

# CONWAY PUBLIC SCHOOLS

ADMINISTRATION OFFICE  
OFFICE OF THE SUPERINTENDENT  
JEFF S. COLLUM

---

September 8, 2021

James Stiefvater

[REDACTED]  
Conway, AR 72034

Dear Mr. Stiefvater:

I am hereby notifying you that you are suspended with pay while we conduct an internal investigation concerning allegations of a breach of professional conduct. We will contact you with a date when you can return to work.

During this suspension with pay, you are not to be on any campus in our district. You are not to communicate with your students or your fellow employees. You may communicate with your supervisors and/or the Director of Personnel.

Respectfully yours,

Jeff Collum  
Superintendent, Conway Public Schools

CC: Personnel File of James Stiefvater  
Buck Bing, Supervisor, Conway High School

I acknowledge receipt of this letter by my signature below:

\_\_\_\_\_  
Signature

9/8/21  
\_\_\_\_\_  
Date



**DEPARTMENT OF THE ARMY**  
 HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
 1ST CAVALRY REGIMENT ROAD  
 FORT KNOX, KENTUCKY 40121-5123

October 15, 2020

Instructor Management Division

Mr. Greg Murry, Ed.D.  
 Superintendent of Schools  
 Conway Public Schools  
 2220 Prince Street  
 Conway, AR 72034

Dear Dr. Murry:

Approval is granted to hire Sergeant First Class James J. Stiefvater, NG Retired, SSN: XXX-XX-  
 [REDACTED] on a **10** month contract as an Army Instructor at Conway High School, Conway, AR on a **cost shared** basis as of **October 1, 2020**. The marked item(s) must be received within 30 days from date of hire. Your hiring action is complete if no items are marked. Items must be submitted via e-mail thru your brigade to this headquarters, ATTN: Instructor Management Division.

**Photo** (Army Service Uniform, three quarter length, DA photo, no Larger than 4 x 6)

**Copy of Transcripts- Five-year mark –September 30, 2025**

All instructors must complete the Junior ROTC Certification Training IAW CCR 145-2, Chapter 8. In addition, they will serve in a probationary status for the first two academic years of employment.

**The National Defense Authorization Act (NDAA) 2007, Section 539; requires Army Instructors (AI) to obtain an associate's degree within 5 years of employment from an accredited institution recognized by the Department of Education.**

For initial pay purposes, you may use the figure below as the Instructors starting **MONTHLY** Minimum Instructor Pay (MIP). Please note the below MIP figure will increase/decrease when changes occur to entitlements that directly affect MIP. Please contact Ms. Deidre Rutledge-Vaughn at deidre.a.rutledge-vaughn.civ@mail.mil if any additional information is needed.

Minimum Instructor Pay (MIP): **\$4,532.66**

Sincerely,

PROCTOR.FL Digitally signed by  
 PROCTOR.FLORENT  
 ORENTINA.1 INA.1157122580  
 157122580 Date: 2020.10.15  
 Loreta L. Owens 124501-04'00'

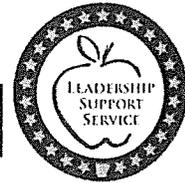
Chief, Instructor Management Division

10/15/2020  
 10:51 AM  
 10/15/2020  
 10:51 AM



ARKANSAS  
PROFESSIONAL LICENSURE STANDARDS BOARD

Student Focused ♦ Integrity ♦ Professionalism ♦ Knowledge



AELS NO.: 10139278

November 5, 2021

PERSONAL & CONFIDENTIAL

RECEIVED

Mr. Jeff Collum, Superintendent  
Conway School District  
2220 Prince Street  
Conway, AR 72034

NOV 15 2021  
Superintendent's  
Office

RE: **James Stiefvater**; PLSB Case No. 22-044

Dear Mr. Collum:

The Arkansas Professional Licensure Standards Board (PLSB) Ethics Subcommittee voted unanimously in its **November 5, 2021**, meeting to open an investigation concerning potential violations of the Code of Ethics for Arkansas Educators by **James Stiefvater**.

We will investigate these alleged violations in accordance with the PLSB Ethics Complaint Process and will be in contact with you and the **Conway School District** to conduct the investigation. However, due to existing caseload requirements, most investigations have not begun for a month or so after assignment. If you have not heard from an investigator within fourteen (14) days of receipt of this letter, please feel free to contact **Vikki Jennings** by telephone, at **501-683-6765** or e-mail, [Vikki.Jennings@ade.arkansas.gov](mailto:Vikki.Jennings@ade.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 Education are subject to FOIA and all other records, hearings, meetings, and deliberations of the PLSB remain confidential.

Sincerely,

Amy J. Douglas  
Managing Attorney

---

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.



AAS525Q1E|SSN:432417648|BYQ:20214|UID:5686|Page:1

ID  
EZC7648

STATE OF ARKANSAS DIVISION OF WORKFORCE SERVICES QUIT GENERAL-EMPLOYER STATEMENT		SOCIAL SECURITY NUMBER [REDACTED]	BENEFIT YEAR 20214
Please complete this form in detail. Complete Information must be submitted by <u>11/8/2021</u> (by Fax if possible), as a Determination will be issued after that date. Failure to answer any questions will result in a Determination being made based on the available facts. Additional information may be attached to this document.		RESPOND TO: FAX:501-683-1151/1149 PH:501-730-9897 DIVISION OF WORKFORCE SERVICES PO BOX 8108 LITTLE ROCK, AR 72203-8108	
EMPLOYER CONWAY SCHOOL DISTRICT #1 2220 PRINCE CONWAY AR 72034		CLAIMANT JAMES STIEFVATER	
DATE COMPLETED 10/28/2021		DATE MAILED 11/1/2021	
1. Please choose the reason that most closely describes why the claimant quit.			
<input type="checkbox"/> Reprimand	<input type="checkbox"/> No child care	<input type="checkbox"/> Getting married	<input type="checkbox"/> Retirement
<input type="checkbox"/> Looking for other work	<input type="checkbox"/> Moving residence	<input type="checkbox"/> Accepted another job	<input type="checkbox"/> Attending school
<input type="checkbox"/> Could not meet employer's standards	<input type="checkbox"/> No transportation	<input type="checkbox"/> Refused transfer	<input type="checkbox"/> Family responsibilities
<input type="checkbox"/> Commuting distance too great	<input type="checkbox"/> Conflict with co-worker	<input type="checkbox"/> Promotion not received	<input type="checkbox"/> Dissatisfied with pay
<input type="checkbox"/> Unsafe working conditions	<input type="checkbox"/> Required overtime	<input type="checkbox"/> Change of job duties	<input type="checkbox"/> Personal living expenses
<input type="checkbox"/> Expecting to be laid off	<input type="checkbox"/> Reduced hours	<input type="checkbox"/> Change of work hours	<input type="checkbox"/> Discrimination on the job
<input type="checkbox"/> Earnings affecting social security	<input type="checkbox"/> Raise not received	<input type="checkbox"/> Harassment on the job	<input type="checkbox"/> Job moved
<input type="checkbox"/> To become self employed	<input checked="" type="checkbox"/> Other If Other: <u>Personal Reasons</u>		
2. Was the claimant asked to resign? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, was the claimant told that he/she would be discharged if he/she did not resign? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. When did the claimant's employment begin? <u>3-16-2020</u>		4. When did the claimant's employment end? <u>9-22-2021</u>	
5. When was the claimant's actual last day of work? <u>9-22-2021</u>		6. What was the claimant's job title? <u>JR ROTC Inst</u>	
7. What were the claimant's job duties? <u>Supervise students</u>			
8. Did the claimant give notice of quitting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, A) Who did the claimant notify: Job title: <input checked="" type="checkbox"/> Human resources/personal manager <input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor <input type="checkbox"/> Area district manager/supervisor <input type="checkbox"/> Foreman <input type="checkbox"/> Other If Other: B) When did the claimant give notice? <u>9/22/2021</u> C) What reason did the claimant give for leaving? (Explain in detail): <u>Personal Reasons</u>			
9. Was there a final incident that caused the claimant to quit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, A. When did this incident occur? B. Explain the incident in detail: C. Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide names:			
Name			
Title			
Can you furnish signed witness statements? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide copies with this document.			

