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Mission Statement

Southwest Kansas Area Cooperative District will assist and support the member districts in meeting the needs of all children with disabilities. To meet this support SKACD will:

- ❖ Provide high quality special education services in a Least Restrictive Environment to allow access to the general curriculum.
- ❖ Identify and provide services for children with disabilities.
- ❖ Provide appropriate special education services to meet post secondary outcomes.
- ❖ Provide highly qualified and well-trained certified and classified staff.
- ❖ Implement Individuals with Disabilities Education Improvement Act (IDEIA) and Kansas Special Education Regulations and Guidelines.
- ❖ Maintain a high level of fiscal integrity to member districts.

A Southwest Kansas Area Cooperative District Organization

AAA Cooperative Legal Status

Both Kansas and federal law require that school districts provide certain special education services to “exceptional children” or other qualifying students enrolled in their respective districts, K.S.A. 72-966(a) and 20 U.S.C. 1400 *et seq.*

The basic legal status for school districts to provide special education services through Education Cooperatives or Interlocals is found in K.S.A. 12-2901, 12-2902, 12-2903, 12-2904, and 72-8230. This permissive legislation allows public agencies to join with public or private agencies to provide services or action as specified in Kansas Statutes.

Southwest Kansas Area Cooperative District No. 613, referred to throughout this document as SKACD, is established in accordance with the above law to provide special education services to students residing or attending school in member districts. The legal status of SKACD has been affirmed in U.S.D. No 773 v. Kansas State Board of Education, 266 Kan.75, 966 P.2d 68 (1998).

SKACD is organized and exists by virtue of an Interlocal Agreement for Educational Service dated March 23, 1977, and last amended June 19, 1986. The Interlocal Agreement has been approved by both the State Board of Education and the Attorney General. The Interlocal Agreement is subject to change or termination by the legislature.

AB Interlocal Members, Powers, and Duties

The following unified school districts (“Member Districts”), by and through their respective Boards of Education have entered into a school district interlocal cooperation agreement for special education.

| | |
|---------------|---------|
| Ashland | USD 220 |
| Bucklin | USD 459 |
| Cimarron | USD 102 |
| Dighton | USD 482 |
| Dodge City | USD 443 |
| Fowler | USD 225 |
| Ingalls | USD 477 |
| Jetmore | USD 227 |
| Kismet-Plains | USD 483 |
| Meade | USD 226 |
| Minneola | USD 219 |
| Ness City | USD 303 |

Spearville USD 381
Western Plains USD 106

The SKACD and its Board of Directors shall be considered to have all powers and duties of a unified school district as provided by Kansas law, including the usual powers of a corporation for public purposes, except for the power to levy or collect taxes, or the issuance of bonds, as provided by K.S.A. 72-8230(b). Powers and duties shall extend but not be limited to employer-employee relations including affiliation with the Kansas Public Employee's Retirement System, due-process procedures, professional negotiations, rule and regulation authority regarding teaching and general governance, and for the receipt, budgeting, and expenditure of State and Federal and other permitted funding. (8/17/09)

AC Membership

Any qualified school district or educational organization wishing to become a member in the Interlocal and thereby participate in SKACD programs, services, or activities may file a written application stating such intent. Such application will be reviewed and may be approved in writing upon majority vote of the Board and receiving 2/3rds affirmative vote of all Member Districts. (8/17/09)

AD SKACD Organization Plan

Organization and Administration

The Southwest Kansas Area Cooperative District 613 is governed by an elected Board of Directors, hereinafter called the Board, composed of one member of the board of education of each Member District. Only members of boards of education of Member Districts shall be eligible for membership on the Board of Directors. Each Member district shall select or appoint one member from the elected members of the local board no later than the July meeting each school year. The board of education of a Member District may select or appoint alternate or temporary members to represent the Member District at meetings of the Board. The terms of office of members of the Board shall expire concurrently with their terms as board of education members. Vacancies shall be filled within 30 days from the date of the vacancy.

The Board shall elect a President and Vice-President from its membership each year.

President- the President will preside over all regular and special meetings of the Board and perform such other duties as are provided by law or authorized by the Board. He/she shall call all special meetings and appoint working committees as needed and shall be ex-officio member of all such committees.

Vice-President – In the absence of the President, or as otherwise delegated by the Board, the vice-President shall have and perform all the powers and duties of the President.

In the absence of the President or the Vice-President the remaining members of the Board shall select a member to act in the capacity of president.

The Board on an annual basis appoints a clerk, treasurer, and attorney.

The clerk of the Board shall attend all meetings of the Board and shall keep an accurate journal of its proceedings. The clerk shall have the care and custody of the records and documents of the Board. The clerk shall countersign all checks or warrants drawn upon the treasurer by order of the Board or implement an electronic signature system for the clerk, treasurer, and President. The clerk of the Board shall be responsible for taking and transcribing the minutes of each meeting of the Board. The clerk shall be subject to the direction of the Director in the performance of assigned duties.

