



## **Prairie Lakes Area Education Agency**

**Monday, June 20, 2016 - 5:00 P.M.**

Ida Grove Community Hall

403 3<sup>rd</sup> Street

Ida Grove, IA

### **Regular Monthly Board Meeting**

#### **AGENDA**

1. Call to Order
2. Roll call
3. Review and Approve Agenda
4. Closed Session - Administrator Evaluation - IA Code 21.5(1)(a)
5. Approve Minutes of May 16, 2016 Board Meeting
6. Approve Monthly Bills and Review Cash Flow Report
7. Personnel Matters
  - A. Retirements/Resignations
  - B. New Hires
  - C. Other
8. Approve Three Year Contract for Chief Administrator
9. Approve Property & Casualty Insurance
10. Approve Audit Services Contract
11. Approve Resolution to Authorize Payment of Fiscal Yearend Expenditures
12. Approve Resolution to Commit Ending Fund Balance
13. Approve Correctional Facility Agreement
14. Approve Orientation and Mobility Service Agreement
15. Approve Itinerant Teacher Service Agreement
16. Approve Independent Contractor Agreement for Occupational Therapist Services
17. Chief Administrator's Report
18. Upcoming Dates
19. Set Date, Time for Next Regular Board Meeting
20. Other
21. Adjournment



# ***BOARD PREVIEW***

for the Board Meeting - June 20, 2016

## ***MISSION OF PRAIRIE LAKES AEA***

*The mission of Prairie Lakes AEA is to ensure success for all learners through collaborative partnerships.*

In an effort to promote better understanding and communication of Board actions, prior to each Prairie Lakes AEA Board meeting this **BOARD PREVIEW** with an agenda and summary of the agenda is sent to all Prairie Lakes staff via email. It includes basic information on the Agenda Items and Chief Administrator's recommendations to the Board. All are encouraged to attend the Board meetings to share their ideas and to see - live - what the discussion and actions of the Board are. Board meetings are held in the Dean Saunders Board Room at the Prairie Lakes AEA Office in Pocahontas at 4 PM unless otherwise noted on the agenda. This preview does not have any information related to discipline, confidential personnel matters, or negotiations.

## **Regular Board Meeting • 5:00 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Review and Approve Agenda - Action Item**
4. **Closed Session - Administrator Evaluation - IA Code 21.5(1)(a)** - The Board will review the information gathered on performance goals and provide feedback.
5. **Approve Minutes of May 16, 2016 Board Meeting - Action Item**
6. **Approve Monthly Bills - Action Item**
  - A. **Review Monthly Cash Flow Report - Information Item**
7. **Personnel Matters**
  - A. **Resignations**
    1. **Licensed - Action Item**
      - a. Sara Toedter, Academic Strategist, Fort Dodge Office, resignation effective at the end of the 2015-2016 contract year.
      - b. Summer Boes, Early Childhood Special Education Teacher/Consultant, Jefferson Office, resignation effective at the end of the 2015-2016 contract year.
      - c. Kim Galles, Leadership & Learning Consultant, Fort Dodge Office, resignation effective at the end of the 2015-2016 contract year.

***Administrator's Recommendation - It is recommended that the resignations be approved as presented.***

## B. New Hires

### 1. Licensed - Action Item

- a. Tricia Christopher, Leadership & Learning Consultant, Estherville Office, 218 days, MA/16, \$70,942, start date August 15, 2016. (replacement)
- b. Katie Darby, Speech Language Pathologist, Webster City Office, 97 days, MA/7, \$27,539, start date August 15, 2016. (replacement)
- c. Molly Elston, Academic Strategist, Storm Lake Office, 193 days, MA/16, \$63,426, start date August 15, 2016. (replacement)
- d. Leslie Franzmeier, Special Education Consultant (Behavior Strategist), Storm Lake Office, 193 days, MA/16, \$63,426, start date August 15, 2016. (replacement)
- e. Angela Harvey, Audiologist, Algona Office, 193 days, PHD/3, \$54,158, start date August 15, 2016. (replacement)
- f. Marta Sandoval, Behavior Strategist, Storm Lake Office, 193 days, MA15/12, \$60,378, start date August 15, 2016. (replacement)
- g. Victoria Bern, Special Education Teacher, Lakes Partnership School, 193 days, BA/Step 2 paid on 3, \$47,613, start date August 15, 2016. (replacement)
- h. Kristy Liechti, Behavior Strategist, Pocahontas Office, 193 days, MA/13, \$60,501, start date August 15, 2016. (replacement)

*Administrator's Recommendation - It is recommended that the 2016-2017 licensed contracts be approved as presented.*

### 2. Classified - Informational Item

- i. Sarah Meighan, Educational Paraprofessional, Lakes Partnership School, 191 days, Grade B Step 11, \$15.54, start date August 15, 2016. (replacement)

## C. Other - None at this time

8. **Approve Three Year Contract for Chief Administrator - Action Item** - Chief Administrator Herzberg is completing his third year of a three year contract. The board will be asked to renew a three year contract. Herzberg's salary was approved with all administrative salaries during the March 21, 2016 Board meeting.

