

SEDGWICK COUNTY AREA EDUCATIONAL SERVICES INTERLOCAL COOPERATIVE #618

BOARD OF DIRECTORS
SPECIAL EDUCATION OFFICE
BOARD ROOM
JULY 15, 2004
7:30 P.M.

MINUTES

Representatives Present: Derrick Unruh, Raymond Rosenhagen, Robert Matthews, Bill Dalbom and Bruce Nicholson.

Alternates Present: None.

Superintendents Present: Dr. Craig Elliott.

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

Other Visitors: None.

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

1. **ROLL CALL** - Representatives were asked to sign the attendance sheet. Representatives from Goddard, Renwick, Valley Center and Sedgwick were not present.

2. **ADOPTION OF AGENDA** - Mr. Rosenhagen moved and Mr. Nicholson seconded the motion to adopt the agenda as amended to include **13.5 – Request for Extended Leave**.

Motion carried 5-0.

3. **ELECTION OF OFFICERS** – Mr. Rosenhagen nominated and moved and Mr. Dalbom seconded that Mr. Riedl be elected President by acclamation.

Motion carried 5-0.

Mr. Rosenhagen nominated and moved and Mr. Dalbom seconded that Mr. Matthews be elected Vice-President by acclamation.

Motion carried 5-0.

4. **CONSENSUS ITEMS:**

- a. **MINUTES OF JUNE 17th, 2004 MEETING;**
- b. **TREASURER'S REPORT;**
- c. **APPROVAL OF BUDGET FUND TRANSFERS; AND**
- d. **APPROVAL OF BILLS.**

Mr. Nicholson moved and Mr. Unruh seconded to:

- a. Approve the Minutes of June 17th, 2004 Meeting;
- b. Approve the Treasurer's Report as presented;

- c. Approve the Budget Fund Transfer of \$8,000.00 from the 06 General Fund to the 26 Professional Development Fund, and \$50,338.86 from the 06 General Fund to the 30 Special Education Fund, for a total Budget Fund Transfer of \$58,338.86; and
- d. Approve the payment of bills, check numbers as listed on the July 15th, 2004 Check Register.

Motion carried 5-0.

5. ORGANIZATIONAL AND RELATED ITEMS

- a. Mr. Dalbom moved and Mr. Unruh seconded to Set the 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.

Motion carried 5-0.

- b. Mr. Nicholson moved and Mr. Dalbom seconded to Appoint Erica Nance to be Clerk of the Board and Kay Bartel as Deputy Clerk.

Motion carried 5-0.

- c. Mr. Unruh moved and Mr. Nicholson seconded to Appoint Deborah Bradstreet as Treasurer and Jeanine Burleigh as Deputy Board Treasurer for the Cooperative.

Motion carried 5-0.

- d. Mr. Dalbom moved and Mr. Rosenhagen seconded to Appoint Deborah Bradstreet as KPERS agent and Erica Nance as the alternate KPERS agent for the Cooperative.

Motion carried 5-0.

- e. Mr. Nicholson moved and Mr. Unruh seconded 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, 2005 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, 2005.

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 15th day of July, 2004, 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, 2005.

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.

Motion carried 5-0.

- f. Mr. Dalbom moved and Mr. Rosenhagen seconded to Approve the Prairie State Bank of Goddard as the Cooperative fund depository for the 2004-2005 school year.

Motion carried 5-0.

- g. Mr. Unruh moved and Mr. Rosenhagen seconded to Approve the following list of hearing officers;

1. **James Beasley**
601 Birkdale
Wichita, KS 67230
H - 733-5913
2. **Carol Boorady**
Midland Professional Associates
727 North Waco, Suite 280
Wichita, KS 67203
W - (316) 264-5628
3. **Linda Mitchell**
Wichita State University
1845 Fairmount
Wichita, KS 67260
H - (316) 978-3322 W - (316) 978-3302
4. **Randy Hersey**
Midland Mediation
200 North Broadway
Wichita, KS 67202
W - 265-7697

Motion carried 5-0.

- h. Mr. Nicholson moved and Mr. Unruh seconded to appoint Hinkle Elkouri Law Firm, L.L.C. – Tom Powell and or Sara Loquist as Cooperative Attorneys for the 2004-2005 school year.

Motion carried 5-0.

- i. Mr. Matthews moved and Mr. Nicholson seconded to Appoint Erica Nance 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.

- j. Mr. Nicholson moved and Mr. Unruh seconded to Appoint Kay Bartel as the Cooperative's Freedom of Information Officer.

Motion carried 5-0.

- k. Mr. Dalbom moved and Mr. Unruh seconded 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 15th day of July, 2004, at Sedgwick County, State of Kansas.

Motion carried 5-0.

- l. Mr. Unruh moved and Mr. Rosenhagen seconded 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.

Motion carried 5-0.