The treasurer shall deposit all monies belonging to the Board in compliance with state laws. The treasurer shall submit monthly reports of the finances and shall pay all bills in accordance with the wishes of the Board. The treasurer shall perform other duties as prescribed by action of the Board.

The Board may retain a qualified attorney to handle all legal matters referred by the Board or administrators and any such attorney shall receive such compensation as the Board may provide. The duties of the attorney shall be prescribed by the Board. The function of the Board of Directors shall include establishing the policies and regulations by which SKACD is governed. The execution of these policies shall be the responsibility of the Director and, to the extent so directed, the employees of Southwest Kansas Area Cooperative District. (8/17/09)

B Board Operations

BA Responsibilities of the Board of Directors

The Board shall be vested with the responsibility to:

- ❖ Administer the joint and cooperative undertaking of the Member Districts.
- Appoint the Director and assistant Directors of SKACD and supervise the administration of their duties and salaries.
- Adopt the annual budget of the Cooperative.
- Appoint, upon recommendation of the Director, the employees of the Southwest Kansas Area Cooperative District. The Board reserves the right to reject any recommendation for employment.
- Determine, after consultation with the Director, the salaries of classified personnel.

- Negotiate for the terms and conditions of employment of, and enter into a negotiated agreement for certified personnel including salaries.
- Adopt policies that the Board deems appropriate to perform its constitutional duty to maintain, develop, and operate its educational function.
- Consider changes, additions, or deletions to the policies as needed.
- Consider for approval the list of bills and other expenditures.
- Delegate to the Director the power to execute contracts on behalf of the Cooperative for the purchase of goods and services if the value of such goods and services is \$20,000 or less.

Consider and act on application for membership in the Cooperative from non-member districts and agencies. (8/17/09)

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BB Voting Rights

Each participating district acting by and through its designated and approved board of education member, shall be eligible to cast one vote on all matters acted upon by the Board. Only the appointed Board member of each district or his/her alternate may vote. (8/17/09)

BC Quorum

A quorum shall consist of a majority of the membership of the Board. (8/17/09)

BD Agenda

The Board shall adopt an agenda at the beginning of each meeting. The Director and President shall compile and publish the agenda. The Board may change the agenda at any time upon a majority vote. The clerk will distribute to each Board member prior to each meeting the agenda and appropriate material concerning items on the agenda. The Board President and other Board members may request items to be placed on the agenda. The agenda will also be sent to the Superintendents of Member Districts, and other interested persons in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317 *et seq.* (8/17/09)

BE Minutes

Accurate minutes of each Board meeting shall be made and transcribed by the Clerk of the Board or Deputy Clerk. The minutes shall clearly reflect all motions voted on by the Board, including action taken by the Board on motions that did not pass. The minutes may reflect how each member voted on each item on which the Board takes action, and shall reflect individual votes where required by law. The Board shall review the minutes of each meeting and make any corrections or changes required to make the minutes accurately reflect the action taken by the Board. The President shall present the minutes of the previous regularly scheduled meeting and any special meetings at the next regularly scheduled meeting for approval. (8/17/09)

BF Public Participation

The general public and all news media shall be welcome to observe all Board meetings except executive sessions. Any patron wishing to speak to the Board shall first notify the Director and state the reason for the request. The Director and/or President shall determine if said request can be resolved by the staff without appearance of the patron before the Board. If not, the Director shall, after consultation with the President, place the patron's request on the agenda of the next regular Board meeting. The Board may open executive sessions to anyone upon specific invitation included in the motion for executive session. Any such invitation shall be documented in the minutes. (8/17/09)

BG Public Complaints

Individuals or groups often confront a Board member with issues that usually should be handled by the SKACD administration. In carrying out the policy for handling complaints, the Board will observe the following procedures: The Board as a whole or any individual member will refer complaints from teachers, parents, or patrons to the Director or his/her representative. Only where the Director cannot satisfactorily resolve presented issues shall communications and complaints be referred to the Board.

Neither the Board as a whole nor any individual member of the Board will entertain or consider complaints from teachers, parents, or patrons until the complaints have first been referred to the Director or his/her representative. (8/17/09)

BH Rules of Order

The conduct of all business will be controlled by the general will of the whole membership of the Board, and its majority. Complementary is the right of at least a strong minority to require the majority to be deliberate, to act according to its considered judgment after a full and fair discussion of the issues involved. Meetings will be conducted in constructive and democratic manner seeking to help, not hinder, the business of the Board. Undue strictness will not be allowed to intimidate members or limit full participation. Silence shall be deemed consent.

The President or the Vice-President will preside at all meetings. In the absence of both, the members present shall elect a President pro tempore, who will serve only for that meeting, or for that part of the meeting in which the President and Vice-President are absent.

The President will present each agenda item for discussion or designate a staff member who will present the agenda item. All formal actions of the Board will be taken by ordinary motions unless law requires the adoption of a formal resolution.

It will not be necessary for a motion to be on the floor in order for the Board to discuss an agenda item that has been presented by the Board President for consideration. In the ordinary course of events, the Board will discuss all matters other than routine procedural questions, prior to the making of a motion, in order that the reaching of consensus may be facilitated.

