

MINUTES
NCKSEC #636 INTERLOCAL BOARD
MONDAY, OCTOBER 20, 2008

DRAFT

The Board of NCKSEC Interlocal #636 met in regular session at the NCKSEC Central Office on Monday, October 20, 2008. Members present when the meeting was called to order were Elaine Lofgreen, Blaine Marble, Jim Gwennap, Mark Lowry, Michelle Powell, Gene Forsberg, and via conference call Jessi Kaiser.

Officials present: Chris Hipp, Director; Wes Topel, Assistant Director; Judy Turek, Clerk; and Joyce Bunch, Treasurer.

Other interested persons: Melissa Romme and Jessica Torluemke, Adams, Brown, Beran, & Ball CPA

CALL TO ORDER

Jim Gwennap, President, called the meeting to order at 7:31 p.m.

ITEMS ADDED TO
THE AGENDA

New Business

E. Resignations

 Tonya Williams, correct effective date to October 30, 2008.

F. Contract/Work Agreements:

 Annette Puent, USD #212 No. Valley paraeducator

 Margo Matula, USD #325 Phillipsburg paraeducator

 TBA, USD #392 Osborne paraeducator

 Juanita Pugh, USD #325 Phillipsburg paraeducator - change hours

K. December Board Meeting

Move Audit Report after Approval of Consent Agenda.

APPROVAL OF
CONSENT AGENDA

Elaine Lofgreen moved the consent agenda be approved as amended. Blaine Marble seconded the motion. Motion carried 7-0.

AUDIT REPORT

Melissa Romme CPA from Adams, Brown, Beran, & Ball reviewed the Management letter.

Brian Dettmer entered the meeting at 7:40 p.m.

Ms. Romme explained the June 30, 2008 Financial Statements with Independent Auditors' Report to the board.

Jessi Kaiser left the meeting at 7:45 p.m.

Discussion was held on the findings and the report. Blaine Marble moved the board approve the audit report as presented. Mark Lowry seconded the motion. Motion carried 7-0.

COMMUNICATIONS

Chris Hipp informed the board of the recent and upcoming meetings and announced that Jerry Jones, NCKSEC psychologist, was recently honored by the Kansas Association of School Psychologists as the "2008 Kansas School Psychologist of the Year."

COMMUNITY
PRESENTATION

None

OLD BUSINESS
FACILITY UPDATE

Chris Hipp reviewed the updated proposals from the Phillips County Development & Community Foundation and the Stockton Public Building Commission. Discussion followed. Elaine Lofgreen entered a motion, regarding the submitted proposals, for the NCKSEC to stay in Phillips County; thank the Stockton Public Building Commission for their proposal but to decline the Stockton offer. Blaine Marble seconded the motion. Motion carried 7-0. The board requested a tour of the Fischer building prior to the start of the November board meeting.

NCKSEC
DIRECTOR'S
EVALUATION

Elaine Lofgreen moved the board enter into executive session with the board only for a period of 15 minutes, until 9:32 p.m., for the purpose of discussing matters of non-elected personnel, to protect the privacy interests of the individual(s) to be discussed. Blaine Marble seconded the motion. Motion carried 7-0.

The board returned to regular session at 9:32 p.m.

Gene Forssberg moved the board re-enter executive session for a period of 15 minutes, until 9:47 p.m., for the purpose listed above with the same people. Mark Lowry seconded the motion. Motion carried 7-0. The board invited Chris Hipp into the executive session at 9:46 p.m.

The board returned to regular session at 9:47 p.m.

Elaine Lofgreen moved the board re-enter executive session for a period of 15 minutes, until 10:03 p.m., for the purpose listed above with the board and Chris Hipp. Michelle Powel seconded the motion. Motion carried 7-0.

The board returned to regular session at 10:03 p.m. No action taken.

RECRUITMENT

Blaine Marble moved the board adopt the NCKSEC Hiring Incentive Agreement as presented. Michelle Powell seconded the motion. Motion carried 7-0. (A copy of the agreement is attached to, and becomes part of, these official minutes).

PARAEDUCATOR
REP. MEETING

Informational item

Elaine Lofgreen left the meeting at 10:11 p.m.

SPECIAL EDUCATION
FUNDING

Chris Hipp reported on the special education funding task force hearing held in September. He shared with the board the proposed funding options and the affects it would have on NCKSEC.

Elaine Lofgreen returned to the meeting at 10:15 p.m.