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AAS525Q1E|SSN:432417648|BYQ:20214|UID:5686|Page:2

STATE OF ARKANSAS DIVISION OF WORKFORCE SERVICES QUIT GENERAL-EMPLOYER STATEMENT	SOCIAL SECURITY NUMBER 432-41-7648	BENEFIT YEAR 20214
--	---------------------------------------	-----------------------

10. Did the claimant take steps to resolve the problem or situation before quitting?  Yes  No If Yes,

A. What did the claimant do?  Talked to supervisor  Requested a leave of absence  Filed a written complaint/grievance  
 Talked to management over my supervisor  Requested change of duties  Requested a transfer  
 Requested change of hours/shifts  Other If Other:

B. If the claimant talked to a manager or supervisor, enter the name:

C. When did the claimant take these actions? Date1: Date2: Date3:

D. What were the results of these actions?

11. Is there any additional information not covered above?  Yes  No If Yes, provide the information:

[Empty space for additional information]

12. Employer representative providing information: *Dr. Karen Lasker*  
 Title: *Director of Personnel* Phone: *1-501-450-4800*  
 Fax: *1-501-450-6691* EMail: *laskerk@conwayschools.net*

FOLD HERE >

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Arkansas Division of  
Workforce Services

PO Box 2981  
Little Rock, AR 72203-2981

OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300



176 1 AB 0.461  
1\*4\*\*\*\*ALL FOR AADC 720  
CONWAY SCHOOL DISTRICT #1  
2220 PRINCE  
CONWAY, AR 72034-3750



# Send Result Report



MFP

TASKalfa 6002i

Firmware Version 2NK\_2000.002.326 2017.05.10

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11/02/2021 15:13  
[2NK\_1000.002.019] [2ND\_1100.001.007] [2ND\_7000.002.323]

Job No.: 018188

Total Time: 0°01'23"

Page: 003

## Complete

Document: doc01818820211102151106

No.	Date/Time	Destination	Times	Type	Result	Resolution/ECM
001	11/02/21 15:11	15016831151	0°01'23"	FAX	OK	200x100 Normal/Off

RECEIVED

SEP 22 2021

22 Sep 2021

Superintendent's

Office whom it may concern I hereby resign, effective immediately  
my position as JROTC Instructor for Conway School District

*Jack Stollard*  
Jack Stollard

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504-12

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# SCHOOL EMPLOYEE'S CONTRACT

(Classified Employees)

CONWAY School District No. \_\_\_\_\_

STATE OF ARKANSAS  
COUNTY OF FAULKNER }

XXX-XX-7648

This contract, made and entered into by and between the above named school distr  
and STIEFVATER, JAMES J

Witnesseth:

By a majority vote of the directors present at a legally held meeting\* on APRIL 13

2021

, agrees to employ the said STIEFVATER, JAMES J

as JROTC INSTRUCTOR - PRIMAR in the above named school district  
(Position)

for a period of \_\_\_\_\_ months, beginning on the 27 day

of JULY 2021 paying for said services as follows:

- The rate of \$ \_\_\_\_\_ per month.
- The rate of \$ \_\_\_\_\_ per hour/day.
- The rate of \$ 48,257.70 per year.

Other conditions: \* BASED ON 200 DAYS WORKED. ASSIGNMT/REASSIGN BY SUPT.  
STEP/RANGE POS ON SALARY SCHEDULE IS 1.00 / 02

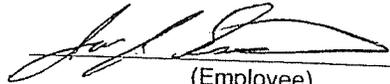
FTE: 1.00

CONTRACT EXPIRES UNLESS SIGNED, RET'D TO DIST. ON/BEFORE MAY 28, 2021.  
DEPENDENT IN WHOLE/PART ON JROTC FUNDS.

Failure to render satisfactory service as an employee of the District will be grounds for dismissal. Employee will reimburse any salary paid for which no service is rendered.

Given this the 28 day of APRIL 2021

CONWAY School District No. \_\_\_\_\_  
(Employer)

  
(Employee)

By: Jay Leach  
(President, School Board)

\_\_\_\_\_  
(Local Address of Employee)

By: Diane Robinson  
(Secretary, School Board)

\_\_\_\_\_  
(Permanent Address of Employee)

(Copies of this contract are to be given to (1) employee, (2) the school board, (3) the county treasurer, and (4) the county supervisor.)

\* A legally held meeting is one held: (1) on the regular meeting date of the school board at which a quorum is present; (2) at a called meeting for which each director has been duly notified in advance and at which a quorum is present.

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

LETTER OF INTENT

February 17, 2020

James J. Stiefvater

Dear Mr. Stiefvater:

The purpose of this letter is to acknowledge that you have been selected for recommendation to the Conway School Board for hiring for the 2019-2020 school year for the position of JROTC Army Instructor. Your hiring for this position is subject to approval by the Conway School Board of Education.

