SUMNER COUNTY EDUCATIONAL SERVICES INTERLOCAL, District 619

BOARD OF DIRECTORS MEETING

221 W. 15th Wellington, KS 67152

June 30, 2014

7:00 AM

Board Minutes

1. **Call Meeting to Order-** The meeting was called to order at 7:04am, at the District Office by President Rick Nafziger with four board members present.

**Board Members Present**- Rick Nafziger, USD 359; Derek Totten, USD 358; Lynette Turney, USD 357; Amy Futhey, USD 360.

**Staff/Guest Present**-Heather Bristor, Director; Jon Mages, Asst. Director; Candi McMinn, 619 Board Clerk

1. **Additions to Agenda**

A. Discussion Items- vi. Policy, Practice and Procedures

B.

1. **Approval of Agenda**

Amy Futhey made the motion to approve the agenda as amended and presented.

Seconded: Lynette Turney Motion Carried: 4-0

1. **Audience with the Public**
2. **Consent Items**

A**.** Approval of Minutes of Previous Meeting

Lynette Turney made the motion to approve the minutes of the previous meetings as presented.

Seconded: Derek Totten Motion Carried: 4-0

B. Approval of Bills

Lynette Turney made the motion to approve the bills as presented in board packets.

Seconded: Amy Futhey Motion Carried: 4-0

1. **Reports**
2. Director
3. Crossroads
4. Financial
5. Health Insurance
6. **Discussion Items**
   1. Policies/Handbooks
      1. Board Policy
         1. EBB (Safety)-added new wording
         2. GACC (Recruitment and Hiring)-added new wording
         3. GAT (Communication Devices)-add as new policy
         4. IDACA (Special Education Services)-add as new policy
         5. IDACB (Section 504 Accommodations for Students)-add as new policy
         6. IDAE (Student Privacy)-added new wording
         7. IDAE Form-new form
         8. JGFGBB (Accommodating Students with Diabetes)-add as new policy
         9. JR (Student Records)-update wording
         10. JRB (Release of Student Records)-update wording
         11. KCA (Protection of Privacy Rights)-add as new policy
         12. KCB (Custodial and Non-Custodial Parent Rights)-add as new policy
         13. KG (Facility Use)-update wording
         14. KGDA (Public conduct on School Property)-add as new policy
         15. Notice of Protections Under KS Tort Claims Act-add as new form
         16. Add Service Animal Policy
      2. Staff Handbook
         1. Contract Requirement P. 1-make language match Negotiated Agreement
         2. Personnel File-P. 2
            1. Added BOE policy as a reference
            2. Changed language to match Negotiated Agreement
            3. Updated information about waiver to match state
         3. Contractual Requirements-p. 2
            1. Continuing Contract Law-changed language to match Negotiated Agreement and state statute
            2. Resignation-changed language to match negotiated agreement and state statute
         4. Transfer and Assignments-P. 3-added board policy as a reference
         5. Job Related Travel-p. 4-replaced old policy with new mileage policy adopted by the board
         6. Sick Leave Deduction-p. 6-omitted language about leave in 1 hour increments-looking at other sick leave policies
         7. Inservice-remove language about tuition reimbursement
         8. Tuition Reimbursement-p. 6-grandfather staff receiving in 2013-2014 year until max reached. Omit policy beginning 2014-2015 school year.
         9. Field Trips-p. 7-added or Assistant Director
         10. Attendance-p. 7-remove notification of Interlocal office
         11. Snow Days/Bad Weather-p. 7 & 8-omitted stations not used and calling tree.
         12. Supply and Equipment Request-p. 8-changed date from April to May and changed name of form
         13. Personal Leave-p. 9-add use of up to additional 3 sick leave days for personal leave to help with Fridays off in summer
      3. Para Handbook
         1. Timekeeping-p. 12-changed language to reflect use of timesheets
         2. Travel Reimbursement-p. 13-removed old travel reimbursement policy-inserted new mileage policy adopted by board
         3. Leave-p. 13-changed hours from 6 to 5.6 for full time and 3 to 2.8 for part time.
         4. Non School Sick Leave-p. 14-changed hours from 30 to 28
         5. Weather Related/Snow Days-p. 14- changed from 6 to 5.6
         6. Personal Leave-p. 14-changed from 6 to 5.6, changed from 30 to 28, removed Para Facilitator and added Director, changed 6 to 5.6
         7. Substitutes-p. 14 changed language to match staff handbook language
         8. Assignment-p. 16-changed Para Facilitator to Assistant Director
         9. Contractual Period and Wages-p. 17-added language to reflect one work day at either the beginning of the year or end of the year, changed Para Facilitator to Assistant Director, changed 30 to 28
         10. Summer School-p. 17-changed Para Facilitator to Director
         11. Lunch-p. 17-added language a minimum, removed last sentence
         12. Paid Holidays-p. 18-due to 28 hour work week changed language to reflect 28 hours of paid holiday leave over winter break instead of receiving 28 hours over individual holidays (Memorial, Christmas, Good Friday, etc.)
         13. Funeral Leave-p. 18-changed 6 to 5.6 and 18 to 16.8
      4. Crossroads Staff Handbook
         1. Duty Day-p. 3-changed 30 to 28
         2. Incentives-p. 6-kept 1st sentence, removed remainder
      5. Crossroads Student/Parent Handbook
         1. Why do we have Crossroads?-p. 1 changed 16 to several
         2. Getting There p. 1-changed title to Eligibility
         3. Dress Code-p. 2-removed plan sweatshirts, cargo pants, removed illegal and added of any king in reference to drugs, added language about body art and tattoos to match language about inappropriate clothing
         4. Attendance-p. 3-changed SRS to DCF.
            1. Changed excused absences to Make Up Work and removed unexcused absences
            2. Searching a Student’s Person-added language to reflect that all students will be searched upon entering building.
         5. Reports and Conferences-p. 10-added language-may result in disciplinary action
         6. Computer and Telecommunications-p. 12-changed language from acceptable use Policy to Computer and Device Use Policy to match Board Policy
         7. Sexual Harassment-p. 14-added board policy as reference
         8. Bullying-p. 14-added BOE policy as reference
         9. Alcohol and Drug Policy-p. 15-changed title to include electronic cigarettes and to match board policy
         10. Drug-Free Schools p. 15-Separated from tobacco policy and used language from BOE policy with reference to policy
         11. Weapons-p. 15-added reference to BOE policy
      6. Policy, Practices and Procedures
   2. PDC Plan
   3. Budget Update 2014-2015
7. **Action Items**
   1. Personnel
      1. Resignations
         1. Connie Jacobs-Argonia High School
         2. Kadee Wheeler-Oxford Elementary