NCKSEC
ADMINISTRATOR
EVALUATION POLICY

Blaine Marble moved the board approve the following addendum to the board policy with the noted change.

EVALUATION OF DIRECTOR & ADMINISTRATIVE PERSONNEL

1. Director Evaluation

The board shall evaluate the director in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter. ~~Each~~ Individual board members shall complete and submit appraisal forms to the board president **at the board meeting**. The board president shall create a summary of the individual responses. The summary shall use the same format as the individual board member's appraisal form. The board shall then formulate consensus goals set by the board of directors for the director. The board president shall sign the summary of responses and the goals set by the board of directors as the board's agent and as the evaluator.

The board shall review the summary with the director in an executive session. If written comments are needed, the president or the director may seek additional clarification from individual board member(s). After the evaluation is complete, the individual appraisal forms shall be destroyed and the summary and any response shall be maintained in the director's personnel file. The director's evaluation shall be confidential and be made only to the board, the director, and others as provided by law.

2. Administrative Personnel Evaluation

Administrative personnel shall be evaluated in writing by the director in accordance with the minimum statutory requirements for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the director, and others authorized by law.

Elaine Lofgreen seconded the motion. Motion carried 7-0.

RESIGNATIONS

Elaine Lofgreen moved the board approve the resignation of Tonya Williams, USD #325 Phillipsburg paraeducator, effective Oct. 30, 2008. Mark Lowry seconded the motion. Motion carried 7-0.

CONTRACTS / WORK AGREEMENTS/ CHANGES

Blaine Marble moved the board approve the following:

Karen Smith, USD #211 Norton Paraeducator (Replacement); \$8.17 hr; 6.5 hrs/day; 5 days/wk; effective Sept. 19, 2008.

Beth Fischer, USD # 237 Smith Center Paraeducator, 1.0 FTE (Replacement); \$8.57 hr; 7.0 hrs/day; 5 days/wk, effective Oct. 7, 2008.

Linda Rahjes, USD # 110 Thunder Ridge Paraeducator, .8 FTE (New) \$8.77 hr; 6.75 hrs/day; 4 days/wk; effective October 6, 2008.

Kellee Murphy, USD # 110 Thunder Ridge Paraeducator, .8 FTE (New); \$7.97 hr; 6.75 hrs/day; 4 days/wk; effective October 6, 2008.

Cheryl Roberts, USD #211 Norton IR Teacher; \$30.00 hr; total 3 hrs. effective 2007/08 ESY (May 15 – Aug. 4)

Kayla Tacha, USD #211 Norton Paraeducator (for ESY services only); \$15.00 hr; total 21 hrs.; effective 2007/08 ESY (May 15 – Aug. 4)

Annette Puent, USD #212 Northern Valley Paraeducator (New Position); \$7.17 hr; 7.25 hrs/day; 5 days/wk; effective Oct. 13, 2008.

Margo Matula, USD #325 Phillipsburg Paraeducator (Replacement); \$7.97 hr; 6.5 hrs/day; 5 days/wk, effective November 3, 2008.

TBA, USD #392 Osborne (elementary) Paraeducator (New Position); Salary Schedule; 7 hrs/day; 5 days/wk, effective ASAP.

Juanita Pugh, USD #325 Phillipsburg Paraeducator; change from 12 hrs/week to 18.75 hrs/week; effective October 8, 2008.

Michelle Powell seconded the motion. Motion carried 7-0.

CLASSIFIED ILLNESS
DISABILITY BANK

Chris Hipp discussed the policy and approval procedure currently being used.

KANSAS
ASSOCIATION OF
SCHOOL BOARDS

Elaine Lofgreen moved the board appoint Jim Gwennap as the NCKSEC voting delegate at the KASB Convention December 5-7, 2008 and name the remaining board members as alternates. Mark Lowry seconded the motion. Motion carried 7-0.

PRIVATE SCHOOL
PROPORTIONATE
SHARE CHILD FIND &
COUNT DATE

Blaine Marble moved the board adopt the last Friday of October as the official Private School Proportionate Share Child Find & Count Date. Elaine Lofgreen seconded the motion. Motion carried 7-0.

DECEMBER 2008
BOARD MEETING

Chris Hipp and the board decided on an evening meal prior to the regular scheduled meeting in December and include the spouses. The office will take care of the arrangements and will ask for RSVP at the November meeting.

ADJOURNMENT

Blaine Marble moved the board adjourn the meeting at 10:30 p.m. Mark Lowry seconded the motion. Motion carried 7-0.

Board President

Clerk of the Board

Date Approved