*Administrator's Recommendation - It is recommended that Chief Administrator Herzberg be issued a new 3 year contract.*

9. **Approve Property & Casualty Insurance - Action Item** - EMC Insurance Companies is offering a renewal at a cost of \$98,394. Iowa Public School Insurance Program (IPSIP) is offering a quote at a cost of \$91,513. Additional details of both company's programs are included in the board's packet of information, along with a side by side comparison of coverages and costs. Once both programs are evaluate and discussed, the board will be asked for a recommendation and approval of the 2016-2017 insurance policy.

*Administrator's Recommendation - It is recommended that the agreement be approved as presented.*

10. **Approve Audit Services Contract - Action Item** - Bids were sought for auditing services for the next three fiscal years. Only one bid was received after notice was given. Schnurr & Company, LLP, our current auditing firm, has proposed to continue their services for FYs 2016, 2017, and 2018 at a cost of \$9,700, \$9,800 and \$9,900 respectively. The past three years' audit costs were \$9,500 for each year. The current bid reflects a \$200 increase from last year.

*Administrator's Recommendation - It is recommended the agreement with Schnurr & Company, LLP be approved as presented.*

11. **Approve Resolution to Authorize Payment of Fiscal Yearend Expenditures - Action Item** - To help facilitate proper cutoff for June 30, 2016, and allow the payment of invoices received by the business office prior to June 30, 2016, the Board is asked to pass a resolution allowing the payment of these expenditures in FY16 prior to the July board meeting. These bills will be reviewed at the July board meeting.

*Administrator's Recommendation - It is recommended that the resolution to authorize payment of FY16 yearend expenditures be approved.*

12. **Approve Resolution to Commit Ending Fund Balance - Action Item** - As per GASB 54, a specific portion of fund balance can be shown as committed if the Board approves the specific purpose of the committed amount prior to June 30. The exact amount can be determined after June 30, but must be done prior to closing the books for the fiscal year. Upon board approval the commitment remains in place unless or until specific board action is taken to change or undo the first action. Of course, part of the commitment is that the AEA does actually spend the committed amount on the specific purpose approved by the Board. It is recommended that the Board approve committing funds to be set aside for the specific purpose of paying the early retirement program benefits due to staff that were approved earlier in the year. Our old early retirement plan also had funds set aside for this purpose.

*Administrator's Recommendation - It is recommended that the resolution to commit ending fund balance be approved.*

13. **Approve Correctional Facility Agreement - Action Item** - Approval of the contract between Prairie Lakes AEA and the Fort Dodge Correctional Facility and North Central Correctional Facility for special education services to inmates from July 1, 2016 to June 30, 2017. The Agency is required by the State to provide these services. The Agency is reimbursed by the participating districts.

*Administrator's Recommendation - It is recommended that the correctional facility agreements be approved as presented.*

14. **Approve Orientation and Mobility Service Agreement - Action Item** - Approval of the contract between Prairie Lakes AEA and Iowa Educational Services for the Blind and Visually Impaired for special education services to children from July 1, 2016 to June 30, 2017. The Agency is required by the State to provide these services. The cost to the Agency is estimated at \$58,490.96. The 2015-2016 cost was \$43,174.64; this will be a \$15,316.32 increase in costs.

*Administrator's Recommendation - It is recommended that the orientation and mobility service agreement be approved as presented.*

15. **Approve Itinerant Teacher Service Agreement – Action Item** – Approval of the contract between Prairie Lakes AEA and Iowa Educational Services for the Blind and Visually Impaired for special education services to children from July 1, 2016 to June 30, 2017. The Agency is required by the State to provide these services. The cost to the Agency is estimated at \$166,291.02. The 2015-2016 cost was \$163,732.14; this will be a \$2,558.88 increase in costs.

*Administrator's Recommendation - It is recommended that the itinerant teacher service agreement be approved as presented.*

16. **Approve of Independent Contractor Agreement for Occupational Therapist Services – Action Item** – This agreement is a continuation of the occupational therapist service agreement between PLAEA and Jodi Ramsey. The contract provides for 12 hours of service per week at \$52.00 per hour. The agreement runs from July 1, 2016 to June 30, 2017.

*Administrator's Recommendation - It is recommended that the independent contractor agreement be approved as presented.*

17. **Chief Administrator's Report – Information Item –**

**A. Recognition of Excellence:**

The Fort Dodge Correctional Facility will recognize three students who have achieved either the credits needed to graduate from high school, or earn their High School Equivalency Degree. Congratulations to the students who accomplished this achievement from inside a correctional facility with the help and support from one of our teachers, Nancy Trampel. Nancy and these young men deserve a lot of credit for this accomplishment. It is a pretty special thing!

**B. Board Member Development:**

- Brent Siegrist May Report
- Lakes Partnership School Update

**Upcoming Dates – Information Item –**

- IASB Fiscal Management Conference July 20, 2016 – Altoona, Iowa
- 2016 IASB Annual Convention November 18<sup>th</sup> and 19<sup>th</sup> – Des Moines, Iowa
- AESA 31<sup>st</sup> Annual Conference November 30<sup>th</sup> – December 3<sup>rd</sup> – Savannah, Georgia

18. **Set Date and time for Next Board Meeting – Information Item** – The July board meeting is scheduled for **Monday, July 18, 2016 – 4:00 p.m. Prairie Lakes AEA, 500 NE 6<sup>th</sup> Street, Pocahontas, Iowa.**

19. **Other**

20. **Adjournment**