The following motions will be in order:

- To recess
- To take action
- To amend a motion to take action
- To defer or table action
- To withdraw or modify
- To reconsider
- ❖ To go into executive session (8/17/09)

BI Policy Development and Adoption

The Board shall adopt new policies, and delete or modify existing policies as necessary. All rules and regulations found in staff handbooks shall be approved by the Board and when approved will be considered a part of the policies.

The Director or designee shall draft all recommended policy changes, including new policy recommendations. The Director may solicit recommendations from the staff and member districts in regard to the workability of present policies, needs for change, and new policies. Policies may be submitted to the Board's attorney or to the staff of KASB to determine the legality of said policies before they are submitted to the Board for final approval. Final action on any policy change will take place at a regular meeting, or special meeting called for that purpose.

The Director shall be responsible for providing a copy of the Board handbook to each Member District. Furthermore, the Director will be responsible to disseminate any new or amended policies to each district. A copy of the Board handbook shall be kept in the SKACD central office and made available to the public during normal business hours.

All policies shall be dated as of the date adopted, including all dates of any subsequent amendment. (8/17/09)

C General Administration

CA Goals of SKACD Administration

The purpose of the SKACD administration is to supervise and coordinate the implementation of specially designed instruction for students with disabilities and to create an environment in which students with disabilities can learn effectively. The Director must assume much of the responsibility for the success or failure of the organization. He/she should possess those qualities of leadership that motivate all members of his/her staff to work for the improvement of the educational program. It is his/her responsibility, under the direction of the Board, to mobilize and coordinate all available resources in the development of a successful educational program.
(8/17/09)

CB Duties of Director

The SKACD Director shall be the chief administrative officer of the Southwest Kansas Area Cooperative District. The Director shall exercise general supervision over all special education programs and employees. The Director is responsible for the management of the interlocal and is accountable to the Board.

The Director shall:

- Have the duties and responsibilities of a Superintendent under Kansas school law.
- Serve in such capacity at the pleasure of the Board, and receive compensation as fixed by the Board.
- Be accountable to, and subject to carry out the orders, rules, and regulations of, the Board.
- Attend Board meetings and keep the Board informed on the progress and condition of SKACD.
- Keep abreast of the best educational developments and recommend new services or changes to current services in light of current research.
- Make recommendations for appointment and nominations for appointment, assignment, transfer, suspension, or termination and to define the duties of all SKACD employees consistent with the terms and conditions of the negotiated agreement, subject to the approval of the Board. The Director shall make such changes as are in his/her professional judgment necessary to secure the highest efficiency of the entire staff.
- Develop a comprehensive recruiting program based on projected personnel needs.
- Recommend an annual budget for consideration of the Board.
- Supervise the financial and business administration of SKACD adhering to the published budget.
- Formulate and implement the administrative rules and regulations designed to carry out the policies of the Board.
- Be responsible for maintaining those records required to be kept by law, for designing a system for, designating and keeping such other records as are necessary for the efficient operation of the Cooperative.

- Evaluate SKACD personnel in a manner and to the extent consistent with the law and the policies of the Board.
- Participate in professional meetings.
- Conduct a continuous study of the development and needs of SKACD and to keep the member districts and Board members informed.

The Director may delegate to other SKACD personnel the exercise of any powers and the discharge of any duties imposed upon the Director by these policies or by the vote of the Board. The delegation of power or duty shall not relieve the Director of responsibility for the action taken under or pursuant to such delegation.

Whenever the word "Director" appears in these policies, the words "or his/her representative" shall be assumed to follow. (8/17/09)

CC *Director Qualifications*

The Director and Assistant Directors shall have acquired necessary and appropriate Kansas Administrative Licensure and be knowledgeable concerning the laws and regulations governing special education. He/She should have acquired at least three years of successful experience in education, preferably special education, and established or recognized as an educational leader in the profession through active participation in a variety of areas. (8/17/09)

CD *Recruitment and Appointment*

When an opening in an administrative position occurs, the Board shall recruit in an effort to fill the position with the most capable person available. Applications for the administrative position shall be screened and those candidates who appear to be most promising shall be interviewed. The Director or Assistant Director candidate shall be employed pursuant to the terms and conditions of a written contract, with a term of one, two, or three years. (8/17/09)

CE *Assignment*

The Board reserves the right to assign or reassign all employees. (8/17/09)

CF *Evaluation*

The Board shall evaluate the Director annually after input by the superintendents of Member Districts. This evaluation will be completed before the February Board meeting and will be discussed with the Director. The President of the Board shall compile the evaluations of individual board members and discuss them with the Director. The Director's personnel file and evaluations shall be available only to the Director, the Board, and others authorized by law. The

Director, prior to the February Board meeting shall evaluate Assistant Directors and shall make employment recommendations to the Board based thereon.

