

SEDGWICK COUNTY AREA EDUCATIONAL SERVICES INTERLOCAL COOPERATIVE #618

**BOARD OF DIRECTORS**  
SPECIAL EDUCATION OFFICE  
BOARD ROOM  
DECEMBER 15, 2005  
7:30 P.M.

**MINUTES**

**Representatives Present:** Karl Matlack, Mark Zerener, Bill Dalbom, Ken Spexarth, Rhonda Price, Bruce Nicholson and Bernie Riedl.

**Alternates Present:** None.

**Superintendents Present:** Mike Hull and James Baker.

**Cooperative Staff Present:** Larry Clark, Kay Bartel, Erica Nance and Doug Anderson.

**Other Visitors:** Stan Busby.

The meeting was called to order by Mr. Riedl at 7:30 p.m.

1. **ROLL CALL** - Representatives were asked to sign the attendance sheet. Representatives from Clearwater and Goddard were not present.
2. **ADOPTION OF AGENDA** – Mr. Spexarth moved and Mr. Nicholson seconded the motion to adopt the agenda as amended with the addition of **9.c. – NON-ELECTED PERSONNEL** and **10.a. – POLICY ON COMPENSATION TIME AND WORK ASSIGNMENTS.**

Motion carried 7-0.

3. **CONSENSUS ITEMS:**
  - a. **MINUTES OF NOVEMBER 17TH, 2005 MEETING;**
  - b. **TREASURER'S REPORT;**
  - c. **APPROVAL OF BUDGET FUND TRANSFER(S);**
  - d. **APPROVAL OF BILLS;**
  - e. **REPORT OF DAY SCHOOL ACTIVITY FUND; AND**
  - f. **APPROVAL OF INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS AND INDIVIDUAL PROFESSIONAL DEVELOPMENT POINTS.**

Mr. Zerener moved and Mr. Nicholson seconded to:

- a. Approve the Minutes of November 17<sup>th</sup>, 2005 Meeting;
- b. Approve the Treasurer's Report as presented;

- c. Approve the Budget Fund Transfers of \$470,602.95 from the 06 General Fund to the 30 Special Education Fund and \$6,000.00 from the 06 General Fund to the 26 Special Education Fund for a total Budget Fund Transfer of \$476,602.95;
- d. Approve the payment of bills, check numbers as listed on the December 15th, 2005 Check Register;
- e. Accept the Day School Activity Fund Report; and
- f. Approval of Individual Professional Development Plans and Individual Professional Development Points.

Motion carried 7-0.

**4. PATRON COMMENTS – None.**

**5. PERSONNEL RESIGNATIONS – Mr. Dalbom moved and Mr. Spexarth seconded for the Board to accept the following personnel resignations:**

- a. Alyssa M. Funke – Paraeducator;
- b. Diana Preston – Paraeducator;
- c. Jessica Rivers – Paraeducator;
- d. Andrea Scheuerman – Paraeducator;
- e. Tonya L. Weems – Paraeducator; and
- f. Amy Butterfield – Paraeducator.

Motion carried 7-0.

**6. PERSONNEL CONTRACTS AND LETTERS OF EMPLOYMENT – Mr. Spexarth moved and Mr. Matlack seconded for the Board to approve the following letters of employment:**

- a. Connie S. Abrazado – Paraeducator ;
- b. Dorothy I. Anderson – Paraeducator;
- c. Diana C. Atwater – Paraeducator;
- d. Cari L. Betts – Paraeducator;
- e. Dorothy M. Bretz – Paraeducator;
- f. Ryan T. Cakerice – Paraeducator;
- g. Jacquelyn J. Clark – Paraeducator;
- h. Roberta L. Cruse – Paraeducator;
- i. Holly C. Hudson – Paraeducator;
- j. Adrienne R. Oswald – Paraeducator;
- k. Charlene M. Rush – Paraeducator; and
- l. Larissa F. Seay – Paraeducator.

Motion carried 7-0.

7. **STUDENT CONTRACT-** Mr. Nicholson moved and Mrs. Price seconded for the Board to approve a student contract with Haysville USD #261 for Orientation and Mobility services from the Cooperative's O&M Specialist.

