearing Subcommittee recommended that the State Board take the following actions:
  1. Probation of license for 3 years;
  2. Assess a \$100 fine (due within 90 days of the State Board Order);
  3. Require Educator to complete the following coursework/readings:
    - o TCC14435 Professional Licensure Standards Board (PLSB): Social Media Guidelines (3 Hours);

- o Title: *The Active/Ethical Professional: A Framework for Responsible Educators* (200p); Author: Michael C. Gunzenhauser; ISBN 10: 1441152105; ISBN 13: 978-1441152107
  - o Title: *QBQ! The Question Behind the Question: Practicing Personal Accountability at Work and in Life*; Author: John G. Miller; ISBN 10: 0399152334; ISBN 13: 978-0339152337
4. Require Educator to prepare written reflection for each training and book (due within 90 days of State Board Order);
  5. Require Educator to pay all associated costs.
- h. On February 8, 2019, Educator Welborn's attorney was notified of the Hearing Subcommittee's final determination and recommendation by certified mail. Educator Welborn did not respond to the notice. However, he did accept the Hearing Subcommittee's recommendation, on August 6, 2019, thereby waiving his right to any further notice, hearing, or any other rights he may have under the Administrative Procedure Act, including those rights set forth in Ark. Code Ann. §§ 25-15-211 and 25-15-212.
- i. At today's meeting, the Hearing Subcommittee's recommendation and supporting documentation were presented to the Board as part of its consent agenda.

## **II. Conclusions of Law**

- a. Upon consideration of the evidence presented at the meeting, Ark. Code Ann. §§ 6-11-105, 6-17-401, 6-17-422, 6-17-428 and 25-15-201 et seq., and the Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators, the Board adopts the Hearing Subcommittee's recommendations, and enacts the sanctions accordingly. The Board admonishes Educator Steven Cole Welborn for his violation of the Code of Ethics.

- b. Educator Welborn is cautioned that his non-payment of the assessed fine of \$100 may result in the suspension of his license until the fine is paid in full.
- c. Educator Welborn is cautioned that further violations of the Code of Ethics or failure to pay the fine before the end of the first year of probation may result in more severe discipline including permanent revocation of his license.
- d. This order shall remain permanently in Educator Welborn's professional licensure file and the confidential files of the Professional Licensure Standards Board.

IT IS SO ORDERED.

  
Diane Zook, Chair  
Arkansas State Board of Education