The Director and Assistant Director's contracts will be considered for renewal at the February Board meeting. (8/17/09)

CG Compensation and Benefits

The Board will determine compensation of the Director and Assistant Directors annually. Expenses for SKACD administrative travel in personal vehicles shall be reimbursed at the approved state mileage rate. Other approved administrative travel expenses in the performance of official duties will be reimbursed as incurred and reported to the Board through travel report claims. (8/17/09)

CGA Administrative Vacation and Sick Leave

All 12-month administrators shall be entitled to 20 days vacation time each school year. Vacation time is awarded at the beginning of the contract year and may not be carried beyond January following the contract year in which it is earned. Vacation leave shall be taken at time agreeable to both the employee and supervisor, preferably during non-student contact time. The vacation request should be submitted in writing as early as possible except in case of emergency. Administrators are awarded 10 sick leave days per school year. Sick leave may accumulate to the same number as those allowed certified employees in the negotiated agreement. (8/17/09)

CH Separation and Resignation

The Board may elect not to renew the contract of the Director and/or Assistant Directors. Subject to the terms of individual employment contracts, the Director/Assistant Directors may resign from their positions at any time upon a written resignation submitted to the President of the Board and thereafter approved by the Board. The Board will consider the acceptance of said resignation in light of the needs of SKACD and contract obligations before rendering a decision. (8/17/09)

CI Board-Director Relations

The Board shall delegate to the Director for decision all matters of administration that come within his/her scope as chief administrative officer of the Board. While it reserves to itself the ultimate decision in all matters concerning general policy or expenditures of funds, the Board will normally take action in those areas only after receiving recommendations from the Director. (8/17/09)

D Fiscal Management

DA Goals and Objectives

It shall be the policy of the board to adhere to strict fiscal accountability procedures. The Board shall make every effort to secure goods and services from responsible vendors at a price within the budget while making sure that students are not denied reasonable access to supplies, equipment, and services deemed necessary to fulfill the educational goals of the organization. (8/17/09)

DB Annual Operating Budget

The Director and a committee appointed by the President shall prepare a draft budget that reflects the educational needs of the students and the mission of the organization. The proposed budget will be presented to the Board on or before June 1 of each year for discussion and approval in accordance with the budget laws of the state. Copies of the budget will be available to interested patrons upon request in accordance with the Kansas Open Records Act, K.S.A.45-215, *et seq.*

Upon approval of the budget, district assessments are to be calculated by the following method: the total amount of all funds available from sources other than those provided by the Member Districts shall be subtracted from the total approved budget, with the difference being local allocations needed. Individual Member District allocations will be determined by dividing the total local allocations by the aggregate audited student FTE of all Member Districts for the prior school year to determine a per student allocation. The resulting per student allocation will be multiplied by each district's audited FTE from the previous September to determine each district's total assessment for the budget year.

The first half of the local assessment is due to SKACD and shall be paid by each Member District by September 15 and the second half by February 1.

State allocations that flow through the local districts should be forwarded to SKACD offices within three days of receipt from the state. (8/17/09)

DBA Base Cash Reserves

The Board shall maintain an ending general fund unencumbered cash balance or payroll reserve fund of not less than 135% of the anticipated average monthly payroll for the current school year. The Board may increase the base cash reserve requirement for any budget year upon good cause shown, which shall be identified in the action of the board.

SKACD may authorize and maintain a contingency reserve fund, as defined by K.S.A. 72-6426. Any funds maintained in any such contingency reserve fund shall not be deemed to be nor shall it constitute any portion of the general fund base cash reserve fund as required. (8/17/09)

DC Gifts and Bequests

Any organization or individual wishing to make a gift to SKACD shall except in the case of testamentary gifts, first secure the approval and acceptance of such gift by the Board.

Any bequest, legacy, trust or donation to SKACD may be placed in a separate fund and if placed in such fund the same shall be exempt from budget law requirements and shall be used in compliance with the wishes of the donor as nearly as may be.

Income derived from gifts and bequests will be credited, if possible to the fund or use requested by the donor. If the request of the donor cannot be fulfilled, subject to the cy-pres doctrine and/or K.S.A. 59-22a01, as appropriate, said bequest will be deposited in the general fund of SKACD or any other fund specified by the board. (8/17/09)

DD Miscellaneous Receipts

Miscellaneous receipts shall be recorded as miscellaneous receipts and become a part of the general fund budget. (8/17/09)

DE Disposal of Equipment and Supplies

The Board may dispose of property in such manner and upon such terms and conditions as the Board deems to be in the best interest of the Cooperative. Absent other action, excess or unusable SKACD owned equipment and supplies that have an individual or combined value greater than \$200 will be disposed of by bid or auction at the discretion of the Board. Discarded material having little or no resale value may be disposed of at the discretion of the Director. (8/17/09)

DF Bonded Employees

SKACD financial affairs shall be handled only by bonded employees. A surety bond shall be required for the treasurer of the board and of other agents or employees directly responsible for fiscal activity as determined by the Board upon recommendation of the Director. (8/17/09)