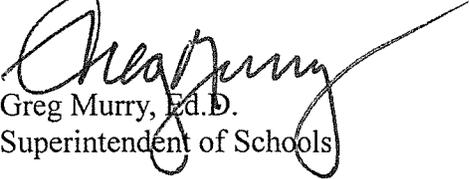
If you are approved for hire, your start date will be March 2, 2020. The contract will be for 10 months. The salary calculation is based on the Army's minimum instructor pay. The Army will reimburse fifty [50] percent of the projected pay.

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 website ([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.

Your employment with Conway Public Schools is contingent upon you passing the three [3] required background checks (Arkansas State Police, National/FBI and the Arkansas Child Maltreatment Central Registry) and receipt of a valid Arkansas teaching license.

Respectfully yours,

  
Greg Murry, Ed.D.  
Superintendent of Schools

  
Applicant's Signature

2-21-2020  
Date

# Purple Sheet

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

Job #445

<b>POSITION</b> JROTC Location <u>Conway Junior High School</u> Reason <u>Michael Colbert</u>		<b>REQUESTED BY/APPROVALS</b> Date <u>08/23/19</u> Initiated By <u>BENJAMIN DARLEY</u> Director _____ Personnel <u>Karen Lasker</u> Assist. Superintendent <u>K. K. Bradshaw</u> Superintendent <u>Gm</u>																										
Moved to Fort Smith		<b>PAY RATE INFORMATION</b> Pay Code <input type="checkbox"/> 100 <input type="checkbox"/> Other 100 Class Code <u>2114</u> Start Date <u>March 16 2020</u> End Date <u>June 08 2020</u> Salary Schedule <u>50% Army/ A&amp;J</u> Range <u>1</u> Step <u>1</u> Other Remarks _____ <u>60 days</u>		<b>CONTRACT INFORMATION</b> FTE <u>1.0</u> Contract Days <u>10 month</u> Total Contract \$ <u>16,500.72</u> Contract Type: <input checked="" type="checkbox"/> Renewable <input type="checkbox"/> Specified Length <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Transferred ( <input type="checkbox"/> Approval on File) <input checked="" type="checkbox"/> Resignation ( <input checked="" type="checkbox"/> Letter on File) <input type="checkbox"/> Retired ( <input type="checkbox"/> Letter on File) <input type="checkbox"/> Extended Leave ( <input type="checkbox"/> Letter on File) List Name <u>Michael Colbert</u>																								
<b>EMPLOYEE INFORMATION</b> SSN _____ Last Name <u>Stiefvater</u> First Name <u>James</u> Middle Name/Initial <u>J</u> Outstanding Qualities _____ Special Circumstances <input type="checkbox"/> None <input type="checkbox"/> Other - Explain _____		Licensure or Qualification Issues _____ Applicant's Acceptable Years of Experience <u>0</u> Degree Level/ Hours <u>0</u> Hire Date <u>March 10 2020</u> School <u>Conway Junior High School</u> Location Code <u>06</u> Check Location <u>06</u>																										
<b>TRANSFER FROM</b> School _____ Grade Level/Subject Change _____ Location Code _____ Check Location _____		<b>TRANSFER TO</b> School _____ Grade Level/Subject Change _____ Location Code _____ Check Location _____																										
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4																												
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Director of Personnel <u>Gm</u>		Date March 23 2020																										
Superintendent of Schools		Date																										

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

Job #445

<b>POSITION JROTC</b> Location <u>Conway Junior High School</u> Reason <u>Michael Colbert</u>  Moved to Fort Smith <b>PAY RATE INFORMATION</b> Pay Code <input type="checkbox"/> 100 <input type="checkbox"/> Other Class Code _____ Start Date <u>March 02 2020</u> End Date <u>June 08 2020</u> Salary Schedule <u>50% Army/ A&amp;J</u> Range <u>1</u> Step <u>1</u> Other Remarks _____	<b>REQUESTED BY/APPROVALS</b> Date <u>08/23/19</u> Initiated By <u>BENJAMIN DARLEY</u> Director _____ Personnel <u>Karen Lasker</u> Assist. Superintendent <u>K. K. Bradshaw</u> Superintendent <u>Gm</u>  <b>CONTRACT INFORMATION</b> FTE <u>1.0</u> Contract Days <u>10 month</u> Total Contract \$ _____ Contract Type: <input checked="" type="checkbox"/> Renewable <input type="checkbox"/> Specified Length <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Transferred ( <input type="checkbox"/> Approval on File) <input checked="" type="checkbox"/> Resignation ( <input checked="" type="checkbox"/> Letter on File) <input type="checkbox"/> Retired ( <input type="checkbox"/> Letter on File) <input type="checkbox"/> Extended Leave ( <input type="checkbox"/> Letter on File) List Name <u>Michael Colbert</u>																				
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For Central Office Administrative Use Only																					
Date Received _____																					
Director of Personnel _____ Date _____																					
Superintendent of Schools _____ Date _____																					

**JROTC Instructor CHS**  
**Wednesday, Feb. 5th @ CHS (Main Office Conference Room)**

<b><u>Applicants</u></b>	<b><u>Interview Times (2:30)</u></b>
James Stiefvater ( [REDACTED] )	2:30

\* Interviews should last approximately 30-45 minutes.

\*\* Interviews will be by committee.

**Order of Interviews:**

Sgt  
**Mr. James J Stiefvater**

[REDACTED]  
1039 Faulkner St  
Conway, AR 72034

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Contents:

1. Online Application
2. Attachment: Transcripts for Westwood College

Prepared for: Andria Pulver  
Conway Public Schools  
Feb 6, 2020 10:04 AM

## Conway Public Schools Online Application

Stiefvater, James - AppNo: 3214

Date Submitted: 12/19/2019

### Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Arkansas National Guard Readiness NCO		Camp Robinson North Little Rock, AR 72199 501-212-5098		Shay Matyja 501-499-3665 spencer.robinson@us.army.mil	
<b>Date From - Date To:</b>	09/2008 - 05/2012 (Total Yrs: 4)	<b>Full or Part Time:</b>	Full	<b>Last Annual Salary:</b>	60,000
<b>Reason for Leaving:</b>	Moved to higher position				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	Managed 125 Soldiers from training to pay. NCOIC of all daily operations for the 216th military police. Ran all weapons qual for the BN.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Arkansas National Guard NBC NCO		Camp Robinson North Little Rock, AR 72019 501-212-5098		Spencer Robinson 5012125870 spencer.robinson@us.army.mil	
<b>Date From - Date To:</b>	06/2005 - 09/2008 (Total Yrs: 3)	<b>Full or Part Time:</b>	Full	<b>Last Annual Salary:</b>	56,000
<b>Reason for Leaving:</b>	Moved to higher position				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	NBC Training for the Aviation BN. was assigned as NBC NCOIC for Aviation BDE. awarded two Meritorious Service metal.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Arkansas National Guard		Camp Robinson North Little Rock, AR 72199 501-212-5098		Mike Allen	
<b>Date From - Date To:</b>	09/2000 - 06/2005 (Total Yrs: 5)	<b>Full or Part Time:</b>	Full	<b>Last Annual Salary:</b>	46,000
<b>Reason for Leaving:</b>	Moved to higher position				
<b>May we contact this employer?</b>	Yes				
<b>Responsibilities/Accomplishments at this Position</b>	NBC Team member for the Civil Support Team. attended 1000's of hours of training. State response to any and all NBC threats. trained local first responders on all NBC tasks				

