

Board of Education



Minutes

Supers Scheduled to Attend Board Meeting

Steve Wiseman, Regular

David Grove, Alternate

Date: August 15, 2007

Location: NEKESC Business Office, 1220 Walnut Street, Oskaloosa

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

At 7:00 p.m., Todd Gigstad called the meeting to order. Members present: Todd Gigstad, Dave Jolly, LaVerne Clark, Roy Artman (replacing Gary Willits), Dan Evans, and Jenny Morgison. Not present: Bill Perry.

Others present: Linda Aldridge, Ed.D., Executive Director; Shelia Smith, Assistant Director of Special Education; Debra May, Business Manager; Krystal Porter, Clerk of the Board; Rhonda Denning, Special Education Coordinator; Sharon Branson, SETA Representative; and Terri Coughlin, JDLA Principal.

Monthly Action Items

1. Approval of Agenda
Jolly made a motion to approve the agenda with the addition of Monthly Communications #4 – Cash Summary Report. Evans seconded and the motion carried 6-0.
2. Approval of Minutes
Evans made a motion to approve the July minutes and Special Board meeting minutes of August 8th. Jolly seconded and the motion carried 6-0.
3. Approval of Bill & Claims
Jolly made a motion to approve the Bills and Claims as presented. Evans seconded and the motion carried 6-0.
4. Approval of Personnel Update
Shelia reviewed the list of contracts and resignations for approval. Evans made a motion to approve the Contracts and Resignations as listed. Artman seconded and the motion carried 6-0.

Monthly Communications

1. Receive Communications from Visitors Present
Sharon Branson distributed an invitation to the annual staff picnic and invited Board members to attend.
2. Receive General Communications
There were no general communications.
3. Receive Treasurer's Report
Copies of the Treasurer's Report for the month of August were provided.
4. Cash Summary Report
Linda distributed and reviewed the Cash Summary Report for 06-07. A current Cash Summary Report will be given each month to the Superintendent Advisory Council and the BOE for review.

Action Items – New Business

1. Annual Reorganization of the Board
Jolly made a motion to accept Krystal Porter as the Freedom of Information Officer for 07-08. Clark seconded and the motion carried 6-0.
2. Annual Reorganization of the Board
Jolly made a motion to establish teacher substitute pay at \$80 daily, \$176.74 daily retroactive after 10 consecutive days, based upon base salary as in past years. Morgison seconded and the motioned carried 6-0.
3. JDLA Handbook
Evans made a motion to approve the JDLA Handbook and Handbook Acknowledgement page as presented. Clark seconded and the motion carried 6-0.
4. Benefits Committee
Linda shared with the Board that NEKESC was notified that administration fees were going to be charged by our 125 Plan administrator. A decision was made to change administrators for this school year. A committee will be formed this year to review benefits and plan offerings and present recommendations for the 08-09 school year. Debra reviewed the changes of the 125 Plan for the current year.

Jolly made a motion to approve the 125 Plan as presented. Evans seconded and the motion carried 6-0.
5. Budget Approval
Linda distributed JDLA Budget #24 and reviewed budget documents requesting approval.

General discussion took place regarding the JDLA budget and generating new revenue sources. The Board requested number of "IEP" and "Slot" students attending JDLA from each participating district.

Jolly made a motion to approve budgets #01, #04, #09, #14, #17, #23, #24, #27, #28, #30 and #39 as presented. Evans seconded and the motion carried 6-0.

6. Policy Adoption

Evans made a motion to approve the General Interlocal Administration Policies as presented. Morgison seconded and the motion carried 6-0.

7. Goals Adoption

Discussion took place regarding the NEKESC Organizational Goals that were discussed at the Board Retreat. Communication was discussed regarding district proxies. The Board requested Board Packets to be sent to district proxies identified. It was decided not to send proxies weekly updates from Linda. The NEKESC representative will communicate directly with proxy.

Clark made a motion to approve the four NEKESC Organizational Goals as listed.

1. Fiscal Management: All funds and fiscal management are in compliance with general accounting standards and KSDE expectations. Problems associated with past management are identified and resolved.
2. Service Center: NEKESC services promote best practices in special and general education, resulting in high levels of customer satisfaction. To facilitate this goal, communication improves at the Board level and between NEKESC administration and member districts.
3. Policy: The policy audit is completed by May 2008. Policies are reviewed and updated as necessary.
4. Student Achievement: NEKESC recruits and retains staff necessary to maximize student achievement.

Jolly seconded and the motion carried 6-0.

8. Learn and Serve Grant

Evans made a motion to approve the Learn and Serve Grant as presented. Artman seconded and the motion carried 6-0.

9. School Improvement Project for Principals

Clark made a motion to approve the School Improvement Project for Principals Grant in the amount of \$6,000. Jolly seconded and the motion carried 6-0.

10. Carl Perkins Grant

Evans made a motion to approve the Carl Perkins Grant in the amount of \$58,000. Artman seconded and the motion carried 6-0.

11. Highland Community College Course

Discussion took place regarding Para to Teacher Program. Paula Kellogg is teaching College Success and Orientation Class for Highland Community College and there must be five paras enrolled for the class to be offered.

Jolly made a motion to reimburse paraeducators who wish to take College Success and Orientation Class from Highland Community College for books and tuition combined cost of \$110.00 upon successful completion of course. Evans seconded and the motion carried 6-0.

The Board requested that paras attending the class complete a survey after completion and that the Board review survey results.

Discussion Items

1. Carl Perkins Audit

Linda discussed the results of the audit conducted last school year for the 04-05 school year. A substantial reimbursement is being requested by the State Department. Linda will work with the State Department officials to see if the reimbursement amount can be reduced.