DG Audits

SKACD books will be audited annually as provided by Kansas law. The board shall select a qualified person for the annual audit. The audit will be presented to the board upon completion and available to patrons upon request. (8/17/09)

DH Purchasing

The Director or designated representative shall be the purchasing agent for the district. The purchasing, receiving, storing, and distribution of supplies, equipment, and services for use in the educational program represent a significant expenditure. These items must be procured efficiently and economically. SKACD is responsible for the purchase of non-consumable classroom materials that are unique to the needs of students with disabilities. Furthermore, SKACD is responsible for assistive technology that is necessary for a child to have access to the general curriculum that is not generally provided for all students. Local districts are responsible for regular education curriculum, general office supplies that are available to regular education teachers, and computer/electronic equipment that is equivalent to that provided in regular education classrooms.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. (8/17/09)

DHA Requisitions and Purchase Orders

All requisitions shall be submitted to the Director or his/her designee. After approval, a purchase order will be issued. The number of the purchase order shall be recorded on the requisition, and on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence. Encumbrances will be made at the time of purchase or when an approved purchase order is processed. All encumbrances will be charged to their designated funds. (8/17/09)

DHB Bids and Quotations

All purchases involving an amount greater than \$20,000 for construction, reconstruction or remodeling, or for the purchase of materials, goods, or wares shall be by competitive bid in accordance with K.S.A. 72-6760 as amended. Bids will be awarded to the lowest responsible bidder if all specs are substantially the same, with the Board reserving the right to waive irregularities or informalities in, or reject any part of a bid. The Board reserves the right to reject any and all bids and to ask for new bids. Bids may be opened by the purchasing agent and arranged in order of bid before they are presented to the Board for action. A bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. (8/17/09)

DJ ***Payment Procedures***

Payment of bills shall be authorized by the board at a regular board meeting upon the recommendation of the Director or his/her designee. If no quorum of the board exists, all outstanding bills resulting in penalty if payment is late shall be automatically paid and reviewed at the next regularly scheduled meeting of the Board. (8/17/09)

DO ***SKACD Property***

All property, both real and personal, purchased or otherwise acquired by SKACD, shall be the property of SKACD and under the charge of the Board. If any such property is sold, the proceeds of such sale shall be paid into the treasury of SKACD and may be held and expended in any lawful manner as directed by the Board. (8/17/09)

E Business Management

EA Business Goals and Objectives

It shall be the goal of the board to manage the business affairs of SKACD in the most economical and efficient manner possible. In order to accomplish the goals of the board, sufficient personnel will be employed to administer the various tasks associated with SKACD business affairs. The director shall have the responsibility to manage the business affairs of SKACD. The director will insure that the business affairs comply with the SKACD budget, Board policies and directives, and state and federal laws. (8/17/09)

EBA Insurance

SKACD will designate at least one insurance agent to act as the agent of record. Said agent will have the responsibility of developing adequate insurance programs at the best possible premium rate for consideration by the Board. All SKACD owned property, real and personal, will be insured to cover losses from natural causes, fire, vandalism and other such casualties. To the extent permitted by law, the board may insure all employees against any legal action arising out of the lawful performance of any authorized duties of employees. (8/17/09)

EC Property, Equipment, and Supplies Management

The Director or designated representative will be responsible for developing a system and keeping inventory records on property, equipment, and supplies. (8/17/09)

ECH Printing and Duplicating Services

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use." Any copying done outside of the provisions of law is expressly prohibited. Liability for infringement of this policy rests with the person making the copy. (8/17/09)

ED Student Transportation

Transportation of special education students shall be the responsibility of the Member District in which the student is enrolled. (8/17/09)

EDA SKACD Vehicles

All SKACD vehicles will be adequately insured and maintained. The Director and designee shall be responsible for keeping vehicles in good operating condition. Vehicle logs and service records will be maintained by SKACD. (8/17/09)

EDB Vehicle Usage

All staff driving a SKACD vehicle must have a current, valid Kansas driver's license on file with the business office in addition to a vehicle usage information sheet. (8/17/09)

G Personnel

GAA Equal Opportunity Employment and Nondiscrimination

Applicants for employment, students, parents and employees are hereby notified that this District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in its programs and activities. Any incident of discriminatory insult, intimidation, or harassment in any form shall be promptly reported to the immediate supervisor for investigation and corrective action. Any employee who engages in such acts shall be reprimanded and may face disciplinary action up to and including dismissal. (8/17/09)

GAB Sexual Harassment

Any person who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation, or work assignment. If a finding of fact determines that an employee acted improperly, appropriate disciplinary action may be taken up to and including dismissal. (8/17/09)

GAC Bullying

SKACD is committed to a safe and civil educational environment for students, employees, and volunteers free from harassment, intimidation, or bullying. SKACD employees will adhere to the bullying policies of the Member District in which they are assigned. Any person who believes he or she has been subjected to bullying should immediately report the same to his/her immediate supervisor. (8/17/09)

