



## Board of Education Minutes

Supers Scheduled to Attend Board Meeting

Scott Myers, Regular

Harry Austin, Alternate

**Date: November 15, 2006**

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

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

Due to the absence of the President and Vice President, the Board elected president *pro tempore*, Keith Ostrander to reside at this meeting.

At 7:01 p.m. president *pro tempore*, Keith Ostrander called the meeting to order. Members present: Dave Jolly, Gary Willits, Beryl Darrah, Dan Evans, Todd Gigstad (arriving at 7:17 p.m.); Linda Aldridge, Acting Executive Director, Judy Denton, Special Education Director, Tiera Caley-Kronshage, Special Education Coordinator, Tom Singleton, Auditor from Lowenthal, Singleton, Webb and Wilson, Cindy Kelly, KASB Attorney, Eric Bowser, NEKESC Treasurer, Scott Myers, Superintendent, Jean Rush, Superintendent (arriving at 7:12 p.m.), Sharon Branson, SETA Representative, Dona Higgins, Assistant Clerk of the Board, John Aspinwall and Susan Aspinwall.

### Consent Agenda

Evans moved to approve the Consent Agenda as amended. Jolly seconded and motion carried 5-0.

1. Approval of Minutes
2. Approval of Agenda – add Receive – Final Audit Report, Action Item on KISN Budget, change total to \$670,575, add Discussion Item, #6 Categorical Aid Appeal, #7 Budget Analysis, #8 KFAST Rental Agreement and #9 Blue Cross/Blue Shield Refund.
3. Approval of Bills and Claims

### Receive – Communications from Visitors Present

Sharon Branson, Vocational/Transition Coordinator/SETA Representative, asked the Board to consider releasing the work study checks for December, on Tuesday, December 19<sup>th</sup> so the students can have their checks before the holiday break. The Board agreed to release the work study checks on December 19, 2006.

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## Receive – Communications

1. **Treasurer’s Report** – Eric Bowser, Treasurer, discussed the cash flow management and investment of idle funds.
2. **Audit Report** – Tom Singleton with Lowenthal, Singleton, Webb and Wilson presented the audit report completed for NEKESC. The group discussed the findings and ways to rectify internal control procedures and other related policies. Gigstad made a motion to accept the audit report presented. Jolly seconded and motion carried 6-0.

## Executive Session

At 7:45 p.m. Jolly made a motion to go in to Executive Session for 30 minutes until 8:15 p.m. to discuss non-elected personnel matters to protect the privacy interest of individuals and consult with our attorney on a matter protected by the attorney-client privilege. The Executive Session meeting included Tom Singleton, Auditor with Lowenthal, Singleton, Webb & Wilson, Cindy Kelly, KASB Attorney and Linda Aldridge. Willits seconded and the motion carried 6-0.

At 9:05 p.m. the Board asked Judy Denton, Special Education Director to join the Executive Session.

At 9:15 p.m. open session resumed and the Board decided to take a 5-10 minute recess.

At 9:25 p.m. the Board resumed open session.

## Action Items

### 1. Action – Personnel Update

Judy reviewed the list of contracts, resignations and terminations for approval. Gigstad moved to approve as listed with the addition of a resignation from Jim Wheeler, Executive Director effective 11/10/06. Jolly seconded and the motion carried 6-0.

### 2. Budgets for Approval

The following budgets were presented for approval:

**Fund #18 – Kansas Instructional Support Network** in the amount of \$670,575 which is a change from the agenda amount. Kerry Ottlinger at KSDE called and indicated the budget that was initially approved, was incorrect and she faxed us the amended budget.

**Fund #03 MIS** in the amount of \$454,879

**Fund #39 – Learn & Serve** in the amount of \$33,440

Gigstad moved to approve the budgets as presented. Evans seconded and the motion carried 6-0.

Judy explained how the money from the Learn & Serve grant is used by JDLA in conjunction with their service learning based curriculum. Due to their efforts at the Water Festival held in September, and their service learning efforts, KSDE has awarded JDLA \$5,000 to contribute to the costs of attending the National Service Learning Conference.

**3. Audit Cost Increase** – The cost of the current audit has exceeded the original Board of Education authorization by \$9100 due to the increased workload performed by the auditors on the FY 05-06 audit. Jolly moved to approve the increase for audit services. Darrah seconded and the motion carried 6-0.

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## Information/Discussion Items

1. **Policy Review** – KASB provided NEKESC a policy packet for review to create policies and procedures. Linda recommended NEKESC immediately adopt the following policies:

GAAB – Complaints of Discrimination  
GAAC – Sexual Harassment  
GAACA – Racial Harassment: Employees  
KN – Discrimination Complaint Procedures

Linda recommended a policy adoption committee be formed to review policies and present to the Board for approval. The Board agreed with this approach and recommended Linda, Judy and Terri Coughlin participate on this committee. Linda will have the committee review the business and fiscal management policies and will have an update at the December Board meeting.