2. Organizational Chart Review and Update

Linda reviewed the Organizational Chart reflecting the addition of two Special Education Coordinators.

Executive Session

At 8:47 p.m., Jolly made a motion to go into Executive Session in the conference room for 10 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 8:57 p.m. The Executive Session included Linda Aldridge and Shelia Smith. Evans seconded and the motion carried 6-0.

At 8:57 p.m., open session resumed and Jolly made a motion to go into Executive Session in the conference room for 5 minutes to continue discussing personnel matters of non-elected personnel, reconvening in this room at 8:02 p.m. Evans seconded and the motion carried 6-0.

At 8:02 p.m., open meeting resumed.

Adjournment

At 8:02 p.m., Evans made a motion to adjourn the meeting. Artman seconded and the motion carried 6-0.

Todd Gigstad
President

Krystal Porter
Clerk of the Board

Board of Education

Special Meeting Board Retreat



Special Meeting Minutes

Date: August 8, 2007

Location: USD #341 Oskaloosa School Library, 404 Park Street, Oskaloosa

Time: 6:00 p.m. Call Meeting to Order

At 6:12 p.m., Todd Gigstad, President, called the meeting to order. Members present: Todd Gigstad, Jenny Morgison, Bill Perry, LaVerne Clark, Dave Jolly, and Gary Willits. Member not present: Dan Evans

Others present: Linda Aldridge, Executive Director; Matt Erickson, Perry Proxy; Leonard Lange, ACCS Proxy; Karen Edmonds, JCN Proxy; Debra May, Business Manager; Larry Mears, Attorney; Jeanette Souther, Special Education Coordinator; Rhonda Denning, Special Education Coordinator; Shelia Smith, Assistant Director of Special Education; Jon Pfau, Superintendent; Steve Wiseman, Superintendent; Denis Yoder, Superintendent; Tim Marshall, Superintendent; Jean Rush, Superintendent; Krystal Porter, Clerk of the Board, and David Grove, Superintendent arrived at 6:43.

1. Introductions

Todd welcomed everyone and introductions were made. Todd shared with members the importance of good attendance, communication, and keeping all district Board of Education members informed regarding NEKESC.

2. Overview of Service Center Structure

Linda informed the committee that the Service Center encompasses special education services and various grants / projects. She also shared that NEKESC employees approximately 320 people and has a \$12.5 million budget.

3. Introduction of Larry

Linda thanked everyone for attending and introduced Larry Mears, NEKESC attorney.

4. Boardsmanship

4.1 Legal Obligations, Duties and Responsibilities

Larry distributed the Boardsmanship Basics and Kansas Open Meeting Act Basics handouts. Larry pointed out the importance of starting meetings on time and keeping meetings on schedule. He also informed members that their responsibility is to help set policies, look at the big vision, set standards and have accountability. Larry shared with the committee legal issues that Boards run into with the Kansas Open Meeting Act, open records, public meetings, and reminded members that Executive Sessions are held to discuss private issues.

4.2 Micromanagement vs. Broad Oversight

Larry distributed the Insider Newsletter. Larry shared that there is a fine line between micromanagement and setting policy. Boards need to set policy and direct the executive director in implementing policy. Larry also shared that once decisions are made, the members need to be united.

Grove arrived 6:43 p.m.

5. Expectations of the Board and the Executive Director

5.1 Food for Thought Handout and Discussion

Larry distributed the handout Food for Thought.

5.2 Establishing Strengths and Weaknesses of NEKESC

5.3 Development of Expectations of the Board and the Executive Director

Larry asked members to identify expectations of the executive director.

The following expectations were discussed:

- Communication

- Delivery of services

- Grow the service center - overall vision

- Financial oversight

- Improve student performance

- Mentoring/training staff to help student's performance

- Accountability - to each district

- Recruiting high quality staff

- Ability to delegate. - Leadership

- Retention of staff

- Define role of service center

After identifying expectations for the executive director, Larry asked members to identify expectations of the BOE. The following expectations were discussed:

Communication

If something doesn't "feel right" contact Linda immediately

Open and Honest

Attendance to all Board meetings

Ask the hard questions

Chain of command

Focus in Executive Sessions

Preparation of materials

Larry then asked the member to combined expectations. The following expectation were identified:

Communication – Leadership

Define the role of the service center / a) short term b) long term

Accountability

Board policy

Fiscal Management

Student achievement

Staff recruitment and retention

Grove left at 7:40 p.m.

Rush left at 7:40 p.m.

Wiseman left at 7:40 p.m.

6. Goal Setting

6.1 Goals from the Board

Larry requested the members to develop four organizational goals. The following goals were identified:

Grove returned at 7:45 p.m.

Rush left at 7:45 p.m.

Wiseman returned at 7:45 p.m.

1. Fiscal Management: All funds and fiscal management are in compliance with general accounting standards and KSDE expectations. Problems associated with past management will be identified and resolved.

2. NEKESC services promote best practices in special and general education, resulting in higher levels of customer satisfaction. To facilitate this goal, communication will improve at the Board level and between NEKESC administration and member districts.

3. The policy audit is complete by May 2008.

4. NEKESC will recruit and retain staff necessary to maximize student achievement.

These goals will be reviewed by the Board and modified as needed.

6.2 Action Plans

The members discussed actions plans and timelines. Larry suggested short-term goals be completed in a year and long-term goals have a two-year deadline.

7. Adjourn

Larry adjourned the meeting at 8:00 p.m.

Todd Gigstad
President

Krystal Porter
Clerk of the Board