GAD Professional Development

All certified staff members are expected to have an individual development plan on file with SKACD. Certified staff members are expected to attend in-service education days at their assigned buildings unless excused by SKACD administrative staff. All professional development opportunities that involve the expenditure of coop funds or during the contract days must be approved in advance by SKACD administration. (8/17/09)

GAEA Supplemental Duties, Coaching, and Sponsorship

SKACD employees may contract with a Member District for performance of supplemental duties. In the performance of such duties the employee is an employee of the Member District not of SKACD. The contracting Member District will pay for any classroom substitutes

necessary during such activities. Participation in said activities must not interfere with the need to meet with families of students with IEP's at parents' convenience. Participation must not interfere with the staff member attending required SKACD staff events. (8/17/09)

GAEB Non-School Employment

SKACD professional employees shall not be permitted to engage in outside employment which, by its nature or duration, will impair the effectiveness of their professional service. (8/17/09)

GAL Salary Deductions

Salary deductions shall not be permitted except as directed by law, the negotiated agreement, or the written directive to such effect signed by the employee. The Director or his/her designated representative will develop appropriate forms which will supply the necessary and required information needed to make approved salary deductions. Only those salary deductions authorized by the Director and made during the enrollment period will be permitted. (8/17/09)

GAN Travel Expense

Authorization for reimbursed travel expenses will be submitted to the Director or designee for consideration. Mode of travel will be based on the availability of transportation, distance, and number of persons traveling together. Receipts for meals, transportation, parking, motels, etc. will be attached to expense reimbursement forms. All travel except the regular travel between assignments should be pre-approved by the Director or designee at least 10 days prior to the trip. Authorized travel between buildings or districts will be reimbursed at the state mileage rate. (8/17/09)

GAR Family Medical Leave

The board shall adhere to state and federal statutes concerning Family Medical Leave. (8/17/09)

GBA Compensation

The Board shall compensate all administrative and classified personnel on the basis of salary guidelines adopted by the Board and within the financial limitations of the cooperative. Provisions regarding certified staff compensation, salaries, and contracts are set forth in the negotiated agreement as adopted by the Board and the teachers. (8/17/09)

GBAA ***Vacation time***

Vacation time for full time employees shall be taken at a time agreeable to both the employee and supervisor, preferably during non-student contact time. The vacation request should be submitted in writing as early as possible. Vacation time is awarded at the beginning of the contract year and may not be carried beyond January 1 following the contract year in which it is earned. (8/17/09)

GBD ***Hiring***

All personnel recommendations of the Director for employment are subject to approval of the Board. There shall be no discrimination in the hiring process due to age, handicap, sex, race color, or national origin. SKACD will make every reasonable effort to hire the most qualified personnel for each position. (8/17/09)

GBH ***Supervision***

The first line of supervision for SKACD licensed personnel will be the building principal in the Member District to which the employee is assigned. The first line of supervision for paraprofessional staff is the supervising teacher. Ultimately, all SKACD employees are subject to the control and supervision of the Director or designee and the Board. (8/17/09)

GBG ***Probation***

The authority to recommend to the Board that staff members be placed on probation is delegated to the Director or designee. All conditions of probation shall be put in writing. One copy shall be given to the employee and one copy shall be filed in the employee's personnel file. Failure of an employee to meet the conditions of probation may result in termination of the employment contract. (8/17/09)

GBI ***Evaluation***

The building principal or designee will evaluate certified personnel on forms designed by the Member District with a supplement to that form approved by SKACD. The principal or designee will make contract and employment recommendations. The Board will make all final employment decisions. Personnel assigned to the SKACD central office will be evaluated by the Director or designee. The supervising teacher will evaluate paraprofessionals. (8/17/09)

GBK Suspension

The building principal, local superintendent, or SKACD Director shall have the authority to temporarily suspend with pay, any SKACD employee for (1) alleged violations of any Board policy, rule, or regulation; (2) upon the filing of a formal complaint against the employee with any civil authority or with the board of education of any Member District charging the employee with the alleged commission of an offense involving moral turpitude; or (3) other just cause. Any such suspension shall be immediately reported to the local superintendent and SKACD Director or designee. The Director or designee will investigate all suspensions and determine further action in collaboration with the supervising building principal. If the suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has had a hearing appropriate to the circumstances with the Director. In the case of employees covered by a negotiated agreement, the agreement procedures will take precedence. (8/17/09)

GBN Separation

All administrative recommendations for termination and non-renewal of certified personnel shall be in accordance with the negotiated agreement and requisite due process. No hearing shall be afforded a non-tenured teacher except as required by law. The Board may non-renew the employment of any SKACD personnel in any case where the Board is of the opinion that such renewal would not be in the best interests of the Cooperative. (8/17/09)

GBO Resignation

The Board will consider the resignation or release from the employment contract of any employee that is submitted to the Board in writing. The Board will accept such request for release from contract only when the Board is of the opinion that such release will be in the best interest of SKACD. Liquidated damages may be imposed as a condition for approval of any late resignation. (8/17/09)