Gigstad moved to adopt the GAAB, GAAC, GAACA and KN policies. Evans seconded and the motion carried 6-0.

2. **JDLA** – Linda has been in contact with Highland Community College about utilizing space in their building for JDLA when the Lecompton bridge closes. Linda will be discussing the details further with Highland after their enrollment figures are finalized.

Linda presented the plan of funding a new facility for JDLA to the Superintendents Advisory Council. The Superintendents did not make any recommendation at this time.

Jolly asked about the costs associated with providing internet services for JDLA to the Highland building. Linda will discuss this issue with our technology department.

3. **E-Rate Solutions** – We were contacted by Ryan Martin, a partial owner of E-Rate Solutions, and he informed us Aaron Butell, had not filed necessary forms for our E-Rate funding. At the time, we discovered this amount to be approximately \$55,000 of lost funding due to the error. Since the meeting with Mr. Martin, an extension has been issued for filing E-Rate forms at the federal level. Mr. Martin has taken necessary steps to make sure all applicable forms are filed so the \$55,000 will not be lost revenue. E-Rate Solutions has presented a contract to retain their services with all of our criteria built in to the new contract indicating they have appropriate Errors & Omissions insurance and deadlines for the funding years. Linda made a recommendation to the Board to continue services with E-Rate Solutions. The Board agreed to continue with E-Rate Solutions and have Linda sign the contract.
4. **Compensatory Time** – At this time, NEKESC does not have a policy in place for compensatory time and overtime. Linda will be developing a policy to address this issue and will present to the Board. The Board agreed to have Linda develop the policy and present at a later date.
5. **Allen County Community College** – Allen County Community College has approached NEKESC about pursuing a partnership to provide job shadowing opportunities for students

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who may want to become educators. Linda presented this proposal to the Superintendents and they were interested in pursuing the partnership. Linda will also be meeting with a representative from Highland Community College to pursue the same relationship with their facility.

Gigstad made a motion to enter into partnership with Allen County Community College and approve the contract they proposed. Darrah seconded and the motion carried 6-0.

6. **Credit Card Policy** – The policy adoption committee will be reviewing the credit card policy provided to board members. We want to ensure that appropriate checks and balances are in place at every level to verify expenditures associated with credit cards.
7. **Categorical Aid Appeal** – In October 2006, Judy filed an appeal in response to the audit performed by KSDE. Judy received a letter indicating a reduction of findings by \$29,808. We implemented changes in our procedures to ensure our numbers are as accurate as possible on the personnel report to assist with reducing findings on the audit next year.
8. **Budget Analysis** – The Business Department reviewed special education budgets for trend data and long term budget planning and discovered issues indicating budget figures are not accurate. In response to this finding, Judy developed a budget worksheet reviewing special education salary information for FY 06-07. The Board reviewed the handout and Linda assured the Board we will be reviewing all budgets to ensure accuracy and to develop the budget for next year.
9. **KFAST Rental Agreement** – Evans made a motion to table this item. Jolly seconded and motion carried 6-0.
10. **Blue Cross/Blue Shield Refund** – NEKESC received a letter from SETA contesting the decision made by the Board last month to place the BC/BS refund in Fund 01. After Cindy Kelly, KASB Attorney, reviewed the letter, it was discovered there is language in the Negotiated Agreement indicating if a refund from insurance is received the refund will be distributed to NEKESC and employees based on the percentage of premiums paid. Jolly made a motion to rescind the motion made at the October board meeting regarding the refund and distribute the refund between NEKESC and employees in accordance with the negotiated agreement. Gigstad seconded and the motion carried 6-0.

## **Executive Session**

At 10:15 p.m. Jolly moved to go in to Executive Session for 30 minutes until 10:45 p.m. to discuss personnel matters to protect the privacy interest of individuals. The session included Judy Denton, Cindy Kelly, KASB Attorney, and Linda Aldridge. Evans seconded and the motion carried 6-0.

Before the Board convened to Executive Session, John and Susan Aspinwall requested to speak to the Board in Executive Session regarding a response to the letter she sent to board members. The Aspinwall's were allowed to address the Board with Cindy Kelly, KASB attorney present.

At 10:25 p.m. John and Susan Aspinwall left Executive Session.

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At 10:45 p.m. open session resumed and Jolly moved to go in to Executive Session for 30 minutes until 11:15 p.m. to continue discussing personnel matters to protect the privacy interest of individuals. Evans seconded and the motion carried 6-0.

At 10:50 p.m. John and Susan Aspinwall were asked to resume attendance in the Executive Session.

At 11:15 p.m. open session resumed.

Gigstad moved to remove the word "Acting" from Linda Aldridge's title and make her the Executive Director of the Regional Service Center. Darrah seconded and the motion carried 6-0.

## **Adjournment**

At 11:17 p.m. Evans moved to adjourn the meeting. Darrah seconded and the motion carried 6-0.

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Keith Ostrander  
President *Pro Tempore*

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Dona Higgins  
Assistant Board Clerk

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