

**ARKANSAS DEPARTMENT OF EDUCATION  
RULES GOVERNING  
ARKANSAS GOVERNOR'S SCHOOL SITE SELECTION  
January 2004**

**1.00 Regulatory Authority**

- 1.01 These rules shall be known as the Arkansas Department of Education (ADE) Rules Governing Site Selection for Arkansas Governor's School.
- 1.02 The State Board of Education enacted these rules pursuant to its authority under Arkansas Code Annotated §6-42-106 (Repl. 1999) and Arkansas Code Annotated §6-11-105 (Repl. 1999).
- 1.03 Pursuant to Arkansas Code Annotated §6-42-106 (Repl. 1999) and Arkansas Code Annotated §6-11-105 (Repl. 1999), the Governor's School is under the jurisdiction of the State Board of Education and the State Department of Education and falls under the immediate administration of the Administrator of Programs for the Gifted and Talented, State Department of Education.

**2.00 Purpose**

The purpose of these rules is to establish the criteria and procedures for site selection for Arkansas Governor's School.

**3.00 Definitions: For purposes of these rules, these terms shall be defined as follows:**

- 3.01 Arkansas Governor's School (AGS): The Governors School will be a four or six week residential summer program for approximately 400 rising high school seniors in Arkansas.

- 3.02 Program Director: The director will be a staff member of the college or university chosen as the site of the Governor's School. The director will oversee the operation and management for the duration of the school.
- 3.03 Length of program: The applying institution may choose between a four-week program or a six-week program. A four-week program will run four consecutive weeks (28 calendar days), without a break. A six-week program will run six consecutive weeks (42 calendar days), with a four-day break in the middle of the program.
- 3.04 Request for Proposals (RFP): The RFP will be prepared by the Department of Education and distributed to presidents of all four year colleges and universities in Arkansas no later than January of the last year of the current contract cycle for the new site selection cycle beginning the following year.

#### **4.00 Intent of the Governor's School**

- 4.01 The intent of the Governor's School is to give selected students a challenging opportunity to experience concepts and theories with an emphasis on twentieth and twenty-first century thought for the interpretation of facts.
- 4.02 The emphasis of the school will be placed on conceptual or abstract intelligence in contrast with the practical or concrete intelligence.
- 4.03 The school's program will offer students the opportunity to develop and/or expand their power to "abstract," to conceptualize, to theorize, and explore the latest progress and problems of various fields of the arts and the

sciences. Because this emphasis is not a frequent component of the regular high school curriculum, it provides the foundation, rationale, and support for this program.

- 4.04 The curriculum is not intended to be an acceleration of high school nor anticipation of college curricula.

## **5.00 Curriculum**

- 5.01 The curriculum will be designed to (1) focus on contemporary and futuristic topics and issues, and (2) provoke curiosity and inquiry from the students.
- 5.02 Investigation into current thought will be accomplished through suggested readings, lectures, individual studies, and small group discussions. In addition, great lectures, concerts, dramatic productions, exhibits, forums, films, and events in the school site community will expose students to contemporary culture.
- 5.03 The curriculum for the school will be divided into three areas of study and will maintain continuity through concerted efforts of all staff persons.
- 5.04 Area I – Academic and arts will include those fields of special talent whereby the student was chosen to attend the Governor’s School. Visual Art, Choral Music, Drama, Instrumental Music, English/Language Arts, Mathematics, Natural Science, Social Science, and a Specialty Area if desired. The specialty area is for individual institutions applying for site selection to be able to offer an additional course unique to that institution and its resources.

- 5.05 Materials will be chosen to acquaint students with the latest advances in each of these specialized fields.
- 5.06 Area II – General Conceptual development will focus on thinking; on the ways we think, the assumptions that underlie our own thinking and the thinking that takes place within the various discipline, on the twentieth century developments that have influenced our thinking about truth and knowledge and on means of thinking more effectively.
- 5.07 Area III – Personal and Social development will be designed to foster the personal and social development necessary for the students to fully benefit from their Area I and Area II classes and the comprehensive cultural and social events of the AGS program.

#### **6.00 Faculty Selection**

- 6.01 Faculty selection will be made by a committee of no less than five and no more than ten members, composed of Department of Education personnel, members of the Governor’s Advisory Council for Gifted/Talented Education, public school and higher education personnel, and the director and/or area coordinators of the Governor’s School. The Director of the Department of Education will approve this committee.
- 6.02 Faculty selection criteria will be based on the applicant’s: 1) extensive knowledge of subject area; 2) familiarity with twentieth and twenty-first century theories, concepts, and practices in area(s) of expertise; and 3) ability to communicate effectively with high school students of high potential.