GBR Substitutes

Each Member District shall make suitable arrangements for securing necessary substitutes for certified employees assigned in Member District's schools. The SKACD employee is expected to follow the local procedure for notifying the district as soon as possible to schedule a substitute. SKACD either directly through our payroll system or by reimbursement to the Member District based on the established SKACD substitute pay scale, will pay the cost of the substitute. Substitute paraprofessionals are only to be hired under circumstances where adequate student supervision cannot otherwise be obtained. Substitute paraprofessionals are paid according to the paraprofessional substitute salary schedule and not as certified teachers. (8/17/09)

GBR A *Working conditions for certified staff*

Certified staff members will follow the official calendar, work day times, and inclement weather schedule as adopted and in effect for the Member District in which such staff is assigned. SKACD staff shall be at their places of assignment, proceeding, during, and following classes each school day in accordance with Member District policy.

The duty day for itinerate staff will be comparable to the Member District to which they are assigned. SKACD staff shall follow all of the policies of their assigned Member District except when the policy is in conflict with the SKACD policies, SKACD Certified Staff Handbook, or the negotiated agreements. (8/17/09)

GBRB *Working conditions for classified staff*

The Director or designee will assign time schedules for classified employees. The normal full time week for classified personnel, excluding paraprofessionals, shall be 40 hours. Classified employees, excluding paraprofessionals, will follow the SKACD calendar approved by the Board. Vacation and sick leave will follow schedules approved by the Board in the classified handbook. Paraprofessionals will follow regulations and procedures outlined in the Paraprofessional Handbook as approved by the Board. Classified staff will be paid according to pay scales established annually by the Board. SKACD offices will follow inclement weather schedules adopted by the Cimarron and Dodge City school districts. (8/17/09)

H Negotiations

HA Professional Negotiations

In the event a teacher's association requests and is granted recognition by the board, as provided by law, the board shall negotiate with representatives of such association regarding the terms and conditions of employment. The board shall designate its agents for the purpose of negotiation during each school year. (8/17/09)

I Instructional Program and Student Issues

IA Statement of Philosophy

It is the mission of SKACD to assist member districts in meeting the educational needs of all children with disabilities in the least restrictive environment. SKACD strives to:

- ❖ Provide high quality special education services in a Least Restrictive Environment to allow access to the general curriculum.
- ❖ Identify and provide early intervention services for children.
- ❖ Provide appropriate special education services to meet post secondary outcomes.
- ❖ Provide highly qualified and well-trained licensed and classified staff.
- ❖ Implement the Individuals with Disabilities Education Improvement Act (IDEIA) and Kansas Special Regulations and Guidelines.
- ❖ Maintain a high level of fiscal integrity to member districts. (8/17/09)

IB State and Federal Statutes

SKACD shall implement policies that conform to state and federal statutes, rules, and regulations regarding special education. The Board shall adopt and implement the processes in the Kansas Special Education Process Handbook as adopted and published by the Kansas State Board of Education. (8/17/09)

IBA Due Process

Every student shall be afforded due process of law as required by statute and judicial decision and as further implemented by rules and regulations of the Board. (8/17/09)

IBB Identifying Practices

The Director or designee shall, at least annually provide information to the public concerning the availability of special education services for exceptional children. This information will include local newspaper or web site publications, child find activities, consultation with private schools, collaboration with early intervention programs for infants and toddlers with disabilities (Part C of IDEA), and collaboration with general education intervention teams. SKACD will observe and comply with all state and federal laws in identifying children as meeting special education

eligibility, including parental input and notification, multiple evaluation tools, consideration of native language needs, and consideration of exclusionary factors. (8/17/09)

IC Curriculum

SKACD supports instruction in the local curriculum for students receiving special education services. Student IEP teams will determine if the regular curriculum is appropriate or if there is a documented need for adapted or functional curriculum.

Local Member Districts are responsible for providing appropriate local curriculum materials equivalent to those provided to regular education teachers. Supplementary, adapted, or functional curriculum determined necessary by the IEP team shall be the responsibility of SKACD. (8/17/09)

ID Basic Programming

The schedule of SKACD services shall conform to the daily and annual schedules of each Member District. The Member District shall provide appropriate physical space for special education services. Local Member Districts retain the right to designate special education classroom facilities provided facilities meet state and federal regulations. The Director or designee will work with local administrators in determining programming needs for each Member District. (8/17/09)

IF Classroom Materials and Furnishings

SKACD shall be responsible for supplementary materials and equipment necessary for each child's education according to his/her determined unique needs. Any necessary items will be procured through the procedures in the SKACD Licensed Staff Handbook. Each Member District shall furnish materials and supplies such as office supplies, paper, scissors, postage, photocopying, etc. that are normally furnished for regular education staff. Member Districts are responsible for providing necessary teacher desks, student desks, computers, file cabinets, and other necessary furniture normally provided for classrooms. These furnishings should be equivalent to those provided for regular education. (8/17/09)

