

# Board of Education



## Minutes

**Date: Oct. 18th, 2006**

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

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

At 7:00 p.m., President, Tom Holroyd called the meeting to order. Members present: David Jolly, William Perry, Jr., Tom Holroyd, Beryl Darrah, Gary Willits and Todd Gigstad (arriving at 7:09 p.m.); Linda Aldridge, Executive Director; Judy Denton, Director of Special Education; Shelia Smith and Tiera Caley-Kronshage, Assistant Directors; Terri Coughlin, JDLA Principal; Susan Aspinwall, Business Manager/Clerk; Krystal Porter, Administrative Secretary; David Grove, Superintendent; Zoe Thompson, Grants Facilitator; and Sharon Branson, SETA Representative.

- **Action - Consent Agenda**

Perry moved to approve the consent agenda as amended. Darrah seconded and motion carried 5-0.

1. **Approval of Minutes**

2. **Approval of Agenda**

The following changes were made: Move discussion item #1 P E Grant to Action item #5. (All other discussion items move up 1 number.) Under #3 – JDLA, add an executive session – Preliminary Discussion of Acquisition of Property.

3. **Approval of Bills and Claims**

- **Receive – Communications from Visitors Present**

There were no comments from visitors present.

- **Receive – Communications**

1. **Treasurer's Report**

Susan provided copies of the treasurer's report for the month of October. Linda noted that it had been necessary to cash in a CD to meet payroll. This was due to our more aggressively investing funds in CDs to increase interest income the past six months, and having less available in our Money Market Account to transfer to checking to meet obligations. The CD was cashed without penalty, according to our anticipated cash flow management plan.

## • Action Items

### 1. Action - Personnel Update

Shelia reviewed the list of contracts, resignations, and terminations for approval. Willits moved to approve as listed. Jolly seconded and motion carried 5-0.

Judy then answered a question from last month explaining the reason a vacancy was not posted. This vacancy was filled through internal promotion.

Gigstad arrived at the meeting at 7:09 p.m.

### 2. Action – Budgets for approval

The following budgets were presented for approval:

Fund # 16 – Douglas Co. Tiny-K in the amount of \$540,175

Fund # 26 – Marshall Co. Tiny-K in the amount of \$153,496

Fund # 36 – NEKITS Tiny-K in the amount of \$532,514

Susan explained that the State had provided additional funding for these Tiny-K programs and in two instances had created budget total increases. The other program used the funds as an alternate form of revenue rather than increase the budget total. Gigstad moved to approve as presented. Perry seconded and motion carried 6-0.

### 3. Action – LEA Application

NEKESC will receive Federal Flow Thru funds of \$886,484 for children 3-21 years of age, and \$37,298 for children 3-5 years of age. Susan explained that each superintendent and local board must be provided a copy of the LEA application and be advised of its content and their responsibility. The application must be available for review by the public upon request. Darrah moved to approve the LEA application. Gigstad seconded and motion carried 6-0.

### 4. Action – Signature Stamp

Linda explained that the Clerk of the Board has asked for approval to use a signature stamp for her job related needs. This would mean the checks would now have two stamped signatures and one “live” signature. Gigstad moved to approve the proposal as presented. Willits seconded and motion carried 6-0.

### 5. Information/Discussion – PE Grant

Zoe Thompson provided several handouts and discussed the PE grant, stressing the importance of members/participating districts logging the “in-kind” hours that were committed as a part of grant approval. She reviewed upcoming workshops and staff development opportunities, noting this is the last year of the 3-year grant. NEKESC will receive \$265,713 and must provide a match of \$88,571.

Zoe then provided an update on the Carl Perkins grant and anticipated funding, noting this is the 7<sup>th</sup> year of a 5-year grant. School year 2007-2008 will be a transition year for implementing new legislation. The program is no longer a vocational education program but is now known as “career and technical education.” It includes increased accountability requirements based on NCLB and core indicators are linked to the state requirements for academic achievement. One member noted we must teach the kids how to take the tests in order to achieve student success.

Jolly then moved to approve the P.E. program grant budget for Fund #27 as presented earlier. Perry seconded and motion carried 6-0.

## • Discussion Items

### 1. Information/Discussion – Student Learning Report

Sheila Smith presented information regarding student learning and her recent presentation at P/L schools where discussion centered on how to best meet the needs of students regarding state assessments. All special education staff spent time analyzing test results, learning how to interpret scores, and determining if the student is taking the “right” test since some SpEd students are allowed to take an alternate test.

### 2. Information/Discussion – JDLA

Further discussion was held regarding temporary and/or permanent location of the John Dewey Learning Academy. Alternatives range from one extreme, keep students in their home districts and provide sped staff, to another extreme, bus students “the long way around.” On how to finance a major site acquisition, Dale Dennis recommended using no more than \$100,000 of available carryover and having districts assessed \$10,000 per year for 10 years. If a conference center was attached, there may be grant funding available through the USDA.

At 7:40 p.m., Perry moved to go into executive session for 20 minutes, until 8:00 p.m. to have preliminary discussions about the acquisition of real property in order to protect the public interest in negotiating a fair and equitable contract. Darrah seconded and motion carried 6-0.

At 8:00 p.m. open session resumed.