- 6.03 All faculty positions are open each year. The previous year's faculty may submit a faculty update form to indicate their interest in being considered for the upcoming school. A Director's Memo announcing the availability of faculty positions shall be online on the ADE website by November 1. Educators in all Arkansas public and private schools as well as all Arkansas institutions of higher education and all state directors of gifted programs are invited to apply for faculty positions. Classified ads shall be placed in state newspapers and in professional journals encouraging applications.
- 6.04 Applications are previewed by the Governor's School Director and Administrator of Gifted Programs, ADE to determine applications for interview. The Administrator of Gifted Programs schedules the interviews and contacts each interview candidate. References are checked. Out-of-State applicants are usually interviewed by telephone. After the committee has reached consensus on the applicants based upon the majority vote of the committee, a list of recommended faculty is prepared and sent to the Assistant Director of School Improvement and Professional Development for approval. After approval, all recommended faculty applicants will voluntarily agree to a criminal background check paid for by the Department. After approval of the background check by the committee, all recommended faculty applicants will be notified and contracts will be issued.

## **7.00 Recreation**

Recreation will be provided by offering a well-rounded program of athletic activities to be planned as a part of the total school program. Participation will be on a volunteer basis.

## **8.00 Expenses**

Tuition, board and room, approved activities, fees, instruction supplies, books, and school medical services will be furnished for the students. Travel to and from the program and personal expenses will be furnished by the student.

## **9.00 Credit/Grades**

No credit or grades are given. Work at the Governor's School will supplement, not supplant the general high school curriculum.

## **10.00 Student Selection**

10.01 Juniors who are residents of Arkansas and attending any public or private high school, or who are home schooled, are eligible for nomination.

Local high schools make nominations, limited to 10% of their junior class, and provide the required test scores and grade information. School personnel also write recommendations. The school sees that each student's application packet (as outlined in the Student Nomination Packet that is available by November of each school year) is assembled and mails them to the Governor's School office. Parents or guardians of home schooled students will fill out the Student Nomination Packet, attach the required documentation and mail to the Governor's School office.

10.02 The Arkansas Department of Education recruits three statewide committees, composed of twelve to thirty members each, made up of school administrators, teachers, coordinators of gifted programs, members of the Governor's Advisory Council, higher education personnel, and others to conduct student selection. Committees shall be selected so as to take into consideration diversity of membership based upon sex, age, size of school district, geographic location in the state and other factors to allow the committee to consider the various and diverse applications submitted to them.

10.03 One of the three committees shall conduct auditions. Another committee shall read the arts applications, and the third committee shall read the academic applications.

10.04 Student selection is based on multiple criteria which includes: grades; student accomplishments, achievements or awards; evidence of task commitment; student's presentation of themselves; the teacher(s) recommendation(s); why a student wants to apply in a particular area; current test scores and the specific courses a student has chosen to take in high school. Committee members do not look at any one item alone.

### **11.00 Faculty/Staff Training**

A representative of the Department will participate in faculty/staff training activities.

### **12.00 Evaluation**

An evaluation report must be submitted to the Department after the close of the

school. This report must include a detailed summary or syllabus of Area I, Area II, and Area III activities including specific works read.

### **13.00 Site Requirements**

- 13.01 A written plan will provide specific details guaranteeing no other campus activity or its participants will interfere with any Governor's School activity or student including the requirements listed in Section 13.02 through 13.06.
- 13.02 The institution will provide personnel to operate dining facilities to provide three meals a day during the time the school is in session.
- 13.03 The institution will provide separate dormitory space for male and female students plus appropriate space for dormitory counselors and faculty.
- 13.04 The institution will employ librarians and assistants as needed to provide adequate library services and will make its total library collection available for the duration of the school
- 13.05 The institution will provide appropriate classroom, laboratory, studio (art and music), auditorium, offices, and other instructional and administrative facilities as will be mutually agreed upon, between the institution and the site selection committee referenced in section 13.07 below.
- 13.06 The institution will make available appropriate facilities, supplies, and staff for the duration of the Governor's School. Other facilities and services to be provided by the college/university include tennis courts, gymnasium, playing fields, custodians, and security.