IFA Assistive Technology

SKACD shall be responsible for providing assistive technology or therapy equipment identified as necessary in the IEP to the extent such equipment is not normally provided to regular education students. Such items will be procured following the procedures outlined in the SKACD Licensed Staff Handbook. (8/17/09)

IFB Extra Curricular Activities

Each Member District will establish its own policy concerning field trips and extra curricular activities and the SKACD personnel will observe and abide by such local policy. No child will be excluded from such trips and activities because of his/her exceptionalities if the child meets all other eligibility requirements. The child with exceptionalities is expected to observe and comply with the Member District's code of conduct for field trips and activities. (8/17/09)

IH Placement

The IEP team shall have responsibility for all placement decisions, including promotion and retention of students with special education services. In the event of a dispute with regard to any such placement decisions, state and federal regulations concerning stay put and due process regulations shall be adhered to. (8/17/09)

IHA Graduation Requirements

All students receiving special education services shall receive a regular high school diploma at the completion of their secondary program provided they meet graduation requirements of the state and school district, or as specified on their IEP. Students with exceptionalities who meet graduation criteria will be afforded the same opportunity to participate in graduation ceremonies as students without exceptionalities.

An IEP team may determine that a student who has completed requirements for graduation remains in need of additional special education services. In any such event graduation shall be delayed and the student will continue to receive the needed services on the IEP through the school year in which the student turns 21. SKACD will make services available to any eligible student who has not graduated with a regular high school diploma until the end of the school year in which the student turns 21. (8/17/09)

IJ Technology Use

SKACD personnel will adhere to Member District's policies concerning technology use and copyright laws. All information created by staff shall be considered SKACD property and shall be subject to unannounced monitoring by district or SKACD administrators. SKACD employees are subject to discipline, up to and including termination, for violation of SKACD or Member District technology policies. (8/17/09)

IJA Privacy Rights

Employees shall have no expectation of privacy when using SKACD or Member District email or other official communication systems. Any email or computer application or information in SKACD computers is subject to monitoring by the SKACD administration. Any email or computer application in Member District computers is subject to monitoring by such Member District administrators and may be shared with SKACD administrators. No password should be placed on a SKACD computer without the knowledge and consent of the Director. (8/17/09)

IK Transportation

Student transportation is the sole responsibility of each Member District. SKACD shall be responsible to provide the Member District with any documents necessary for obtaining state transportation funds. SKACD shall be responsible for paraprofessionals necessary to safely transport students with disabilities. Transportation of SKACD staff between districts or buildings is the responsibility of SKACD. (8/17/09)

IL Student Behavior

Students receiving special education services are expected to follow applicable Member District codes of conduct complying with state and federal rules and regulations to the extent such district policies are not in conflict with the student's IEP. When a child with a disability violates a school's code of conduct, that behavior may result in appropriate disciplinary action, including suspension. Any disciplinary action is subject to the disciplinary provisions of special education law. The administrator of the Member District should contact the Director or designee when such a disciplinary action is being considered. The Director or designee will offer guidance to the Member District to insure that special education regulations are met. (8/17/09)

IM Transfer of students between districts

One of the purposes and benefits of an interlocal cooperative such as SKACD is the shared and efficient use of resources. Local placement of students with disabilities is a priority, but the student's best interest comes first. IEP teams within the cooperating Member Districts should place a student in the most appropriate program in SKACD regardless of local school boundaries. In cases where the student will be placed out of their local district, the home Member District will remain the district of enrollment. The home Member District will be responsible for transportation and state assessment scores. Personnel from both the home Member District and the placement Member District will be designated members of the IEP team and involved in the IEP meeting at which any out of district placement determination is made. (8/17/09)

K Public and Interagency Relations

KA Public Information

The board will keep the general public informed about the function and operation of SKACD. All decisions of the board will be made in public with full opportunity extended to citizens to be heard prior to the making of decisions consistent with law and adopted Board policy. Executive sessions will be held to a minimum and conducted only for those specific reasons as permitted by law. (8/17/09)

KB Requests to Appear before the Board

A form will be available from the Clerk of the Board to be completed and returned to the clerk at least 10 days before the meeting at which a patron wishes to speak. The request will be reviewed by the Director and one of three recommendations will be made: appearance before the Board at the next regular meeting, appearance before the Board in executive session, or referral of the request to the appropriate administrator. (8/17/09)

KC Open Meetings Law

SKACD will comply with all state and federal regulations concerning open meetings including the Kansas Open Meetings Act, K.S.A. 75-4317, *et seq.* (8/17/09)

KM Complaints

It is the policy of the Board to resolve all complaints regarding SKACD at the lowest possible administrative level. Complaints by an employee should be addressed first to the employee's building supervisor, the building principal, the SKACD administrator, and finally the Board. Parental complaints should be considered by the teacher, building supervisor, building principal, the SKACD administrator, and finally the Board. Any decision by the Board of any referred complaint shall be final and conclusive on the parties, including SKACD. Neither the Board as a whole nor any individual member of the Board will entertain or consider complaints from teachers, parents, or patrons until the complaints have first been referred to the Director or his/her representative. (8/17/09)