

SEDGWICK COUNTY AREA EDUCATIONAL SERVICES INTERLOCAL COOPERATIVE #618

BOARD OF DIRECTORS  
SPECIAL EDUCATION OFFICE  
BOARD ROOM  
JULY 14TH, 2005  
7:30 P.M.

MINUTES

- Representatives Present:** Robert Matthews, Bill Dalbom, Lisa Farris, Rhonda Price, Bruce Nicholson and Bernie Riedl.
- Alternates Present:** None.
- Superintendents Present:** Mike Hull, James Baker and Kay Highbarger.
- Cooperative Staff Present:** Larry Clark, Kay Bartel, Erica Nance, Doug Anderson and Jim Harshbarger.
- Other Visitors:** Mrs. Stephanie Giffin.

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 Renwick, Burrton and Cheney were not present.
- 2. **ADOPTION OF AGENDA** – Mrs. Farris moved and Mr. Matthews seconded the motion to adopt the agenda as written.  
  
Motion carried 6-0.
- 3. **ELECTION OF OFFICERS** – Mr. Dalbom moved and Mr. Nicholson seconded to nominate Mr. Riedl for President.  
  
Motion carried 6-0.  
  
Mr. Nicholson moved and Mrs. Farris seconded to cease nominations for President.  
  
Motion carried 6-0.  
  
Mrs. Farris moved and Mr. Riedl seconded to nominate Mr. Matthews for Vice-President.  
  
Motion carried 6-0.  
  
Mrs. Farris moved and Mr. Dalbom seconded to cease nominations for Vice President.  
  
Motion carried 6-0.
- 4. **CONSENSUS ITEMS:**
  - a. **MINUTES OF JUNE 16TH, 2005 MEETING -**
  - b. **TREASURER'S REPORT -**

- c. APPROVAL OF BUDGET FUND TRANSFER(S) -
- d. APPROVAL OF BILLS -

Mr. Nicholson moved and Mr. Dalbom seconded to:

- a. Approve the Minutes of June 16<sup>th</sup>, 2005 Meeting;
- b. Approve the Treasurer's Report as presented;
- c. Approve the Budget Fund Transfers of \$73,229.30 from the 06 General Fund to the 30 Special Education Fund for a total Budget Fund Transfer of \$73,229.30;
- d. Approve the payment of bills, check numbers as listed on the June 16<sup>th</sup>, 2005 Check Register;

Motion carried 6-0.

- 5. ORGANIZATIONAL AND RELATED ITEMS – Mr. Matthews moved and Mrs. Price seconded to approve:

- a. Set Meeting Date, Time and Place as the first Thursday following the second Monday of each month at 7:30 p.m. in the Special Education Office Board Room;
- b. To Appoint Kay Bartel to be Clerk of the Board and Erica Nance as Deputy Clerk;
- c. To Appoint Deborah Bradstreet as Treasurer and Jeanine Burleigh as Deputy Board Treasurer for the Cooperative;
- d. To Appoint Deborah Bradstreet as KPERS agent and Kay Bartel as the alternate KPERS agent for the Cooperative;
- e. To Adopt the following resolution:

Resolution

WHEREAS the Sedgwick County Area Educational Services Interlocal Cooperative, #618, Sedgwick County, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2006 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) (as amended) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Directors or the members of the general public of the Sedgwick County Area Educational Services Interlocal Cooperative #618; and

WHEREAS there are no revenue bond ordinances or other ordinance or resolutions of the Cooperative which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) (as amended) for the year ended June 30, 2006.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Sedgwick County Area Educational Services Interlocal Cooperative #618, Sedgwick County, Kansas, in the regular meeting duly assembled this 14th day of July, 2005, that the Board of Directors waives the requirements of K.S.A. 75-1120a(a)(as amended) as they apply to the Sedgwick County Area Educational Services Interlocal Cooperative #618 for the year ended June 30, 2006.