- 13.07 A site selection committee of seven or more members chosen from school administrators, teachers and/or coordinators of gifted programs, members of the Governor's Advisory Council, higher education personnel, personnel from education service cooperatives, and parents/community representatives will be appointed by the Director of the Department of Education.
- 13.08 The selection committee will receive complete copies of all applications and will make site visits to each institution under consideration. The committee will consider the following criteria for site selection as described in these Rules with specific emphasis given to the items set out in parentheses: proposed program director (background, vision, leadership); dates campus is available for use (written plan guaranteeing no other campus activity or its participants will interfere with any Arkansas Governor's School student activity); curriculum; minimum of part-time office operations (staff, facilities, services); staff development activities; food services; library (staff); dormitories (male and female dorms, air conditioned); classrooms, labs, studios, theater, etc.; recreational facilities; maintenance and security; health services; and student rules of conduct. Each area will be ranked on an individual scale providing a total possible of 100 points for each committee member.
- 13.09 After site visits the committee shall recommend a site to the Director of the Department of Education based on majority vote of the committee

members. That recommendation will be presented to the State Board of Education for approval.

13.10 Recruitment activities by the host campus may not be conducted during Arkansas Governor's School.

13.11 Site selection will be for a period of three years contingent upon successful annual evaluations.

#### **14.00 Budget**

14.01 The budget for a four week program will be based on 400 students times 27 days (dinner for the first day and breakfast for last day are counted as one day) times \$50 per student (amount may increase in the future as funding provisions allow) providing a total budget, (unless funds increase), of \$540,000.

14.02 The budget for a six week program with a four day break will be based on 400 students times 37 days (dinner for first day and breakfast for the last day are counted as one day) times \$50 per student (amount may increase in the future as funding provisions allow) providing a total budget amount of \$740,000 (unless funding increases).

14.03 Budgets will include: Faculty and staff (salaries, housing, administrative cost, staff development planning); contracted services (consultant/speaker fees, consultant and speaker travel, travel and expenses for audition and selection teams, special meals); office management (equipment rental, telephone, printing and duplication, supplies, postage, insurance); instructional expenses (books, materials and supplies); equipment and

building damage; publicity, media, audio-visual; student activities (social events, student directory, etc.); and contract with institution for student services and facilities (room and board and school medical services).

**FINANCIAL IMPACT STATEMENT**

DEPARTMENT            **Arkansas Department of Education**  
DIVISION              **School Improvement and Professional Development**  
PERSON COMPLETING THIS STATEMENT    **Ann M. Biggers**  
TELEPHONE NO. **501-682-4224**    FAX NO. **501-682-4220**    EMAIL **[abiggers@arkedu.k12.ar.us](mailto:abiggers@arkedu.k12.ar.us)**

To comply with Act 1104 of 1995, please complete the following Financial Impact Statement and file two copies with the questionnaire and proposed rules.

SHORT TITLE OF THIS RULE            **Arkansas Governor's School Site Selection**

1. Does this proposed, amended, or repealed rule or regulation have a financial impact?  
**Yes**   X                        **No** \_\_\_\_\_
2. If you believe that the development of a financial impact statement is so speculative as to be cost prohibited, please explain.
3. If the purpose of this rule or regulation is to implement a federal rule or regulation, please give the incremental cost for implementing the regulation. Please indicate if the cost provided is the cost of the program.

<b><u>Current Fiscal Year</u></b>	<b><u>Next Fiscal Year</u></b>
General Revenue _____	General Revenue _____
Federal Funds _____	Federal Funds _____
Cash Funds _____	Cash Funds _____
Special Revenue _____	Special Revenue _____
Other (Identify) _____	Other (Identify) _____
<b>Total</b> _____	<b>Total</b> _____

4. What is the total estimated cost by fiscal year to any party subject to the proposed, amended, or repealed rule or regulation? Identify the party subject to the proposed regulation and explain how they are affected.

<b><u>Current Fiscal Year</u></b>	<b><u>Next Fiscal Year</u></b>
\$ _____	\$ _____

5. What is the total estimated cost by fiscal year to the agency to implement this regulation?

<b><u>Current Fiscal Year</u></b>	<b><u>Next Fiscal Year</u></b>
\$ _____	\$ <b><u>540,000 - \$740,000</u></b>

**DEPARTMENT OF EDUCATION  
FISCAL IMPACT STATEMENT OF PROPOSED REGULATION  
(In compliance with Acts 884 and 1253 of 1995)**

Regulation Title: ***Arkansas Governor's School Site Selection***

Summary Description of Regulatory Proposal: ***The purpose of these rules is to establish the criteria and procedures for site selection for Arkansas Governor's School.***

Cite Statutory authority for this Regulatory Proposal: 6-42-106 (Repl.1999) and 6-11-105 (Repl.1999)

