

MINUTES
NCKSEC #636 INTERLOCAL BOARD
MONDAY, JULY 15, 2013

DRAFT

The Board of NCKSEC Interlocal #636 met in regular session at the NCKSEC Central Office on Monday, July 15, 2013. Members present when the meeting was called to order were Tom Benoit, Bob Dietz, and Kristi Traffas, and via phone Nicole Pulec, Jeff Hofaker, and Christopher Rogers.

Officials present: Wes Topel, Director; Kent Otte, Asst. Director; Judy Turek, Clerk; and Joyce Bunch, Treasurer.

Other interested persons: None

CALL TO ORDER

The meeting was called to order at 7:45 p.m.

ELECTIONS OF OFFICERS

Bob Dietz nominated Tom Benoit as board president for the 2013/14 school year. Jeff Hofaker seconded the motion. Motion carried 6-0.

Bob Dietz nominated April Karnopp as board vice-president for the 2013/14 school year. Kristi Traffas seconded the motion. Motion carried 6-0.

APPOINTMENTS

Bob Dietz moved the board approve the following appointments:

Clerk of the Board - Judy Turek

Treasurer of the Board - Joyce Bunch

Attorney for the Board - Brien Stockman

Federal Program Director (Flow-Through Funds) – Wes Topel

Auditor – Adams, Brown, Beran, & Ball

Bank of Deposit - First National Bank and Trust, Phillipsburg, KS

Official Newspaper – The Phillips County Advocate

KPERS Designated Agent - Judy Turek

Freedom of Information Officer – Kent Otte

Compliance Coordinator for Federal Anti-Discrimination Laws – Wes Topel

Christopher Rogers seconded the motion. Motion carried 6-0.

ITEMS ADDED TO THE AGENDA

Make Item K – Contracts; moving the agenda items down.

Resignations: add Racele Bilby, USD #110 Thunder Ridge, IR Teacher, effective July 12, 2013, penalty 4% of annual salary.

Contracts: add Lora Harris, USD #237 Smith Center IR teacher, effective Aug. 7, 2013 and Megan Gasper (.5 FTE) Speech Language Pathologist, USD #271 and #269, effective Aug. 7, 2013.

APPROVAL OF CONSENT AGENDA

Tom Benoit moved the consent agenda be approved. Jeff Hofaker seconded the motion. Motion carried 6-0.

COMMUNICATIONS

Wes Topel welcomed the new members, encouraged them to review the NCKSEC Board of Directors FY14 Orientation slideshow found in the drop box, and asked them to contact him with any questions/concerns. Mr. Topel informed the board of the upcoming July annual Leadership

Conference, and the following Principal meetings, KSDE File review, new teacher orientation, Beginning of Year Inservice/Enrollment; and the state audit all scheduled during the first two weeks of August. Mr. Topel announced that the NCKSEC will be receiving a special award on August 24th at the Kansas Employer Support of Guard & Reserve Awards Banquet in Manhattan. He inquired if any board members would like to attend to contact him so reservations can be made. Mr. Topel updated the board on the current BCBS ASO fund.

Kevin Moore joined the meeting and Jeff Hofaker left the meeting at 7:55.

COMMUNITY
PRESENTATION

None

OLD BUSINESS
HANDBOOKS

Bob Dietz moved the board approve the recommended changes in the Board Policies & Procedures, the NCKSEC Sp.Ed. Practices & Procedures, the Parents As Teachers, and the Paraeducator handbooks. Kristi Traffas seconded the motion. Motion carried 6-0.

NEW BUSINESS
PERSONNEL

Wes Topel distributed a handout for the board's consideration on options for the central office salary and fringe. Bob Dietz moved the board:

- approve a 1.8% increase to the total compensation package for the clerk & treasurer as presented (The proposal is attached to, and becomes part of, these official minutes.);
- approve the current Director's salary to be equal to the 2012/13 director's salary;
- approve the administrators board paid fringe to match the certified board paid benefit;
- approve 5 extra vacation days (for a total of 25 days) for the Director to accommodate his military requirements; and
- approve the 403(b) match for hourly licensed staff not covered under the negotiated agreement.

Kristi Traffas seconded the motion. Motion carried 6-0.

PERSONNEL

Tom Beniot moved the board approve a raise of 20 cents per hour for classified staff and approve the NCKSEC Paraeducator entry wage chart as presented (The proposal is attached to, and becomes part of, these official minutes.) Bob Dietz seconded the motion. Motion carried 6-0.

BOARD OF
DIRECTORS'
MEETING PLACE &
TIME

Kristi Traffas moved the board approve the following:

Meeting Place: The Board of Directors will meet at the NCKSEC office in Phillipsburg, unless crowded conditions exist, at which time the board will be moved to larger accommodations, or adjourn to another time and place.

Time of Meeting: 7:30 p.m.

The Board of Directors may adjourn a regular meeting to another time and place.

Board of Directors' Meeting Dates: Pursuant to K.S.A. 72-8205, The Board of Directors of NCKSEC, Phillipsburg, Phillips County, Kansas by resolution duly adopted at its regular held July 15-2013, established the following meeting schedule for regular Board of Directors meetings to be held during the 2013/14 school year.

July 15, 2013	November 18, 2013	March 17, 2014
August 19, 2013	December 16, 2013	April 21, 2014
September 16, 2013	January 20, 2014	May 19, 2014
October 21, 2013	February 17, 2014	June 16, 2014

Bob Dietz seconded the motion. Motion carried 6-0.

RESOLUTIONS

Bob Dietz moved the board approve the following resolutions for 2013/14 school year. (The resolutions are attached to, and become part of, these official minutes.)