Heather Bristor recommends approval of the resignations as submitted with permission to post the Argonia High School position.

Lynette Turney made the motion to approve the resignation of Connie Jacobs and allow Heather Bristor to post the Argonia High School position. The Boards thanks Connie for her years of service.

Seconded: Rick Nafziger Motion Carried: 4-0

Lynette Turney made a motion to approve the resignation of Kadee Wheeler upon her signing the resignation letter. The Board thanked Kadee for her years of service.

Seconded: Rick Nafziger Motion Carried: 4-0

* + 1. Contracts
       1. Tammy Rinehart-SLP
       2. Kay Gehring-ESY Contract for July Session in Oxford

Heather Bristor recommends approval of the contracts as presented.

Lynette Turney made the motion to approve Tammy Rinehart and Kay Gehrings contracts as presented.

Seconded: Amy Futhey Motion Carried: 4-0

* + 1. 18-21 Belle Plaine Position

Heather Bristor recommends approval of posting this position for the 2014-2015 school year.

Amy Futhey made a motion to give approval for Heather Bristor to post the 18-21 Belle Plaine Position for the 2014-2015 school year.

Seconded: Derek Totten Motion Carried: 4-0

1. **Executive Sessions**
   1. Personnel

At 9:00am Lynette Turney moved that the Board go into executive session for 30 minutes to discuss personnel, and to protect the privacy interests of the individual. The board requested for Heather Bristor and Jon Mages to attend.

Seconded: Amy Futhey Motion Carried: 4-0

*The Board was in open session at 9:30am*

At 9:30am Lynette Turney moved that the Board go into executive session for 10 minutes to discuss personnel, and to protect the privacy interests of the individual. The board requested for Heather Bristor to attend.

Seconded: Amy Futhey Motion Carried: 4-0

*The Board was in open session at 9:40am*

* 1. Negotiations
  2. Students

At 9:40am Lynette Turney moved that the Board go into executive session for 15 minutes to discuss matters relating to actions adversely or favorably affecting a person as a student and to protect the privacy rights of a student who is identifiable. The board requested for Heather Bristor and Jon Mages to attend.

Seconded: Amy Futhey Motion Carried: 4-0

*The Board was in open session at 9:55am.*

At 9:55am Lynette Turney moved that the Board go into executive session for 5 minutes to discuss matters relating to actions adversely or favorably affecting a person as a student and to protect the privacy rights of a student who is identifiable. The board requested for Heather Bristor and Jon Mages to attend.

Seconded: Amy Futhey Motion Carried:4-0

*The Board was in open session at 10:00am*

1. **Adjourn**

President Rick Nafziger adjourned the meeting at 10:00 am

Approve Attest Date

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