I. Fiscal Impact on the Department: (include whether impacts are non-recurring or recurring)

A. Resources Required – Personnel, equipment, office space.

Recurring and currently in place. ***An employee of the Office of Gifted and Talented administers Arkansas Governor's School and has done so for 24 years.***

B. Time Required for Implementation. N/A

C. Procedural Changes. N/A

D. Other.

II. Fiscal Impact on Local school District or Others: (Include whether impacts are non-recurring or recurring)

A. Resources Required – Personnel, equipment, office space.

***N/A. The impact would be on the institution awarded the site selection.***

B. Time Required for Implementation.

***N/A. These rules would take effect for the 2007-2009 schools.***

C. Procedural Changes. N/A

D. Other.

III. Additional Comments.

Prepared by: (Name) Ann M. Biggers  
(Title) Administrator, Gifted and Talented Programs  
(Date) October 21, 2003

**QUESTIONNAIRE FOR FILING PROPOSED RULES WITH  
THE ARKANSAS LEGISLATIVE COUNCIL AND JOINT INTERIM COMMITTEE**

DEPARTMENT / AGENCY Arkansas Department of Education  
DIVISION School Improvement and Professional Development  
DIVISION DIRECTOR Janinne Riggs  
CONTACT PERSON Ann M. Biggers  
ADDRESS Room 203-B, 4 Capitol Mall, Little Rock, AR 72201  
PHONE NO. 501-682-4224 FAX NO. 501-682-4220  
E-MAIL. [abiggers@arkedu.k12.ar.us](mailto:abiggers@arkedu.k12.ar.us)

**INSTRUCTIONS**

- A. Please make copies of this form for future use.
- B. Please answer each question completely using layman terms. You may use additional sheets, if necessary.
- C. If you have a method of indexing your rules, please give the proposed citation after "Short Title of this Rule" below.
- D. Submit two (2) copies of this questionnaire & financial impact statement attached to the front of two (2) copies of your proposed rule and required documents. Mail or deliver to:

Donna K. Davis  
Subcommittee on Administrative Rules and Regulations  
Arkansas Legislative Council  
Bureau of Legislative Research  
Room 315, State Capitol  
Little Rock, AR 72201

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1. What is the short title of this rule?

***Arkansas Governor's School Site Selection***

2. What is the subject of the proposed rule?

***Site selection criteria for Arkansas Governor's School***

3. Is this rule required to comply with federal statute or regulations?  
Yes  No

If Yes, please provide the federal regulation and/or statute citation.

4. Was this rule filed under the emergency provisions of the Administrative Procedures Act? Yes  No

If yes, what is the effective date of the emergency rule?

When does the emergency rule expire?

Will this emergency rule be promulgated under the permanent provisions of the Administrative Procedure Act? Yes  No

5. Is this a new rule? Yes  No  If yes, please provide a brief summary explaining the regulation.

***The purpose of these rules is to establish the criteria and procedures for site selection for Arkansas governor's school. Each area of site selection has been outlined to better equalize participation from all interested parties. Criteria and procedures for curriculum, faculty selection, faculty and staff training, student selection, program evaluation, site requirements, and budget are among the areas profiled.***

Does this repeal an existing rule? Yes  No  If yes, a copy of the repealed rule is to be included with your completed questionnaire. If it is being replaced with a new rule. Please provide a summary of the rule giving an explanation of what the rule does.

Is this an amendment to an existing rule? Yes  No  If yes, please attach a markup showing the changes in the existing rule and a summary of the substantive changes. NOTE: The summary should explain what the amendment does, and the mark-up copy should be clearly labeled "mark-up."

6. Cite the state law grants the authority for this proposed rule. If codified, please give Arkansas Code citation.

***Ark. Code Ann. §§ 6-42-106 (Repl.1999) and 6-11-105 (Repl.1999)***

7. What is the purpose of this proposed rule? Why is it necessary?

***The purpose of this proposed rule is to establish the criteria and procedures for site selection for Arkansas Governor's School.***

8. Will a public hearing be held on this proposed rule? Yes  No . If yes, please complete the following:

***Date: Tuesday, November 18, 2003***

***Time: 1:00 p.m.***

***Place: Auditorium, Arkansas Department of Education***

9. When does the public comment period expire for permanent promulgation? (Must provide a date.)

***November 24, 2003***

10. What is the proposed effective date of this proposed rule? (Must provide a date.)

***January 19, 2004***

11. Do you expect this rule to be controversial? Yes  No . If yes, please explain.

12. Please give the names of persons, groups, or organizations that you expect to comment on these rules. Please provide their position (for or against) if known.

***There are no expectations for comment on these rules, but if anyone should comment it would be representatives of institutions of higher learning.***