Establish Petty Cash (1-13)
Authorizing Early Payment of Claims (2-13)
Waiver Annual Requirements of GAAP (3-13)
Destruction of School Records (includes IEP information) (4-13)
Home Rule (5-13)

Nicole Pulec seconded the motion. Motion carried 6-0.

MILEAGE RATE

Nicole Pulec moved the board approve the state mileage reimbursement rate of 56 cents per mile effective July 1, 2013. Bob Dietz seconded the motion. Motion carried 6-0.

ADOPTION OF 125 FLEXIBLE BENEFIT PLAN

Tom Benoit moved the board approve American Fidelity as administrator of the NCKSEC 125 Flexible Benefit plan with American Fidelity & AFLAC as vendors for the 2013/14 school year. Kristi Traffas seconded the motion. Motion carried 6-0.

INSURANCE CARRIER

Kristi Traffas moved the board approve Biggs Insurance as the liability, automobile, and building insurance carrier. Bob Dietz seconded the motion. Motion carried 6-0.

RESCINDING POLICY STATEMENT

Kevin Moore moved the board approve the following statement:
"Mr. President, I move that all policy statements found in the minutes of the Interlocal prior to June 30, 2013 be rescinded, and that the board of directors adopt the policy manual or written policies as presented and recommended by the Director of Special Education, to govern this Interlocal during the 13/14 school year, subject to periodic review, amendment, and revision by the board of directors." This motion includes the "Board Policies & Procedures, NCKSEC Sp Ed Practices & Procedures, Parents As Teachers, & the Paraeducator" handbooks.
Christopher Rogers seconded the motion. Motion carried 6-0.

WORK AGREEMENTS FOR RETURNING CLASSIFIED STAFF

Wes Topel reviewed and revised the classified staff list (added Darlene Chapin) for consideration. Kristi Traffas moved the board approve the work agreements for the returning classified (hourly) staff as amended for the 2013/14 school year. Bob Dietz seconded the motion. Motion carried 6-0. (The list is attached to, and becomes part of, these official minutes.)

RESIGNATIONS

Tom Benoit moved the board enter into executive session for a period of 5 minutes, until 8:41 p.m. with the board, Mr. Topel and Mr. Otte for the purpose of discussing personnel matters of non-elected personnel, to protect the privacy interests of the individual(s) to be discussed. Kristi Traffas seconded the motion. Motion carried 6-0.

The board returned to regular session at 8:41 p.m.

Bob Dietz moved the board re-enter executive session for a period of 5 minutes, until 8:47 p.m. with the same people for the purpose listed above. Kristi Traffas seconded the motion. Motion carried 6-0.

The board returned to regular session at 8:47p.m.

Bob Dietz moved the board approve the resignation of Trina (Hrabe) Schag, USD #110 Thunder Ridge & #212 No. Valley Speech Therapist, effective June 27, 2013, and the resignation of Racele Bilby, USD #110 Thunder Ridge IR Teacher, effective July 12, 2013; both resignations to be assessed a 4% penalty of their annual salary for resigning after the date established by Kansas state law. Kristi Traffas seconded the motion. Motion carried 6-0.

CONTRACTS

Kristi Traffas moved the board approve the following contracts:

Lora Harris, IR Teacher, 1.0 FTE (Replacement); \$36,367 (based on 13/14 salary schedule), USD #237 Smith Center, effective August 7, 2013.

Megan Gasper, Speech Therapist .5 FTE (Replacement); \$20,246 (based on 13/14 salary schedule), USD #271 Stockton & #269 Palco, effective August 7, 2013.

Tom Benoit seconded the motion. Motion carried 6-0.

WORK AGREEMENTS

Bob Dietz moved the board approve the following work agreements (all based on the 12/13 wage scale) and to be adjusted to the 13/14 wage scale:

Nancy Marks, USD #237 Smith Center Para 1.0 FTE (replacements); \$8.83/hr; 6.5hrs/day; 5 days/wk; effective August 28, 2013.

Laura Jameson, USD #211 Norton Para 1.0 FTE (replacements); \$9.33/hr; 6.5hrs/day; 5 days/wk; effective August 26, 2013.

Nicole Krob, USD #270 Plainville Para 1.0 FTE (New position); \$8.03/hr; 7 hrs/day; 5 days/wk; effective August 21, 2013.

Kathy Rush, USD #392 Osborne Para 1.0 FTE (replacements); \$11.83/hr; 6.5hrs/day; 5 days/wk; effective August 16, 2013.

Kristi Traffas seconded the motion. Motion carried 6-0.

CONTRACTING SERVICES

Kristi Traffas moved the board approve the following contractual arrangements between our Interlocal and –

USD 212 No.Valley: ECSE services

USD 269 Palco: ECSE services

USD 271 Stockton: Provision of service for 4 yr-old At-Risk students within Collaborative Preschool.

USD 489, Hays: Memorandum of Understanding-EC Connections

USD 613 Southwest Kansas Area Coop: Orientation & mobility services from Jim Lawlor;

Northwest Kansas Ed. Service Center (NKEESC) – Memorandum of Understanding-Headstart
Kansas State School for the Blind: consultation and support for students who are Blind/Visually Impaired.
Craig Resources (d/b/a Craig HomeCare) – Nursing services
Phillips County Hospital & Medical Clinics – Danielle Bohl
Development Service Northwest Kansas – Flow=Thru Funds for FY13

Nicole Pulec seconded the motion. Motion carried 6-0.

NCKSEC
CALENDAR

Informational Item

ADJOURNMENT

Tom Benoit thanked the board members for attending the meeting or via conference call and adjourned the meeting at 8:55 p.m.

Board President

Clerk of the Board

Date Approved