# Conway Public Schools Online Application

Stiefvater, James - AppNo: 3214

Date Submitted: 12/19/2019

## Education Continued

	<b>Undergraduate</b>	<b>Graduate</b>
Overall GPA	3.24/4	/4
Major GPA	/4	/4
<b>Highest Degree Attained</b>	<b>Number of graduate hours beyond your highest degree:</b>	<b>Grad Program Of Study</b>
None		

List honors, awards or distinctions you have earned:

## Semester Hours

For the subject areas below in which you have 15 or more semester hours/credits, please indicate how many university semester hours/credits you have and/or if you are endorsed.

No Semester Hours Entered

## Licensure

Do you hold National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate a 5 year or lifetime Arkansas standard license? **No**

\* Have you applied for a 5 year or lifetime Arkansas standard license? No

\* List the date you applied for licensure:

\* Have you received a deficiency statement?

If pending, date test taken

\* Have you passed the Basic Skills Exam?

\* Have you passed the Content Area Exam?

Do you hold a current out-of-state license? No

State	Type	License Number	Expiration Date	Current?

List your out-of-state certified teaching/administration fields:

# Conway Public Schools Online Application

Stiefvater, James - AppNo: 3214

Date Submitted: 12/19/2019

## Language Skills

Do you know any language other than English? No

## Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Donna Lyon	Spencer Robinson
School/Org:	Conway High School	U.S Army
Current Position:	Director Conway Career Center	Aviation Officer
Home Phone:		
Cell Phone:		501-319-3789
Work Phone:	501-450-4888	
Mailing Address:		
Email:	lyond@conwayschools.net	spencer.w.robinson.mil@mail.mil
Relationship to Candidate:	Supervisor	Friend former supervisor
Years Known:	5	13

	Reference 3 of 3	
Name:	Gregory White	
School/Org:	U.S. Army	
Current Position:	Sergents Major	
Home Phone:		
Cell Phone:	479-841-2895	
Work Phone:		
Mailing Address:		
Email:	gregory.j.white.mil@mail.mil	
Relationship to Candidate:	Former Supervisor	
Years Known:	10	

## Referrals

How did you hear about employment with us?

District Employee

## Additional Information

List any additional information which will help in determining your professional qualifications for a position.

20 Years Army experience 15 of the 20 was full-time.

## Conway Public Schools Online Application

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Stiefvater, James - AppNo: 3214

Date Submitted: 12/19/2019

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### Veterans Preference

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Conway Public Schools provides, in pertinent part, that applicants having a valid claim of Veteran's Preference be granted preference in the selection process. This provision does not guarantee that applicants having valid claim be interviewed or hired. All claims are verified by the district through review form DD214.

---

\* Do you wish to claim veteran's preference?

Yes

If yes, which preference are you claiming?

Veteran

---

NOTE: If you elect to use veteran's preference, you are required to include proper documentation (a copy of discharge document - Form DD214) establishing your right to claim the preference. You will be asked to upload a copy of your DD214 in this online application. If you are unable to furnish an electronic copy of your DD214, please provide a copy to the District's HR office on or before the posting deadline.

## Conway Public Schools Online Application

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Stiefvater, James - AppNo: 3214

Date Submitted: 12/19/2019

I, James Stiefvater, agree to all of the terms above.

I agree



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-JR-IM

24 January 2020

MEMORANDUM FOR Sergeant First Class James J. Stiefvater, USAR Retired, 1039  
Faulkner St., Conway, AR 72034

SUBJECT: Junior ROTC Instructor Qualification

1. Congratulations! You have completed Phase I of the Instructor Qualification Requirements. Your name will be maintained on Cadet Command's list of eligible personnel and upon request provided to school hiring officials. A current nationwide listing of vacancies is available at [www.usarmyjrotc.com](http://www.usarmyjrotc.com) by clicking on EMPLOYMENT and then OVERVIEW.
2. Your qualification is valid for a period of three years from the date of qualification. You must keep Instructor Management Division informed of your current address and phone number. If Cadet Command or school hiring officials are unable to contact you, your file will be inactivated.
3. When you are selected for hire by a school, please remind the school it must provide the appropriate brigade a request for hire letter and all pertinent documents indicating the fill of a vacancy. The letter must identify the name and termination date of the previous incumbent. It must also indicate your rank, name, SSN, years of active federal service for pay, date of retirement, and the starting date.
4. You must inform the hiring official the Army JROTC approval to hire is contingent upon receipt of a favorable background investigation; failure to attain a favorable background investigation will revoke the qualification.

LORETTA B. OWENS  
Chief, Instructor Management Division

## How to Authenticate This Official Transcript

This official transcript has been delivered to the recipient, and is intended solely for use by that recipient. It is not permissible to replicate this document or forward it to any person or organization other than the identified recipient. Release of this record or disclosure of its contents to any third party without written consent of the record owner is prohibited.

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If you have received this transcript as a printed document, you may verify its authenticity by testing the security features noted on the document.

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**The Blue Ribbon Symbol:** The blue ribbon is your assurance that the digital certificate is valid, the document is authentic, and the contents of the transcript have not been altered.



**Invalid:** If the transcript does not display a valid certification and signature message, reject this transcript immediately. An invalid digital certificate display means either the digital signature is not authentic, or the document has been altered. The digital signature can also be revoked by the transcript office if there is cause, and digital signatures can expire. A document with an invalid digital signature display should be rejected.

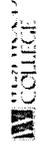


**Author Unknown:** Lastly, one other possible message, Author Unknown, can have two possible meanings: The certificate is a self-signed certificate or has been issued by an unknown or untrusted certificate authority and therefore has not been trusted, or the revocation check could not complete. If you receive this message make sure you are properly connected to the internet. If you have a connection and you still cannot validate the digital certificate on-line, reject this document.

The current version of Adobe® Reader is free of charge, and available for immediate download at <http://www.adobe.com>.

