

July 9, 2019

BROWN COUNTY KANSAS SPECIAL EDUCATION INTERLOCAL #615
301 S. FIRST STREET HIAWATHA, KS 66434
Phone (785) 742-7108

MINUTES OF REGULAR BOARD MEETING

July 9, 2019

(These minutes are not official until approved at the August 7, 2019 board meeting.)

The Board of Education of the Brown County Kansas Special Education Interlocal #615 held its regular July Board of Education meeting at 6:00 p.m. on July 9, 2019 at the Special Education Annex in Hiawatha.

CALL TO ORDER

Jason Smith called the meeting to order at 6:00 p.m.

ROLL CALL

Those present were:

Becky Shamburg, Director
Jamie Bottom, USD 430 Board Member
Jeff Brockhoff, USD 415 Board Member
Tom Simmer, USD 415 Board Member
Jason Smith, USD 430 Board Member
Carol Strecker, Supervisor/Coordinator
Amy Larson, Board Clerk

Those absent were:

Richard Lovelady, USD 430 Board Member
John Wright, USD 415 Board Member
Lonnie Moser, USD 415 Superintendent
Jason Cline, USD 430 Superintendent

APPROVAL OF THE AGENDA

Jeff Brockhoff moved to approve the agenda. Jamie Bottom seconded and the motion passed with a vote of four to zero.

APPROVAL OF MINUTES FOR JUNE 2019

Jamie Bottom moved to approve the minutes for June 2019. Tom Simmer seconded and the motion passed with a vote of four to zero.

July 9, 2019

APPROVAL OF CLOSING 2018-2019 BOARD

Jeff Brockhoff moved to close the 2018-2019 board. Tom Simmer seconded and the motion passed with a vote of four to zero.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

COMMENTS FROM THE PRESIDENT

There were no comments from the President.

ELECTION OF OFFICERS

Tom Simmer moved to keep the President and Vice President in place until January 2020. Jeff Brockhoff seconded and the motion passed with a vote of four to zero.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

COMMENTS FROM THE PRESIDENT

There were no comments from the president.

APPROVAL OF THE CONSENT AGENDA

Tom Simmer moved to approve the consent agenda with the addition of “Accept retirement resignation of Deb Chase with regrets”. Jeff Brockhoff seconded and the motion passed with a vote of four to zero. Included in the consent agenda were:

1. Accept the resignations of Donna Oldridge and Jamiee Miller effective July 9, 2019; and the retirement resignation of Deb Chase with regrets effective the end of the 2019-2020 school year.
2. Approval of the Bills for the Month of July 2019.
3. Appoint Amy Larson as Clerk of the Board of Education.
4. Appoint Amy Larson as the KPERS, BC/BS, and Worker’s Compensation Representative.
5. Appoint Elaine Abramson as Treasurer of Interlocal #615 at the salary of \$80.00 per month.
6. Appoint KASB as the Legal Representative of the Board for the 2019-2020 fiscal year.
7. Designate Becky Shamburg as Truancy Officer to report truant students as per KSA 12-1113.
8. Designate the Citizens State Bank, Hiawatha, as primary depository and all banks in Brown County as secondary depositories as needed, and review bank signatures.

July 9, 2019

9. Set the following schedule of Board meetings: The regular meetings for the 2019-2020 school year will generally be held on the Wednesday before the regular education board meeting. Board meetings will be held at 6:00 p.m. at the Special Education Annex in Hiawatha according to the following schedule.

Date	Place	Time
July 9, 2019 (Tuesday)	Special Education Annex	6:00 pm
August 7, 2019	Special Education Annex	6:00 pm
September 4, 2019	Special Education Annex	6:00 pm
October 9, 2019	Special Education Annex	6:00 pm
November 6, 2019	Special Education Annex	6:00 pm
December 4, 2019	Special Education Annex	6:00 pm
January 8, 2020	Special Education Annex	6:00 pm
February 5, 2020	Special Education Annex	6:00 pm
March 4, 2020	Special Education Annex	6:00 pm
April 8, 2020	Special Education Annex	6:00 pm
May 6, 2020	Special Education Annex	6:00 pm
June 3, 2020	Special Education Annex	6:00 pm
July 8, 2020	Special Education Annex	6:00 pm

10. Approve the payment of payroll, health insurance, disability insurance, cancer insurance, life insurance premiums, and social security taxes when due.
11. Allow the Clerk to pay, when due, any bill which would result in a late penalty assessment if held until board approval.
12. Approve the use of a rubber stamp for signature of the Board President, if he/she so wishes, on manual checks.
13. Approve the use of a scanned signature of the Board President, Board Clerk, Board Treasurer, and Director for use on checks and purchase orders.
14. Adopt a resolution for the 2019-2020 school year waiving the requirements of the generally accepted accounting principles (GAAP) and fixed asset accounting which are not pertinent to the specifications of the cash basis law and budget laws of Kansas. (A copy of resolution 2019-01 is in your packet.)
15. Allow the clerk to pay any invoice that would result in a savings if paid before the regular board meeting.
16. Authorize the director, clerk and treasurer to access the district's safety deposit box.
17. Authorize the director, clerk and treasurer to cash Certificates of Deposit and deposit these amounts into district bank accounts.
18. Adopt the 1116 Hour Plan for the 2019-2020 school term.
19. Approve a resolution that Board Minutes cannot be used as Board Policy. (A copy of resolution 2019-02 is in your packet.)
20. Approve the hiring of substitute teachers at \$90.00 per full day and \$45.00 per half day for 2019-2020. If a BCK-SEI paraeducator subs as a BCK-SEI teacher, with proper KSDE certification, they will be paid for their paraeducator wages plus \$25 prorated for the day they are a substitute teacher for a BCK-SEI certified teacher.
21. Approve the hiring of long-term substitute teachers. A long-term substitute teacher is a substitute that is assigned to the same classroom for a minimum of 10 consecutive days. The day rate for a long-term substitute teacher for days 1–10 is \$90 per day. The daily rate for a long-term substitute teacher for day 11–rest of the assignment is 1/189th of the 2019-2020 base salary.
22. Approve the hiring of homebound teachers for the 2019-2020 school year at \$15.00 per hour.