Motion carried 7-0.

8. **AUDITOR'S REPORT FOR FISCAL YEAR ENDING JUNE 30, 2005** - Mr. Spexarth moved and Mr. Zerener seconded for the Board to approve Mr. Stan Busby's audit of the Cooperative's financial statement for the fiscal year ending June 30, 2005

Motion carried 7-0.

9. **EXECUTIVE SESSION** - Mr. Riedl moved and Mrs. Price seconded for the Board and Cooperative Administration per Board discretion, to move into Executive Session at 7:42 p.m. for a period of 15 minutes to discuss Non-Elected Personnel, Negotiations and Student Related Matters and to return to open session at 7:57 p.m. in the Special Education Board Room.

Motion carried 7-0.

The Board moved into Executive Session at 7:42 p.m.

The Board moved out of Executive Session and back in to open session at 7:57 p.m.

Mrs. Price moved and Mr. Spexarth seconded for the Board to re-instate Alison Hebrink's contract as a teacher.

Motion carried 7-0.

10. **REPORT ON KASB CONVENTION** – Mrs. Price gave a report on the KASB Convention that was held in Overland Park in early December.
- 10.a. **POLICY ON COMPENSATION TIME AND WORK ASSIGNMENTS** – Mrs. Price moved and Mr. Dalbom seconded to adopt the following policy on Compensation Time and Work Assignments:

**Policy on Compensation and Work Assignments**

**Compensation and Work Assignments**

Classified employees shall be paid according to pay rates established by the Board. Payment shall be made at the established pay date following the end of each pay period.

**Work Assignments**

Subject to Board approval, the Director shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the Director or an Assistant Director.

**Attendance Required**

Regular attendance is required of all employees subject to leave provisions in Cooperative policy, employee handbooks or other documents approved by the Board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

### **Workweek**

For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

### **Classification of Employees**

For purposes of compliance with the Fair Labor Standards Act, the Director shall ensure that all job positions are classified as exempt or non-exempt and that employees are made aware of such classifications.

### **Overtime**

No non-exempt employee shall work more than 40 hours per week without the **prior written permission of the appropriate Special Education Administrator**. Administrators and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked at a rate of one and one-half (1.5) times their normal rate of pay for any hours worked over 40.

Non-exempt employee whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay or compensatory time off will be provided only if an employee works more than 40 hours in a workweek.

### **Compensation for Out-of-Town/Overnight Trips**

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from the Wichita or surrounding areas where you work **MINUS:**

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and
3. Time used exclusively for pleasure or personal business.

### **Compensatory Time**

In lieu of overtime monetary compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time is agreed to by the employee before the overtime work is performed and is authorized by the employee's special education administrator as stated above.

Motion carried 7-0

11. **DESIGNATION OF BOARD NEGOTIATOR** - Mr. Dalbom moved and Mr. Spexarth seconded for the Board to approve Mr. Matthews, with Lisa Farris assisting per their approval, as the Board Negotiator for the 2006-2007 school year negotiations.

Motion carried 7-0.

12. **STRONG KIDS CAMPAIGN** - Mr. Spexarth moved and Mr. Matlack seconded the Board to authorize a \$500.00 donation to the YMCA's Strong Kid Campaign for this school year.

Motion carried 7-0.

13. **CONTINUOUS IMPROVEMENT MONITORING** - Mr. Clark gave the Board information about the new focused assistance monitoring system and data which will be required form each district.

14. **DIRECTOR'S EVALUATION** - The Board was asked to send completed evaluations to Mr. Riedl by January 6<sup>th</sup>, 2006. Mr. Riedl will compile the results and discuss with the Board at the meeting in January.

15. **INFORMATIONAL** -

- a. December 1 Headcount - Will be reported to the Board in January.
- b. Wendy Trail received her National Board Certification as an Adaptive Physical Education Teacher; and
- c. Doug Anderson shared with the Board a success story about a Maize High School student and the effort Maize High School and the Maize School District went through to ensure that a student graduated.

16. **OTHER** - None.

17. **ADJOURNMENT** - Mr. Riedl adjourned the meeting at 8:20 p.m.

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Kay Bartel, Clerk of the Board