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Westwood College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award the master of business administration (LAW and WCO campuses), bachelor of applied science, bachelor of science, associate of applied science degrees, associate of occupational science degrees, and diplomas for the following campuses: Los Angeles, DuPage, Chicago Loop, O'Hare Airport, River Oaks, Atlanta Midtown, Atlanta Northlake, Dallas, South Bay, Arlington, Annandale, and Westwood College Online. Beginning February 2012, the following campuses are accredited by Accrediting Council for Independent Colleges and Schools (ACICS) to award bachelor of science degrees, associate of applied science, diplomas and certificates: Anaheim, Inland Empire, Denver North, Denver South and Houston South. Prior to this date, they were accredited by Accrediting Commission of Career Schools and Colleges (ACCSC).

**titutional Name Change:** Formerly known as Westwood College of Technology.

**ademic Calendar:** The academic calendar consists of five terms each calendar year.

**arter Hour:** The unit of measure for academic purpose is the quarter hour. A quarter hour is equivalent to 10 hours of classroom contact, 20 hours of laboratory work, or 30 hours of externship/field instruction.

Letter Grade	Undergraduate Grading System		Graduate Grading System (Effective March 2010)		Indicates	Other Grades	Receive Credit	Affects GPA
	Grade Points	Numerical Equivalent	Letter Grade	Numerical Equivalent				
A	4.0	93-100%	A	93-100%	Excellent		Yes	No
A-	3.7	90-92%	A-	90-92%	Above Average	Proficiency (PR): A grade designation of PR indicates that a student has demonstrated competence in the content of a course through examination.	Yes	No
B+	3.3	87-89%	B+	87-89%	Average	Pass (P): A grade designation of P indicates that the student has both attended and demonstrated competence in a regularly-scheduled course.	Yes	No
B	3.0	83-86%	B	83-86%		No Pass (NP): A grade designation of NP indicates that the student did not satisfactorily meet the academic requirements of the course for which the P designation is offered.	No	No
B-	2.7	80-82%	B-	80-82%	Unsatisfactory	Repeated Course (R): See full description of this grade at the left.	No	No
C	2.3	77-79%	C	70-79%	Failure	Equivalent (EQ): A grade designation of EQ indicates a student is taking a course for no credit, considered equal to another.	No	No
C-	2.0	73-76%	F	69% & Below	Incomplete	Withdraw Pass/No Pass (WPN): A grade designation of WPN indicates withdrawal from a Pass/No Pass course.	No	No
D	1.7	70-72%	I	0.0		Withdraw (W): A grade designation of W indicates that the student has attended and then subsequently withdrawn (or been withdrawn) from a course after the end of the add / change and drop period and prior to the last day to withdraw from the course with a W, as identified in the academic calendar.	No	No
D-	1.3	66-69%				Transfer (TR): A grade designation of TR indicates that the student has demonstrated competence in the content of a course by successfully completing an equivalent course at an accredited college or university with a grade of C or better on an A-F scale.	Yes	No
F	1.0	60-65%				Incomplete (I): A grade designation of I indicates that the student did not complete all of the work required for a course prior to the end of a term.		
F-	0.0	Below 60%				Program Update: Updated curriculum in October 2011. Prior updated curriculum in October 2008, with Previous Credit (PC) given to reflect new program requirements fulfilled prior to program enhancements.		

**rior to March 2010, this same scale applied to graduate classes. Westwood College uses a traditional A-F (4.0-0.0) grading system.**

**peated Courses:** If a student retakes and completes a course, the higher or the latest grade achieved in the repeated course is recorded in the academic record; however, the original grade also remains on the academic record as converted to an R, indicating the course has been retaken. Students still earn credits attempted for R grades, but only the course with the highest grade is used in computing the GPA. After the October 2009 term at certain campuses, if a student retook a course, the original grade also remains on the academic record with a double asterisk indicating the course has been retaken. After the October 2009 term at WCO, if a student retook a course, the original grade also remains on the academic record with an XCL code, indicating the course has been retaken.

**rogram Update:** Updated curriculum in October 2011. Prior updated curriculum in October 2008, with Previous Credit (PC) given to reflect new program requirements fulfilled prior to program enhancements.

**ide Point Average (GPA):** A student's GPA is calculated by taking the course credit, multiplying it by grade points and dividing it by total credits. Only coursework taken at Westwood College is used in the GPA.

**in Academic Awards:** Undergraduate students who maintain a term GPA of 3.80-4.00 will be placed on the President's list. Students who maintain a term GPA of 3.50-3.79 will be placed on the Dean's list.

**duction Academic Awards:** Beginning January 2011, bachelor's students who achieve a CGPA of 3.80-4.0 will graduate Summa Cum Laude, bachelor's students who achieve a CGPA of 3.70-3.79 will graduate Magna Cum Laude, and master's students who achieve a CGPA of 3.50-3.69 will graduate Cum Laude. Associate and certificate/diploma students who achieve a 3.50 CGPA or higher will graduate with highest honors.

**hdraw and Transfer:** All attempted coursework appears on the transcript. Dates for last day to withdraw are listed in the campus catalog. Transfer credit must be from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Westwood College does not guarantee the transfer of any credits. Acceptance of credits earned at Westwood College is the sole determination of the accepting college.

**urse Numbering System:** 000-099 – Foundational; 100-299 – Undergraduate lower division courses; 300-499 – Undergraduate upper division courses; 500- & above – Graduate courses

**dated Program Names:** In May 2009, Westwood College changed the names of several degree programs in order to reflect current market and industry terminology. This will provide a more accurate description of the course of study taken by our students and future employment opportunities for our graduates. Effective January 2011, the following program titles have changed:

Old Program Name	New Program Name	Old Program Name	New Program Name
Business Administration: Major in Accounting	Business Administration: Major in Accounting and Financial Management;	Business Administration: Major in Healthcare Management	Business Administration: Major in Healthcare Management
Business Administration: Major in Accounting	Business Administration: Concentration in Accounting	Business Administration: Major in Management	Business Administration: Major in Management
Business Administration: Major in Fashion Merchandising	Fashion Merchandising	Business Administration: Major in Management	Business Administration: Major in Management
Business Administration: Major in Network Management	Computer Network Management; Information Technology: Major in Network Management	Business Administration: Major in Management	Business Administration: Major in Management
Business Administration: Major in Animation	Animation	Business Administration: Major in Management	Business Administration: Major in Management
Business Administration: Major in Visual Communication	Visual Communications	Business Administration: Major in Management	Business Administration: Major in Management
Business Administration: Major in Cisco	Information Technology: Major in Cisco	Business Administration: Major in Management	Business Administration: Major in Management
Business Administration: Major in Systems	Information Systems: Security; Information Technology: Major in Systems Security	Business Administration: Major in Management	Business Administration: Major in Management

**ccordance with the Family Educational Rights and Privacy Act of 1974, as amended, this transcript is released to you on the condition that it will not be made available to any other party without the written consent of the student.**

urrent program name at Westwood College Online.

