

**SOUTHWEST KANSAS AREA COOPERATIVE DISTRICT  
MINUTES OF THE JULY 22,2008 BOARD OF DIRECTORS MEETING**

**MEMBERS PRESENT**

Paul Harden, Ashland; Bill Carr, Bucklin; Kathy Massoth, Cimarron; Janice Smith, Fowler; Kyle Litton, Ingalls; Andrea Johnsrud, Kismet/Plains; Kirk Thompson, Meade; Greg Flax, Ness City; Earl Shafer, Spearville;

**SUPERINTENDENTS PRESENT**

Bill Day, Ashland; W.S. Landis, Bucklin; Mike Waters, Cimarron; Bill Hammond, Dodge City; Elton Argo, Kismet/Plains; Mark Littell, Spearville;

**STAFF PRESENT**

Danis Sprague, Director; Nancy Sapp, Assistant Director; Shirley Goldsberry, Assistant Director; John Maples, Assistant Director, Phyllis Patton, Clerk, and Pam Claar, Treasurer.

**ELECTION OF OFFICERS FOR 2008-2009 SCHOOL YEAR**

It was moved by Bill Carr and seconded by Earl Shafer to nominate Paul Harden for President. It was moved by Janice Smith and seconded by Kathy Massoth for nominations to cease. Motion carried unanimously (9-0). The vote for Paul Harden as President came unanimously (9-0).

It was moved by Andrea Johnsrud and seconded by Kyle Litton to nominate Kirk Thompson for Vice-President. It was moved by Janice Smith and seconded by Kyle Litton for nominations to cease. Motion came unanimously (9-0-). The vote for Kirk Thompson for Vice-President carried unanimously (9-0).

**AGENDA**

It was moved by Bill Carr and seconded by Kirk Thompson to approve the Agenda with the following **additions/changes**: 7. New Business - Add E. Car Bids; 8. Old Business - D- Organization of SKACD - Add 15 - Adopt KSDE Special Education Process Handbook Regarding Special Procedures; 10. Personnel - A. New Hires - add - Jane **Zahrtner** and Jason **Huffman**; B. Resignations - Christina Peters, Michelle Huff and Angie **Stimpert**; Motion came unanimously (9-0).

**VISITOR PRESENT**

Rhonda Blattner, Cimarron alternate Board Member.

**MINUTES AND BILLS**

It was moved by Janice Smith and seconded by Kyle Litton to approve the June minutes and the July bills. Motion came unanimously (9-0)

**REGIONAL SERVICE CENTER REPORT**

**NEW BUSINESS**

A. Para Educator Salary Schedule

It was moved by Earl Shafer and seconded by Kirk Thompson to approve the Paraeducator Salary Schedule as presented. Motion carried unanimously (9-0).

B. Ancillary Staff Salaries

It was moved by Janice Smith and seconded by Kyle Litton to approve a 3% overall average on the Ancillary Salaries. Motion carried unanimously (9-0).

C. Administrators' Salaries

The President moved this item to following the Executive Session.

D. Appointment of Representatives to Southwest Service Center

It was moved by Andrea Johnsrud and seconded by Kathy Massoth to approve the same representatives as last year to the RSC. Motion **carried** unanimously (9-0).

E. Car Bids

It was moved by Bill Carr and seconded by Janice Smith to approve the bid from Frontier Ford, Dodge City, for the new vehicle in the amount of \$15,675. Motion carried unanimously (9-0).

**OLD BUSINESS**

A. Paraeducator Handbook

It was moved by Andrea Johnsrud and seconded by Kathy Massoth to approve the Paraeducator Handbook. Motion carried unanimously (9-0).

B. Certified Handbook

It was moved by Earl Shafer and seconded by Bill Carr to approve the Certified Handbook. Motion **carried** unanimously (9-0).

C. Inservice Plan

It was moved by Kyle Litton and seconded by Janice Smith to approve the Inservice Plan. Motion carried unanimously (9-0).