### 3. Information/Discussion – Hiring Practices

NEKESC is revising/updating guidelines for hiring employees. Krystal provided handouts including recommendations and costs regarding background checks, proposed employment applications for both certified and classified staff, a summary of interviewing, hiring, and termination procedures, as well as other employment forms. Members felt this was a “Great Start” and that we should probably start with new hires being contingent on a background check. Other personnel could be checked on a rotational basis so we wouldn’t have to fund the total cost of a check on all employees in one year. It was recommended to ask KASB if doing the checks in this manner this would be in our best interest. It would not be necessary to check newly licensed teachers, as they must pass a background check in order to be licensed by the State.

### 4. Information/Discussion - BC/BS Refund

Linda reported NEKESC received a refund of \$26,347 on Blue Cross premiums. A recommendation was made to disburse these funds to premium payers. After discussion, members recommended depositing the check in #01 Miscellaneous Revenue to offset anticipated future premium increases.

### 5. Information/Discussion – KPIRC

Linda explained that although the KPIRC grant has been approved for five years and a total of 2.7 million dollars, the budget is not yet ready for approval by the board. The grant will provide \$25,000 of indirect money to NEKESC annually, as well as three staff positions. Discussion was held on the possibility of having a special meeting before our regular November meeting in order to get the grant “rolling”. A date of Monday October 30 at 7:00 p.m. was set, and Susan will e-mail members regarding member attendance if the budget is ready for approval at that point.

### 6. Information/Discussion - Payment of salaries to teachers who do not hold proper licensure (State Statute 72-1390)

Linda discussed state statute as well as district procedures used when teachers experience a lapse in licensure. Members discussed prior notification before licensure lapse, paying sub pay then paying salaries retro to lapse after reinstatement of license, not paying at all, the possibility of losing a good teacher, lack of suitable replacement teachers with SpEd endorsement, and creating a standardized procedure. After reviewing options, it was decided that a teacher will be bumped to sub pay, then when recertified, receive retro pay.

#### **7. Information/Discussion - Posting of vacancies**

When asked what policies/procedures are used when classified vacancies occur, members said it is best to post the vacancy. This should be done by asking each building principal to post the notice of vacancy, e-mail and post on the NEKESC website.

#### **8. Information/Discussion - Science Fair - Service Center Wide**

Judy reported Chris Twenhafel and some of her gifted students are in the process of developing a science fair to include participation from all students in the service center schools. She shared preliminary details and provided an invitation to members. Information will be sent to principals to gain input for final details. Chris will be scheduled to attend a meeting in the future to share final details and answer any questions.

#### **9. Information/Discussion - Incident Report of Students with Disabilities Suspended/Expelled**

Judy provided copies of and discussed a form sent by KSDE requiring principals to fill out and send to us when students are suspended and/or expelled. At the end of each year, we are to report these numbers by individual students. We are recommending this be done on a monthly basis while the information is still fresh. The form and a cover letter of explanation will be sent to principals.

#### **10. Information/Discussion – Mentor Teacher Application**

Judy reported we have submitted and received funding on an application to KSDE for grant funds for our mentor teacher program. We have assigned mentor teachers to our new staff and three teams qualified for funding. The teams attended the mentor teacher training on Sept. 26<sup>th</sup> and 28<sup>th</sup>.

#### **11. Information/Discussion – KASB Negotiations Seminar**

When asked if NEKESC should send someone to this seminar, members stated it was a good seminar to attend if you've never been to one. A decision has not been made on who will negotiate for NEKESC.

#### **12. Information/Discussion – Vehicle Purchase**

During the September Board meeting, members were updated on recent information regarding the mini-bus. The transmission has failed once more. The Board was provided information related to replacement of the mini-bus. Discussion was held regarding state bid, leasing or buying, 8, 10, and 12 passenger vehicles, need for CDL on 12 passenger vehicle, state reimbursement on sped student transportation, and financing and funding. Susan explained one source of funding could be unbudgeted interest income. It was the consensus of members to compare bids and proceed with acquisition of a vehicle.

#### **13. Information/Discussion – Teacher Scholarship Program**

Linda noted this is a good opportunity for teachers to receive SpEd licensure.

#### **14. Information/Discussion – School District Visits**

Linda has set a tentative schedule for plans to visit each district office and school. She wants to see our SpEd teachers in their work settings as well.

#### **15. Information/Discussion – E-Rate Solutions**

It is time to renew our contract with E-Rate Solutions to file for our E-Rate reimbursement. After talking to other businesses that provide this service, it was Linda's recommendation we remain with E-Rate Solutions.

## **Executive Session**

### **1. Personnel**

At 9:40 p.m., Perry moved to go into executive session for 30 minutes until 10:10 p.m. to discuss personnel matters of non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Willits seconded and motion carried 6-0.

At 10:10 pm, the board returned to open session. Perry moved to return to executive session to continue discussion of personnel issues for 45 minutes until 10:55 p.m. Willits seconded motion carried 6-0.

## **Adjournment**

At 10:55 p.m., open session resumed and Willits moved to adjourn the meeting. Gigstad seconded and motion carried 6-0.

---

Thomas Holroyd  
President

---

Susan Aspinwall, CPS  
Business Manager/Clerk