STATE  
200

0190 - 2019-20 190 DAYS CRT CALENDAR : YEAR 2019-2020 : 190 DAYS

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
		1	2	3	4	
11	12	13	14	15	16	17
	5	6	7	8	9	
18	19	20	21	22	23	24
	10	11	12	13	14	
25	26	27	28	29	30	31
	15	16	17	18	19	

SEPTEMBER

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1	2	3	4	5	6	7
	H	20	21	22	23	
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	24	25	26	27	28	
15	16	17	18	19	20	21
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22	23	24	25	26	27	28
	34	35	36	37	38	
29	30					
	39					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
		40	41	42	43	
6	7	8	9	10	11	12
	44	45	46	47	48	
13	14	15	16	17	18	19
	49	50	51	52	53	
20	21	22	23	24	25	26
	54	55	56	57	58	59
27	28	29	30	31		
	60	61	62	63		

NOVEMBER

S	M	T	W	T	F	S
					1	2
						64
3	4	5	6	7	8	9
	65	66	67	68	69	
10	11	12	13	14	15	16
	70	71	72	73	74	
17	18	19	20	21	22	23
	75	76	77	78	79	
24	25	26	27	28	29	30
	80	81	H	H	H	

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	82	83	84	85	86	
8	9	10	11	12	13	14
	87	88	89	90	91	
15	16	17	18	19	20	21
	92	93	94	95	96	
22	23	24	25	26	27	28
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29	30	31				
	H	H				

JANUARY

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	97	98	99	100	101	
12	13	14	15	16	17	18
	102	103	104	105	106	
19	20	21	22	23	24	25
	H	107	108	109	110	
26	27	28	29	30	31	
	111	112	113	114	115	

FEBRUARY

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9	10	11	12	13	14	15
	121	122	123	124	125	
16	17	18	19	20	21	22
	H	126	127	128	129	
23	24	25	26	27	28	29
	130	131	132	133	134	

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	135	136	137	138	139	
8	9	10	11	12	13	14
	140	141	142	143	144	
15	16	17	18	19	20	21
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29	30	31				
	151	152				

190  
~~180~~  
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APRIL

S	M	T	W	T	F	S
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		153	154	155		
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	156	157	158	159	160	
12	13	14	15	16	17	18
	161	162	163	164	165	
19	20	21	22	23	24	25
	166	167	168	169	170	
26	27	28	29	30		
	171	172	173	174		

MAY

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					1	2
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3	4	5	6	7	8	9
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31						

JUNE

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28	29	30				

JULY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

<b>POSITION</b> <u>JHOTC Instructor</u> Location <u>High school</u> Reason <u>new position</u>		<b>REQUESTED BY/APPROVALS</b> Date <u>10/16/20</u> Principal <u>Donna Lyon</u> Director <u>Kersto Harland</u> Personnel _____ Assist. Superintendent _____ Superintendent _____																																													
<b>PAY RATE INFORMATION</b> Pay Code <input type="checkbox"/> 100 <input type="checkbox"/> Other _____ Class Code _____ Start Date _____ End Date _____ Salary Schedule _____ Range _____ Step _____ Other Remarks _____		<b>CONTRACT INFORMATION</b> FTE _____ Contract Days _____ Total Contract \$ _____ Contract Type: <input type="checkbox"/> Renewable <input type="checkbox"/> Specified Length <input type="checkbox"/> New Position <input type="checkbox"/> Replacement <input type="checkbox"/> Transferred ( <input type="checkbox"/> Approval on File) <input type="checkbox"/> Resignation ( <input type="checkbox"/> Letter on File) <input type="checkbox"/> Retired ( <input type="checkbox"/> Letter on File) <input type="checkbox"/> Extended Leave ( <input type="checkbox"/> Letter on File) List Name _____																																													
<b>EMPLOYEE INFORMATION</b> SSN _____ Last Name <u>Stiefvater</u> First Name <u>James</u> Middle Name/Initial _____ Outstanding Qualities _____ Special Circumstances <input type="checkbox"/> None <input type="checkbox"/> Other - Explain _____		Licensure or Qualification Issues _____ Applicant's Acceptable Years of Experience _____ Degree Level/ Hours _____ Hire Date _____ School _____ Location Code _____ Check Location _____ <b>EMPLOYEE TYPE (Check one)</b> 0 <input type="checkbox"/> Classified 1 <input 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> School _____ Grade Level/Subject Change _____ Location Code _____ Check Location _____		<b>TRANSFER TO</b> School _____ Grade Level/Subject Change _____ Location Code _____ Check Location _____																																													
<b>BUDGET INFORMATION</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Fund</th> <th>Function</th> <th>Location</th> <th>Program</th> <th>Subject</th> <th>Object Code</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>									Fund	Function	Location	Program	Subject	Object Code	Percentage	1								2								3								4							
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<b>ADDITIONAL DUTY</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Code</th> <th>Description</th> <th>FTE</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>									Code	Description	FTE	Effective Date	1					2					3					4																			
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For Central Office Administrative Use Only																																															
Date Received _____																																															
_____ Director of Personnel				_____ Date																																											
_____ Superintendent of Schools				_____ Date																																											



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

October 15, 2020

Instructor Management Division

Mr. Greg Murry, Ed.D.  
Superintendent of Schools  
Conway Public Schools  
2220 Prince Street  
Conway, AR 72034

Dear Dr. Murry:

Approval is granted to hire Sergeant First Class James J. Stiefvater, NG Retired, SSN: XXX-XX-7648, on a **10** month contract as an Army Instructor at Conway High School, Conway, AR on a **cost shared** basis as of **October 1, 2020**. The marked item(s) must be received within 30 days from date of hire. Your hiring action is complete if no items are marked. Items must be submitted via e-mail thru your brigade to this headquarters, ATTN: Instructor Management Division.

**Photo** (Army Service Uniform, three quarter length, DA photo, no Larger than 4 x 6)

**Copy of Transcripts- Five-year mark –September 30, 2025**

All instructors must complete the Junior ROTC Certification Training IAW CCR 145-2, Chapter 8. In addition, they will serve in a probationary status for the first two academic years of employment.

The National Defense Authorization Act (NDAA) 2007, Section 539; requires Army Instructors (AI) to obtain an associate's degree within 5 years of employment from an accredited institution recognized by the Department of Education.

