

**Board of Education
Northeast Kansas Education Service Center**

Minutes

Date: October 20th, 2004

Location: Oskaloosa USD #341 Central Office

Time: 7:00 p.m. Call Meeting to Order

At 7:04 p.m. President, Tom Holroyd called the meeting to order. Members present: Tom Holroyd, Todd Gigstad (arrived at 7:15 p.m.), Dave Tenpenny, Julie Zule, Carol Meneley, Keith Ostrander; Jim Wheeler, Ph.D., Executive Director; Shelia Smith, Assistant Administrator; Dona Higgins, Assistant Board Clerk, Linda Kilgore, Administrative Assistant, Scott Slava, Superintendent (arrived at 7:32 p.m.) and Sharon Branson.

*** Action - Consent Agenda**

Ostrander moved to approve the consent agenda with the following changes:

1. Add - Under Regional Service Center, #6) PAT Budget
2. Change - Under Regional Service Center, #4) Fitness for Life Grant to Action Item
3. Change - Under Regional Service Center, #5) KPIRC (KFAST) Grant to Action Item
4. Add - Executive Session

Zule seconded and motion carried 5-0.

1. Approval of Agenda
2. Approval of Minutes of September Meeting
3. Approval of Bills and Claims

*** Receive - Communications from Visitors Present**

There were no communications from visitors present.

*** Receive - Communications**

1. Treasurer's Report
Dona provided copies of the treasurer's report for the month of October.

*** Special Education**

1. **Action - Personnel Update**
Sheila reviewed the list of contracts and resignations for approval. Meneley moved to approve the list as presented. Tenpenny seconded and motion carried 5-0.
2. **Information/Discussion - Job Role Descriptions**
NEKESC administrators have been discussing the need to redo the current system of job role descriptions for staff. For most positions (classified and unclassified) we have specific job duties outlined. We have not attempted to clarify and expand on each employee's contribution to the overall mission and strategies of the Service Center. We are currently reviewing KASB's performance evaluation handbook and it may be used for clerical positions. Holroyd asked when these changes to job role descriptions will be finalized. NEKESC administrators will be meeting to discuss the changes and make final corrections.
3. **Information/Discussion - Transition Services**
Sharon Branson, Vocational Education/Transition Coordinator, discussed information on NEKESC's vocational special needs and transition program. A handout identifying the number of students on IEPs that are in the work study program and KATS for each district was distributed. Sharon gave

her background, job duties and responsibilities and reviewed all aspects of the Vocational Education program.

Jim/Sharon also discussed how the new Career Clusters Grant will involve Vocational Education.

Todd Gigstad arrived at 7:15 p.m.

4. **Information/Discussion - Para Educator Network**

Shelia discussed that NEKESC has purchased the Para Educator Network. This tool assists paraprofessionals obtain the 20 hours of inservice that is required. Each module completed is equivalent to one hour of inservice. Shelia mentioned that the Para Educator Network is available to all schools if anyone is interested in having their staff use this tool for staff development. Anyone using the program will need an access code and Judy can provide that to them.

* **Regional Service Center**

1. **Action - Approval Carl Perkins Vocational Budget**

This item has been tabled for the November meeting.

2. **Information/Discussion - KPIRC Midwest Conference**

The Kansas Parent Information Resource Center (KPIRC) has initiated the organization of PIRC in Kansas and Missouri for the purpose of jointly hosting a Midwest conference in Kansas City, November 30-December 1. Title I funds can be utilized to sponsor parent and teacher attendance. The program will feature national presenters and many strategies to enhance family literacy and involvement and school improvement plans. Dona will make sure all Board members have a brochure regarding the conference.

Scott Slava arrived 7:32 p.m.

3. **Information/Discussion - KanEd and Internet 2 Update**

Jim discussed the need for an upgrade to KanEd and Internet 2 due to increased demand from each of the connected school districts. Costs to double NEKESC bandwidth both with KanRen and SBC were presented. A handout was distributed identifying the estimated upgrade costs for each district.

4. **Action - Fitness for Life Grant**

NEKESC and KFAST have been awarded the Fitness for Life grant **Fund #27** in the amount of **\$340,913**. This grant includes the Jefferson County school districts and will fund some of the equipment and staff development necessary to begin a process of transforming physical education to align with new Federal and State standards. Gigstad moved to approve the Fitness for Life Grant in the amount of **\$340,913**. Tenpenny seconded and motion carried 6-0.

5. **Action - KPIRC (KFAST)**

The KPIRC, **Fund #40**, has been funded for another year in the amount of **\$386,576**. Gigstad moved to approve the budget presented. Meneley seconded and motion carried 6-0.

6. **Action - Parents as Teachers**

NEKESC Parents as Teachers budget **Fund #17** has been increased by \$4600 (\$2000 for Local Match and \$4,000 State Match) due to a unit being added. This change will result in the State Grant Total being **\$394,426** and the Local Match Total being **\$256,372**. Ostrander moved to approve the budget presented. Zule seconded and motion carried 6.0.

* **Executive Session**

At 8:00 p.m., Ostrander made a motion to go into executive session for 15 minutes until 8:15 p.m. Zule seconded and motion carried 6-0.

At 8:15 p.m. open session resumed.

* **Adjournment**

At 8:22 p.m., Tenpenny moved to adjourn the meeting. Meneley seconded and motion carried 6-0.

Thomas Holroyd
President

Dona Higgins
Asst. Board Clerk/Accts Payable