BE IT FURTHER RESOLVED that the Board of Directors shall cause the financial statements and financial reports of the Sedgwick County Area Educational Services Interlocal Cooperative #618 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State;

- f. To Approve the Prairie State Bank of Goddard as the Cooperative fund depository for the 2005-2006 school year;
- g. To Approve the following list of hearing officers;
  - 1. **James Beasley**  
601 Birkdale  
Wichita, KS 67230  
H - 733-5913
  - 2. **Carol Boorady**  
Foulston Conlee Schmidt & Emerson, LLP  
300 N. Main, Suite 300  
Wichita, KS 67202-1509  
W - (316) 264-3300, (316) 264-3423
  - 3. **Linda Mitchell**  
Wichita State University  
1845 Fairmount  
Wichita, KS 67260  
H - (316) 978-3322 W - (316) 978-3302  
Fax - (316) 978-3302
  - 4. **Randy Hershey**  
Midland Mediation  
200 North Broadway  
Wichita, KS 67202  
W - 265-7697 Fax - (785) 232-5932;
- h. To appoint Hinkle Elkouri Law Firm, L.L.C. - Tom Powell and or Sara Loquist as Cooperative Attorneys for the 2005-2006 school year;
- i. To designate the Wichita Eagle as the official newspaper of the Cooperative for publication of Cooperative notices;

- j To Appoint Kay Bartel as the custodian of Board records, bills and financial records, and Larry Clark as custodian of student records, personnel records and discrimination complaint investigation records;
- k To Appoint Kay Bartel as the Cooperative's Freedom of Information Officer;
- l. To Adopt the following policy for the early payment of bills:

**Resolution**

**AUTHORIZING EARLY PAYMENT OF CLAIMS**

BE IT RESOLVED by the Board of Directors of the Sedgwick County Area Educational Services Interlocal Cooperative #618, Sedgwick County, State of Kansas, that the Clerk of said Board is hereby authorized to pay in advance of approval by the Board of Directors any claims against said Interlocal that provide for a discount for early payment or for the assessment of a penalty for late payment; that prior to payment of any claim in advance of approval by the Board of Directors, the claim shall be audited by the treasurer of the board and the Director and approved by them as correct, due and unpaid; and that the Clerk shall keep an accurate record of all moneys paid, the purposes for which expended, and shall submit the record to the board of Directors for approval at its next regular meeting, all in accordance with the provisions of K.S.A. 12-105b, as amended by L. 1999, Ch. 8b, Sec.2, April 22.

Dated this 14th day of July, 2005, at Sedgwick County, State of Kansas;

- m. To Adopt the following Authorization to Sign resolution:

**Resolution**

**AUTHORIZATION TO SIGN**

Resolve that Larry N. Clark is hereby severally authorized and directed to execute applications for credit cards, installment sales agreements or leases for, on behalf of, and in the name of the Sedgwick County Area Educational Services Interlocal Cooperative #618 as the applicant, purchaser or lessee, as the case may be in any manner and on such terms as he may deem advisable.

Be it further resolved, that notwithstanding any change to or termination of the foregoing authority by operation of law or otherwise, any originator of such credit, installment sales agreements or lease is held harmless in relying and acting upon said authorization until they shall

have received written notice from the Interlocal of any such change or termination;

- n. To appoint Larry N. Clark as the Cooperative's representative for the South Central Kansas Health Insurance Group Board of Trustees for the HIG's FY 2006;
- o. To re-adopt the following Policy on Nondiscrimination:

**Nondiscrimination Policy Statement of the  
Sedgwick County Area Educational Services  
Interlocal Cooperative #618**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Interlocal #618 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment concerning Interlocal #618. Any person with questions, concerns, complaints, or requests for additional information regarding compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (AGE), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact Larry N. Clark, Director of Special Education, 620 Industrial, P.O. Box 760, Goddard, Kansas, 67052 - Phone (316) 794-8641. Larry N. Clark has been designated by Interlocal #618 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, AGE, Section 504, and the ADA. Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights:

The OCR office for Kansas is located at:

Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114

Telephone: 816-268-0550  
FAX: 816-823-1404;  
TDD: 800-437-0833  
Email: OCR\_KansasCity@ed.gov

The OCR National Headquarters is located at:

U.S. Department of Education  
Office for Civil Rights  
Customer Service Team  
550 12th Street, SW  
Washington, DC 20202 -1100

Telephone: 1-800-421-3481  
FAX: 202-245-6840;  
TDD: 877-521-2172  
Email: OCR@ed.gov

All Students receiving services form Interlocal #618 may participate in educational programs and extracurricular activities, including but not limited to: health; physical education; music and vocational and technical education, regardless of race, color, national origin, age, sex, religion, or disability; and

- p. To Set Petty Cash Fund limit for the Special Education Central Office Petty Cash Fund at \$1,000.00 limit and the Day School Petty Cash Fund at \$250.00 limit.

Motion carried 6-0.