D. Organization of SKACD 613 for 2008-2009

It was moved by Bill Carr and seconded by Andrea Johnsrud to approve the following slate of items:

1. Select Fidelity Bank, Dodge City, as Official Depository
2. Adopt the annual waiver of requirements for generally accepted accounting principals (GAP).
3. Appoint Clerk and Treasurer  
Clerk - Phyllis Patton  
Treasurer - Pamela Claar  
Deputy Clerk - Rhonda Milford  
Deputy Treasurer - Rhonda Milford
4. Establish Board Meeting Dates, Time, and Location.
5. Appoint District KPERS Representative - Phyllis Patton
6. Appoint Attorney for SKACD 613 - Ward Loyd
7. Rescind Previous Policies and Adopt Board Policy Manual for the 2008-2009 School Year.
8. Establish Petty Cash - Two Petty Cash Accounts at \$1500 each.
9. Select the Official District Newspaper - Dodge City Daily Globe.
10. Designate Section 504-ADA Coordinator/Contact Person - Danis Sprague
11. Approve Freedom of Information Officer - Danis Sprague
12. Power of Local Control
13. Resolution of Base Cash Reserves
14. Resolution for Section 125 Plan
15. Adopt KSDE Special Education Process Handbook Regarding Special Education Procedures as published at: [www.ksde.org](http://www.ksde.org).

Motion carried unanimously (9-0).

## **EXECUTIVE SESSION**

At 10:45 it was moved by Janice Smith and seconded by Kyle Litton to enter into Executive Session, including superintendents, and Danis Sprague for the first 5 minutes and excluding the other SKACD administrators, to discuss personnel matters of non-elected personnel to protect the privacy interests of the individuals to be discussed and we return to open session at 11:05. Motion carried unanimously (9-0).

At 11:05 it was moved by Janice Smith and seconded by Kyle Litton to enter into Executive Session, including superintendents and administrators, to discuss personnel matters of non-elected personnel to protect the privacy interests of the individuals to be discussed and we return to open session at 11:20. Motion carried unanimously (9-0).

At 11:20 it was moved by Janice Smith and seconded by Kathy Massoth to enter into Executive Session, including superintendents and administrators, to discuss personnel matters of non-elected personnel to protect the privacy interests of the individuals to be discussed and we return to open session at 11:35. Motion carried unanimously (9-0).

## **ADMINISTRATORS' SALARIES**

It was moved by Janice Smith and seconded by Bill Carr to approve a 3% overall average salary for the administrators. Motion carried unanimously (9-0).

## **PERSONNEL REPORT**

### A. New Hires - 2008-09 School year.

It was moved by Earl Shafer and seconded by Kathy Massoth to approve the following New Hires for the 2008-2009 school year:

Catherine Harrison	Jane Zahrtner
Eric VanGordon	Jason Huffman

Motion carried unanimously (9-0).

### B. Resignations

It was moved by Earl Shafer and seconded by Kyle Litton to approve the following resignations:

Christina Peters, upon receipt of liquidated damages  
Michelle Huff  
Angie Stimpert

Motion carried unanimously (9-0).

C. Staff Vacancies Report

The current vacancy list was distributed.

**PARAEDUCATOR REPORT**

None

**SUPERINTENDENTS' REPORT**

None

**PROFESSIONAL DEVELOPMENT COMMITTEE REPORT**

A. Individual Development Plan

It was moved by Earl Shafer and seconded by Kathy Massoth to approve the Individual Development Plan for Nancy Sapp. Motion carried unanimously (9-0).

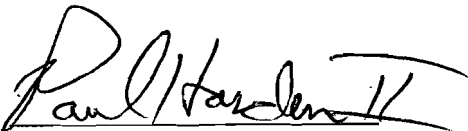
**MISCELLANEOUS**

The Paraeducator Inservice meetings are mandatory.

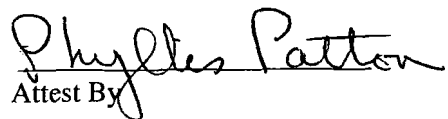
The New Teacher Orientation will be held August 8,2008.

The SKACD Principal Meeting will be held on August 1,2008 at Boothill. More information will be sent out at a later date.

The meeting was adjourned. The next SKACD Board Meeting is scheduled for August 19,2008 at 10:00 a.m. at the Administration Offices in Ensign.



Approved By



Attest By