For initial pay purposes, you may use the figure below as the Instructors starting **MONTHLY** Minimum Instructor Pay (MIP). Please note the below MIP figure will increase/decrease when changes occur to entitlements that directly affect MIP. Please contact Ms. Deidre Rutledge-Vaughn at [deidre.a.rutledge-vaughn.civ@mail.mil](mailto:deidre.a.rutledge-vaughn.civ@mail.mil) if any additional information is needed.

Minimum Instructor Pay (MIP): **\$4,532.66**

Sincerely,

PROCTOR.FL Digitally signed by  
PROCTOR.FLORENT  
ORENTINA.1 INA.1157122580  
157122580 Date: 2020.10.15  
Loretta L. Owens 2020-10-15 10:01:04 -04'00'

Chief, Instructor Management Division



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FC  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

ATCC-JR-IM

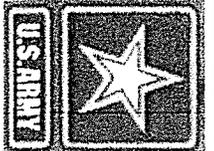
30 September 2020

MEMORANDUM FOR: Sergeant First Class James J. Stiefvater, USANG Retired, 1039  
Faulkner Street, Conway, AR 72034

SUBJECT: Junior ROTC Instructor Qualification

1. Congratulations! You have been approved as a prospective Instructor for Junior ROTC, **you were granted a favorable child care investigation**. Your name will be maintained on Cadet Command's list of eligible personnel and upon request provided to school hiring officials. A current nationwide listing of vacancies is available at [www.usarmyjroto.com](http://www.usarmyjroto.com).
2. Your qualification is valid for a period of three-years from the date of qualification. You must keep Instructor Management Division informed of your current address and phone number. If Cadet Command or school hiring officials are unable to contact you, your file will be inactivated.
3. When you are selected for hire by a school, please remind the school it must provide Cadet Command, Instructor Management Division, thru your brigade a request for hire letter, indicating whether yours is a newly authorized position or the fill of a vacancy. In the latter case the letter must identify the name and termination date of the previous instructor. It must also indicate your rank, name, SSN, the starting date, and number of months of your contract. If needed, Cadet Command can also provide the school an initial estimate of the minimum monthly pay due you. Official determination will be made by Finance based upon your submission of DD Form 2767, JROTC Instructor Annual Certification of Pay and Data Form, and DD2754, JROTC Instructor Pay Certification Worksheet for Entitlement Computation, together with supporting documentation (marriage/divorce certificate, rent/mortgage statement, etc.).

PROCTOR.FLO Digitally signed by  
PROCTOR.FLORENTINA.  
RENTINA.1157 1157122580  
LORENTINA.B. OWENS Date: 2020.09.30  
10:58:04 -04'00'  
Chief, Instructor Management Division



# U.S. Army Cadet Command

## Certificate of Completion

### Sergeant First Class James Stiefvater

*Has completed the Childcare National Agencies Checks and Inquiries (CNACI) in accordance with Army Directive 2014-23*

*(Conduct of Screening and Background Checks for Individuals who have regular contact with children in Army Programs)*

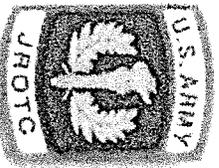
Completed on 9/22/2020

Renew by 9/21/2025

Leon McMullen  
Deputy Director, Army JROTC



"Motivating Young People to be Better Citizens"



## Lasker, Karen

---

**From:** Speck, Thomas  
**Sent:** Friday, October 2, 2020 10:19 AM  
**To:** Lasker, Karen; Bennett, Renee  
**Cc:** Stiefvater, James; Lyon, Donna  
**Subject:** Fw: [Non-DoD Source] Re: Stiefvater Hiring Packet

His hiring packet has been sent to US Army Cadet Comand in Fort Knox, KY. They are the ones that actually handle the pay.

THOMAS H. SPECK  
Lieutenant Colonel, USA (Ret)  
Senior Army Instructor  
Conway High School JROTC  
501-733-4070

---

**From:** Schapatone, Joseph G CIV USARMY USACC (USA) <joseph.g.schapatone.civ@mail.mil>  
**Sent:** Friday, October 2, 2020 10:13  
**To:** Speck, Thomas <speckt@conwayschools.net>  
**Subject:** RE: [Non-DoD Source] Re: Stiefvater Hiring Packet

Thanks....packet sent to CC.

**From:** Speck, Thomas <speckt@conwayschools.net>  
**Sent:** Friday, October 2, 2020 9:30 AM  
**To:** Schapatone, Joseph G CIV USARMY USACC (USA) <joseph.g.schapatone.civ@mail.mil>  
**Subject:** [Non-DoD Source] Re: Stiefvater Hiring Packet

All active links contained in this email were disabled. Please verify the identity of the sender, and confirm the authenticity of all links contained within the message prior to copying and pasting the address to a Web browser.

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THOMAS H. SPECK  
Lieutenant Colonel, USA (Ret)  
Senior Army Instructor  
Conway High School JROTC  
501-733-4070

---

**From:** Schapatone, Joseph G CIV USARMY USACC (USA) <joseph.g.schapatone.civ@mail.mil>  
**Sent:** Friday, October 2, 2020 09:15  
**To:** Speck, Thomas <speckt@conwayschools.net>  
**Subject:** RE: Stiefvater Hiring Packet

Leave the SSN off.

**From:** Speck, Thomas <[speckt@conwayschools.net](mailto:speckt@conwayschools.net)>  
**Sent:** Friday, October 2, 2020 9:09 AM  
**To:** Schapatone, Joseph G CIV USARMY USACC (USA) <[joseph.g.schapatone.civ@mail.mil](mailto:joseph.g.schapatone.civ@mail.mil)>  
**Subject:** [Non-DoD Source] Re: Stiefvater Hiring Packet

I am getting blocked by our school district network due to the social security number inclusion. Any ideas how we can work around it?

THOMAS H. SPECK  
Lieutenant Colonel, USA (Ret)  
Senior Army Instructor  
Conway High School JROTC  
501-733-4070

---

**From:** Schapatone, Joseph G CIV USARMY USACC (USA) <[joseph.g.schapatone.civ@mail.mil](mailto:joseph.g.schapatone.civ@mail.mil) < Caution-mailto:joseph.g.schapatone.civ@mail.mil > >  
**Sent:** Thursday, October 1, 2020 21:21  
**To:** Speck, Thomas <[speckt@conwayschools.net](mailto:speckt@conwayschools.net) < Caution-mailto:speckt@conwayschools.net > >  
**Subject:** RE: Stiefvater Hiring Packet

The only thing I still need is the attached.