- 6. **PATRON'S COMMENTS** – Stephanie Griffin, parent, spoke to the Board requesting that her student be able to remain in a program at Maize instead of moving to a program in Valley Center as planned.
- 7. **PERSONNEL RESIGNATIONS** – Mrs. Farris moved and Mr. Matthews seconded to accept the following personnel resignations:
  - a. Lynn Bartel - Paraeducator;
  - b. Gail Botinelly - Central Office Secretary/Receptionist;
  - c. Kathy Hawthorne – Paraeducator; and
  - d. Susie Robins – Data Clerk – Special Education Office.

Motion carried 6-0.

- 8. **PERSONNEL CONTRACTS** – Mr. Nicholson moved and Mrs. Price seconded to approve the following personnel contracts:
  - a. New Certified/Licensed Contracts for 2005-2006 school year:
    - 1. Lynn Bartel - IR Teacher - Colwich Elementary;
    - 2. Sarah R. Jones - School Social Worker;
    - 3. Eunice R. Kerbs - IR Teacher - Goddard Chall/Disc;
    - 4. Bonnie L. Phillips - IR Teacher - St. Marks Elementary;
    - 5. Tommy T. Rains - IR Teacher - Goddard Middle School; and
    - 6. Misty S. Vopat - Occupational Therapist;
  - b. Certified/Licensed for Extended School Year:
    - 1. Merlene Switzer - Teacher of the Mentally Retarded; and
    - 2. Mitchell J. Williams - Teacher of the Mentally Retarded;

- c. Classified Contracts for Extended School Year:
  - 1. Tiffany D. Ewert - Paraeducator;
  - 2. Emilee R. McAtee - Paraeducator; and
  - 3. Jessica M. Sober - Paraeducator;
- d. Classified Contract for 2005-2006 School Year:
  - 1. Aaron L. Starks - Day School Custodian.

Motion carried 6-0.

- 9. **STUDENT CONTRACTS** – Mrs. Price moved and Mr. Nicholson seconded for the Board to approve a student contract for a Maize student with Heartspring of Wichita at a cost of \$237, 700.00 for the 2005-2006 school year.

Motion carried 6-0.

- 10. **EXECUTIVE SESSION** - Mr. Riedl moved and Mr. Dalbom seconded for the Board and Cooperative Administration per Board discretion to move into Executive Session at 7:45 p.m. for a period of 20 minutes to discuss Student Related Matters, Non-Elected Personnel and Negotiations and to return to open session at 8:05 p.m. in the Special Education Board Room.

Motion carried 6-0.

The Board moved into Executive Session at 7:45 p.m.

The Board moved out of Executive Session and back in to open session at 8:05 p.m.

Mr. Riedl moved and Mr. Matthews seconded for the Board and Cooperative Administration per Board discretion to go back into Executive Session at 8:05 p.m. for a period of 10 minutes to continue discussions on Student Related Matters, Non-Elected Personnel and Negotiations and to return to open session at 8:15 p.m. in the Special Education Board Room.

Motion carried 6-0.

The Board moved into Executive Session at 8:05 p.m.

The Board moved out of Executive Session and back in to open session at 8:15 p.m.

Mrs. Farris moved and Mr. Matthews seconded to accept the late resignation of Sharon Matthews and waive the penalty fee effective at the end of the 2004-2005 school year and to allow her to participate in the early retirement program.

Motion carried 6-0.

Mrs. Price moved and Mr. Matthews seconded to accept the late resignation of David Clark and to waive the penalty fee, effective the end of the 2004-2005 school year.

Motion carried 6-0.

Mr. Nicholson moved and Mr. Dalbom seconded for the Cooperative to make an exception to allow Miss Giffin to remain in the program in Maize.

Motion carried 6-0.

11. **PRELIMINARY BUDGET PROJECTIONS** – Mr. Clark shared that there may be additional maintenance needs for the Day school as well as the Assistive Technology Consortium fee.
12. **INFORMATIONAL MEETING** - A date was established to hold an informational meeting at 6:00 p.m., prior to the September 15<sup>th</sup> Board Meeting.
13. **SECTION 125 FLEXIBLE BENEFIT PLAN ADOPTION AGREEMENT** – Mrs. Farris moved and Mrs. Price seconded to approve the Section 125 Flexible Benefit Plan Adoption Agreement as presented.

Motion carried 6-0.

14. **VACANCY STATUS** - Mr. Clark gave an updated report on the vacancies for the 2005-2006 school year. At this time there are 4 vacant certified positions: ECD, IR (Clearwater), Teacher of the Visually Impaired and a Speech/Language Pathologist.
15. **OTHER** – None.
16. **ADJOURNMENT** - Mr. Matthews adjourned the meeting at 8:35 p.m.

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Erica Nance, Clerk of the Board