- m. Mr. Nicholson moved and Mr. Rosenhagen seconded 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 Headquarters is located at:

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

Phone: 816-268-0550
FAX: 816-823-1404;
TDD: 800-437-0833
Email: OCR_KansasCity@ed.gov

The OCR National is located at:

U.S. Department of Education
Office for Civil Rights
Customer Service Team
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20202

Phone: 1-800-421-3481
FAX: 202-205-9862;
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.

Motion carried 5-0.

- n. Mr. Rosenhagen moved and Mr. Unruh seconded 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 5-0.

- 6. **PERSONNEL RESIGNATIONS** - Mr. Unruh moved and Mr. Dalbom seconded to accept the following personnel resignations with the stipulation of waiving the penalty fee for Marsha Taylor:

- a. Charissa Holwey - Paraeducator - Goddard CDS;
- b. Audrey Landwehr - Paraeducator - Maize Elementary;
- c. Louis Starks - Day School Custodian;
- d. Stacy Koch – Paraeducator – Conway Springs High School;
- e. Leah Redding – Paraeducator – Maize East Elementary; and
- f. Marsha Taylor – ED Teacher – Goddard Challenger/Discovery.

Motion carried 5-0.

- 7. **PERSONNEL CONTRACTS** – Mr. Nicholson moved and Mr. Matthews seconded to approve the following personnel contracts:

- a. New Certified/Licensed Contracts for 2004-2005 school year:

1. Susan C. Groff-Van Arenkonk - IR Teacher - Maize High School;
 2. Martha L. Hopper - IR Teacher - Maize High School;
 3. Jeri Kennedy-Lynn – Personnel Development Specialist;
 4. Donald D. McFarland – MD Teacher – Garden Plain High School.
- b. Returning Certified/Licensed:
1. William D. Anderson - Assistant to the Director;
 2. Kay Bartel - Assistant Director;
 3. Larry N. Clark - Director;
 4. Erica L. Nance - Assistant Director;
- c. Classified Contracts for Extended School Year:
1. Amy L. Butterfield - Paraeducator;
 2. Roberta A. Morgan - Paraeducator;
 3. Jessica M. Sober - Paraeducator;
 4. Mikayla M. McAtee – Paraeducator;
 5. Johnna Shirley – Assistant Data Input Clerk/Secretary;
- d. Classified Contracts for 2004-2005 School Year:
1. Gail Botinelly - Central Office Secretary;
 2. Deborah K. Bradstreet - Bookkeeper;
 3. Jeanine Burleigh - Central Office Secretary; and
 4. Susan F. Goering - Data Input Clerk.

Motion carried 5-0.

8. **STUDENT CONTRACTS** - Mr. Nicholson moved and Mr. Dalbom seconded for the Board to approve a student contract for a Maize student with Heartspring of Wichita at a cost of \$260,960.00 for the 2004-2005 school year.

Motion carried 5-0.

9. **EXECUTIVE SESSION** - Mr. Matthews moved and Mr. Unruh seconded for the Board and Cooperative Administration per Board discretion to move into Executive Session at 8:00 p.m. for a period of 5 minutes to discuss Negotiations and Non-Elected Personnel and to return to open session at 8:05 p.m. in the Special Education Board Room.

Motion carried 5-0.

The Board moved into Executive Session at 8:00 p.m.

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

10. **RECOMMENDED BUDGET FOR FY2004-2005** - Mr. Dalbom moved and Mr. Nicholson seconded to approve the recommended budget for the 2004-2005 school year.

Motion carried 5-0.

11. **INFORMATIONAL MEETING** - The Board instructed Mr. Clark to update the 2004-2005 Informational Board Book and send a copy to each Board Member in lieu of an informational meeting.

12. **SECTION 125 FLEXIBLE BENEFIT PLAN ADOPTION AGREEMENT** – Mr. Unruh moved and Mr. Rosenhagen seconded to approve the Section 125 Flexible Benefit Plan Adoption Agreement as presented.

Motion carried 5-0.

13. **MASTER TEACHER PARAEDUCATOR LEARNING NETWORK** – Mr. Matthews moved and Mr. Rosenhagen seconded to approve the subscription to the Master Teacher Paraeducator Learning Network to meet the training requirements for our paraeducators to retain their status as instructional paraeducators in our Cooperative, as well as approve the reimbursement of a membership to CASE and CEC for a Cooperative Administrator in order to get advertised discount to the Master Teacher Paraeducator Learning Network subscriptions.

Motion carried 5-0.

- 13.5. **REQUEST FOR EXTENDED LEAVE** – Mr. Nicholson moved and Mr. Dalbom seconded to approve a one year extended leave request made by Becky Adams.

Motion carried 5-0.

14. **VACANCY STATUS** - Mr. Clark gave an updated report on the vacancies for the 2004-2005 school year. At this time, only one certified teaching position is unfilled.

15. **OTHER** – Mr. Matthews announced that the certified staff approved the 2004-2005 Negotiated Agreement.

19. **ADJOURNMENT** - Mr. Matthews adjourned the meeting at 8:25 p.m.

Erica Nance, Clerk of the Board