July 9, 2019

23. Adopt the Interlocal mileage reimbursement rate to be adjusted to conforming to the state rate.
24. Adopt a petty cash limit of \$500.00 per month.
25. Establish the Hiawatha World and the Horton Headlight as the official newspapers for activities of the Interlocal.
26. Designate Becky Shamburg compliance coordinator for federal anti-discrimination laws including Title VI, Title VII, and Title IX.
27. Approve the Interlocal's credit cards as follows:

Becky Shamburg	1 card	\$2,500 limit
Amy Larson	1 card	\$2,500 limit

APPROVAL OF RESOLUTION 2019-03

Director Shamburg stated that resolution 2019-03 gives the interlocal the approval to destroy financial records from five years ago. Financial records from 2013-2014 will be destroyed.

Jeff Brockhoff moved to approve resolution 2019-03. Jamie Bottom seconded and the motion passed with a vote of four to zero.

APPOINT A BOARD MEMBER TO THE INTERLOCAL PROFESSIONAL DEVELOPMENT COUNCIL

Tom Simmer volunteered to be on the Interlocal Professional Development Council for 2019-20.

APPROVAL OF LOCAL INTERAGENCY AGREEMENTS FOR BROWN COUNTY HEAD START, KICKAPOO HEAD START, CONTRACT WITH BCDS, CONTRACT WITH MARSHALL-NEMAHA COUNTY COOP.

Director Shamburg reviewed the interagency agreements and contracts. There was discussion that followed.

Jamie Bottom moved to approve the 2019-20 agreements with Brown County Head Start, Kickapoo Head Start, 2019-20 contracts with BCDS and Marshall-Nemaha County Coop. Jeff Brockhoff seconded and motion passed with a vote of four to zero.

APPROVAL OF BOARD POLICY CHANGES AND ADDITIONS

Director Shamburg presented the board policy updates and additions. There was discussion that followed.

Jeff Brockhoff moved to approve the board policy changes and additions. Tom Simmer seconded and the motion passed with a vote of four to zero.

TECHNOLOGY ITEMS TO BE DECLARED AS SURPLUS

Director Shamburg reviewed a list of obsolete technology items and laptops that are ten years old or older with the board members. Jeff Brockhoff moved to approve the list of technology items to be declared as surplus. Jamie Bottom seconded and the motion passed with a vote of four to zero.

SUMMER SCHOOL REPORT

Director Shamburg stated that summer school went well and Staci Campbell will elaborate at the August board meeting.

DIRECTOR'S REPORT

Director Shamburg stated that the Interlocal ended up with a slightly better carryover than projected, but the costs of an additional teacher will eat into the carryover. All three clerks, Director Shamburg, Superintendent Moser and Superintendent Cline met on July 9 to discuss district funding of the Interlocal. There was discussion that followed.

The state audit is set for July 15, and the financial audit is set for July 17-18.

EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL

At 6:15 pm, Tom Simmer moved to go into executive session for 15 minutes to discuss negotiable items as allowed for employer-employee negotiations under KOMA and to discuss employees per non-elected personnel exemption under KOMA and reconvene at 6:30 pm. Jamie Bottom seconded and the motion passed with a vote of four to zero. The executive session was necessary to protect the privacy interests of the individual(s) to be discussed. Those present for the executive session were Becky Shamburg, Carol Strecker, Jamie Bottom, Jeff Brockhoff, Tom Simmerz, and Jason Smith. At 6:30 pm, Tom Simmer moved to go into an executive session for 5 minutes. Jamie Bottom seconded and the motion passed with a vote of four to zero. Those present for the executive session were Becky Shamburg, Carol Strecker, Jamie Bottom, Jeff Brockhoff, Tom Simmerz, and Jason Smith. At 6:35 pm, the board came out of executive session.

POSSIBLE ACTION AFTER EXECUTIVE SESSION

Jeff Brockhoff moved to approve the 2019-2020 salaries of Amy Larson and Lynne Henke with the additional responsibilities as discussed in executive session. Tom Simmer seconded and the motion passed with a vote of four to zero.

Jamie Bottom moved to hire Summer Goben, Jamie Jacobsen, and Roni Brockhoff as paras. Tom Simmer seconded and the motion passed with a vote of four to zero.

OTHER

There was no other business to discuss.

ADJOURN

Tom Simmer moved to adjourn the Board meeting. Jamie Bottom seconded and the motion passed with a vote of five to zero. The meeting adjourned at 6:42 p.m.

The next regularly scheduled meeting of the BCK-SEI Board of Education will be held at 6:00 p.m. on Wednesday, August 7, 2019 at the Special Education Annex in Hiawatha.

_____, Board President _____, Clerk
_____, Date _____, Date