

# Board of Education

## Northeast Kansas Education Service Center

### Minutes

**Date:** Aug. 18th, 2004

**Location:** Oskaloosa USD #341 Central Office

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

At 7:10 p.m. Vice-President, Carol Meneley called the meeting to order. Members present: Julie Zule, Carol Meneley, David Tenpenny, Paul Brown, Tom Holroyd (arriving at 7:25 p.m.), and Keith Ostrander (arriving at 7:30 p.m.); Jim Wheeler, Ph.D., Executive Director; Shelia Clark, Assistant Administrator; Susan Aspinwall, Business Manager/Clerk; Dolly Gudenkauf, Bookkeeper; Nancy Kraft, Grant Coordinator; Jean Rush, Superintendent (arriving at 7:30 p.m.); Sharon Branson (arriving at 7:25 p.m.), Terri Coughlin and Chris Hotchkiss, teachers/SETA Representatives.

**Action - Consent Agenda**

Zule moved to approve the consent agenda with no changes. Tenpenny seconded and motion carried 4-0.

1. Approval of Agenda
2. Approval of Minutes of July 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  
Susan provided copies of the treasurer's report for the month of August.

**Special Education**

**1. Action - Personnel Update**

Shelia reviewed the list of contracts and resignations for approval, adding Tracy Livingston to the list of resignations of certified staff. Tenpenny moved to approve as amended. Brown seconded and motion carried 4-0.

**2. Receive - Local Agency Application for Federal Funds**

Jim and Susan provided information on the Federal Flow-thru application and how it is completed on-line with member districts providing information on local USD budgets and headcounts as well. The application will be ready next month and must be available for review for 30 days before the board approves it in October. NEKESC will receive \$775,474 for the 3-21 yr. olds application, and \$38,672 for the 3-5 yr. olds application.

**3. Information/Discussion - Board Orientation**

Jim provided a notebook for each member with an overview of the various Service Center programs and how they are funded and staffed. Other sections of the notebook included how the funding formula for the assessments is calculated, student counts, staff directory, news releases, and much other information for a new board member to learn about the service center and how it functions.

During this presentation Tom Holroyd, Sharon Branson, Keith Ostrander and Jean Rush arrived at the meeting. Holroyd then conducted the meeting.

#### 4. **Information/Discussion - Update on Hearing Screening**

Jim reported we have hired Rhonda Goodrich to be the Hearing Screening Para. She will need to be trained and arrangements are being made with Pittsburgh State University. We will follow the same schedule of screening as we did last year - all preschool, kindergarten, and first graders; required classes; and any referrals from teachers. We need an audiologist to supervise this program, and Judy is in the process of trying to locate one.

#### 5. **Information/Discussion - Special Education Program Evaluation**

Jim provided an overview of a plan for maximizing the effectiveness of special education programs that includes focused staff development and follow-up related to scientifically based practices in special education. Among the workshops being offered, one of the main focuses will be direct instruction on corrective reading and reading comprehension.

## **Regional Service Center**

#### 1. **Action - Work Comp Member Participation Agreement**

According to KASB requirements, the Board is now required to take formal action on the Work Comp Member Participation Agreement. Ostrander moved to approve the participation agreement. Meneley seconded and motion carried 6-0.

#### 2. **Information/Discussion - Update on JDLA and Facilities**

Jim introduced staff from JDLA, Terri Coughlin and Chris Hotchkiss, who presented an overview of the curriculum plan including the integration of grants projects (EPA, & Service Learning), the daily plan, teaching assignments, and policies/procedures. Terri discussed their strategies to provide a safe environment for students and staff, and encouraged members to allow the JDLA students to participate in their home district activities and functions such as sports, field trips, etc. She described the remodeling that has taken place and thanked members for this much needed space and the improvements. She invited members to tour the facility any time. Chris discussed the changes planned for classes including an outline for a more structured physical education class. Since there will eventually be about 40 students attending classes, one teacher has been assigned to each district as a liaison with regard to local USD activities and schedules. This will provide additional structure to JDLA school functions. Members thanked Terri and Chris for their presentation.

#### 3. **Receive - NEKESC's Policy Handbook - Additions**

KASB has recommended the addition of a couple of policies to the NEKESC Policy Handbook. Jim reviewed a complaints policy and a non-discrimination policy. Tenpenny moved to approve the policies as presented. Zule seconded and motion carried 6-0.

#### 4. **Information/Discussion - Kansas Parent Information Resource Center**

Jim introduced KPIRC director, Nancy Kraft, who provided information regarding resources, services and technical assistance KPIRC can provide districts and schools this school year. She noted that the Feds were referring other PIRCs to our website because it is so well designed. She explained that PIRCs were originally formed to get information out to parents on how they can help in their child's education. She provided informational handouts to members and also explained how "Common Sense Parenting" will be used at JDLA and hopefully in the districts as well. Nancy discussed the grants that have been received for JDLA through our not-for-profit agency, KFAST, as well as a \$5,000 mini-grant available to district teachers at a maximum of \$500 each. Plans are to provide a very basic "Computer Literacy Training" for parents or anyone wanting such training, free of charge, in districts choosing to host it. Members thanked Nancy for her presentation.

#### 5. **Information/Discussion - PAT Evaluation Report**

Jim provided information on the recent on-site consultation visit for the Parents as Teachers Quality Standards On-Site process as well as a copy of the letter from the consultants from the on-site visit. The consultants found many areas of excellence and stated that NEKESC's PAT program is a program of quality.

## **Adjournment**

At 8:45 p.m., Meneley moved to adjourn the meeting. Zule seconded and motion carried 6-0.

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Thomas Holroyd  
President

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Susan Aspinwall, CPS  
Business Manager/Clerk