---

**From:** Speck, Thomas <[speckt@conwayschools.net](mailto:speckt@conwayschools.net) < Caution-mailto:speckt@conwayschools.net > >  
**Sent:** Thursday, October 1, 2020 4:30 PM  
**To:** Schapatone, Joseph G CIV USARMY USACC (USA) <[joseph.g.schapatone.civ@mail.mil](mailto:joseph.g.schapatone.civ@mail.mil) < Caution-mailto:joseph.g.schapatone.civ@mail.mil > >  
**Subject:** [Non-DoD Source] Stiefvater Hiring Packet

THOMAS H. SPECK  
Lieutenant Colonel, USA (Ret)  
Senior Army Instructor  
Conway High School JROTC  
501-733-4070

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

Job #445

<b>POSITION</b> JROTC Location <u>Conway Junior High School</u> Reason <u>Michael Colbert</u>		<b>REQUESTED BY/APPROVALS</b> Date <u>08/23/19</u> Initiated By <u>BENJAMIN DARLEY</u> Director _____ Personnel <u>Karen Lasher</u> Assist. Superintendent <u>K. K. Bradshaw</u> Superintendent <u>Gm</u>																										
Moved to Fort Smith		<b>CONTRACT INFORMATION</b> FTE <u>1.0</u> Contract Days <u>10 month</u> Total Contract \$ <u>60 days 12,897.16 based on A&amp;J</u> ST1, R1 Contract Type: <input checked="" type="checkbox"/> Renewable <input type="checkbox"/> Specified Length																										
<b>PAY RATE INFORMATION</b> Pay Code <input checked="" type="checkbox"/> 100 <input type="checkbox"/> Other Class Code <u>2119</u> RC2 0200 Start Date <u>March 02 2020</u> End Date <u>June 08 2020</u> Salary Schedule <u>50% Army/A&amp;J</u> Range <u>1</u> Step <u>1</u> Other Remarks _____		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Transferred ( <input type="checkbox"/> Approval on File) <input checked="" type="checkbox"/> Resignation ( <input checked="" type="checkbox"/> Letter on File) <input type="checkbox"/> Retired ( <input type="checkbox"/> Letter on File) <input type="checkbox"/> Extended Leave ( <input type="checkbox"/> Letter on File) List Name <u>Michael Colbert</u>																										
<b>EMPLOYEE INFORMATION</b> SSN _____ Last Name <u>Stiefvater</u> First Name <u>James</u> Middle Name/Initial <u>J</u> Outstanding Qualities _____		Licensure or Qualification Issues _____ Applicant's Acceptable Years of Experience <u>0</u> Degree Level/ Hours <u>0</u> Hire Date <u>March 10 2020</u> School <u>Conway Junior High School</u> Location Code <u>06</u> Check Location <u>06</u>																										
Special Circumstances <input type="checkbox"/> None <input type="checkbox"/> Other - Explain _____		<b>EMPLOYEE TYPE (Check one)</b> <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Beginning Teacher (Pathwise Trained Mentor) <input type="checkbox"/> Transfer from another district <input type="checkbox"/> Did not teach last year but has taught in public schools <input type="checkbox"/> Taught in CPS last year																										
<b>TRANSFER FROM</b> School _____ Grade Level/Subject Change _____ Location Code _____ Check Location _____		<b>TRANSFER TO</b> School _____ Grade Level/Subject Change _____ Location Code _____ Check Location _____																										
<b>BUDGET INFORMATION</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Budget Code</th> <th>Object Code</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2000-1999-020-000-00</td> <td>61120</td> <td>65</td> </tr> <tr> <td>2</td> <td>6430 1999 030 000 00</td> <td>61120</td> <td>35</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Budget Code	Object Code	Percentage	1	2000-1999-020-000-00	61120	65	2	6430 1999 030 000 00	61120	35	3				4								
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4																												
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<u>K. K. Bradshaw</u> Principal / Supervisor's Signature _____ Date _____																												
For Central Office Administrative Use Only																												
Date Received _____																												
Director of Personnel _____ Date _____																												
Superintendent of Schools _____ Date _____																												

## Harrell, Annette

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**From:** Stroman, Adam  
**Sent:** Friday, February 21, 2020 9:56 AM  
**To:** Harrell, Annette; Kraft, Holly  
**Subject:** New Employee

**Importance:** Low

### New User Information

James Stiefvater

Building: Conway Junior High

Description: JRTOC Army Instructor

Supervisor: darleyb@conwayschools.net

**Email Address:** stiefvaterj@conwayschools.net

**AD Username:** [REDACTED]

**AD Password:** [REDACTED]

Need: All Permanent staff- CPSD Login, Email, Google, Greenbox Admin and Office staff- SSO, eSchool Student Side



# CONWAY PUBLIC SCHOOLS

## ADMINISTRATION OFFICE

### MEMO

TO: Conway Public Schools Personnel

FROM: Dr. Karen Lasker  
Personnel Director

RE: Personnel Policies Manual

Please read the Conway School District Personnel Policies Manual on line ([www.conwayschools.org](http://www.conwayschools.org), Administration, School Board, Board Policies, Section 8-Classified Personnel), sign below, and return this acknowledgement to the Administration Building within 10 days.

I have read the Personnel Policies Manual and I agree to abide by the rules and policies stated therein.

*James Stetvater*

Employee Name (Please Print)

*2-25-2020*

Date

*[Handwritten Signature]*

Employee Signature

  
Social Security Number

8.28 – DRUG FREE WORKPLACE POLICY ACKNOWLEDGEMENT

CERTIFICATION

I, hereby, certify that I have read the Conway School District's drug-free workplace policy on line ([www.conwayschools.org](http://www.conwayschools.org), Administration, School Board, Board Policies, Section 8 - Classified Personnel) and that I will abide by its terms as a condition of my employment with Conway School District.

Signature *James A. Guffey*  
Date 2-25-2020

Date Adopted: June 12, 2007

Last Revised:



# CONWAY PUBLIC SCHOOLS

## ADMINISTRATION OFFICE

---

### MEMO

TO: Conway Public Schools Personnel

FROM: Dr. Karen Lasker  
Personnel Director

RE: Personnel Policies Manual

Please read the Conway School District Personnel Policies Manual on line ([www.conwayschools.org](http://www.conwayschools.org), Administration, School Board, Board Policies, Section 3-Licensed Personnel), sign below, and **return this acknowledgement to the Administration Building within 10 days.**

I have read the Personnel Policies Manual and I agree to abide by the rules and policies stated therein.

James Stiefvater  
Employee Name (Please Print)

2-25-2020  
Date

James Stiefvater  
Employee Signature

X [REDACTED]  
Social Security Number

