



## **Prairie Lakes Area Education Agency**

**Monday, June 26, 2017 - 5:00 P.M.**

Roxy Theatre, 218 South Main Street  
Alta, Iowa

### **Regular Monthly Board Meeting**

#### **AGENDA**

1. Call to Order
2. Roll call
3. Review and Approve Agenda
4. Approve Minutes of May 15, 2017 Regular Board Meeting
5. Approve Monthly Bills and Review Cash Flow Report
6. Personnel Matters
  - A. Retirements/Resignations
  - B. New Hires
  - C. Other
7. Approve Third Reading of Board Policy Series 800
8. Approve Second Reading of Board Policy Series 900
9. Approve Second Reading of Board Policy Series 1000
10. Approve Special Education Director Sharing Agreement
11. Approve School Technology Technician Agreements
12. Approve Correctional Facility Agreements
13. Approve Orientation and Mobility Service Agreement
14. Approve Itinerant Teacher Service Agreement
15. Approve Independent Contractor Agreement for Occupational Therapist Services
16. Approve Fiscal Agent Service Agreement
17. Approve Resolution to Authorize Payment of Fiscal Yearend Expenditures
18. Approve Resolution to Commit Ending Fund Balance
19. Chief Administrator's Report
20. Upcoming Dates
21. Set Date, Time for Next Regular Board Meeting
22. Other
23. Adjournment



# **BOARD PREVIEW**

for the Board Meeting - June 26, 2017

## **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. **Approve Minutes of May 15, 2017 Regular Board Meeting - Action Item**
5. **Approve Monthly Bills - Action Item**
  - A. **Review Monthly Cash Flow Report - Information Item**
6. **Personnel Matters**
  - A. **Retirements/Resignations**
    1. **Licensed - Action Item**
      - a. Samantha Cagle, Behavior Strategist, Jefferson Office, resignation effective at the end of 2016-2017 contract year.
      - b. Nicole Fisher, Special Education Teacher, Lakes Partnership School, resignation effective at the end of the 2016-2017 contract year.
      - c. Erin Handeland, Occupational Therapist, Algona Office, resignation effective at the end of the 2016-2017 contract year.
      - d. Cheryl Lyon, School Social Worker, Storm Lake Office, resignation effective at the end of the 2016-2017 contract year.

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

**2. Non-Bargaining - Informational Item**

- a. Nanette Smith, Lead Teacher - Lakes Partnership School, resignation effective June 12, 2017.

**B. New Hires**

**1. Licensed - Action Item**

- a. Vanessa Jorgensen, Behavior Strategist-Behavior Programming Coordinator, Lakes Partnership School, 193 days, MA/11, \$59,101, 2017-2018 contract year.
- b. Melanie Fisher, Leadership & Learning Consultant, Storm Lake office, 193 days, MA/8, \$56,174, 2017-2018 contract year.
- c. Lynae Otten, School Social Worker, Spencer office, 193 days, MA/9, \$57,149, 2017-2018 contract year.

*Administrator's Recommendation - It is recommended that the 2017-2018 licensed contracts be approved as presented.*

**C. Other - None at this time**

**7. Approve Third Reading of Board Policy 800 Series - Business Procedures - Action Item**

The third reading of policy changes for Board Policy 800 Series. Changes included in the preview materials.

*Administrator's Recommendation - It is recommended that the third reading of the Board Policy 800 Series be approved.*

**8. Approve Second Reading of Board Policy 900 Series - Building & Sites - Action Item**

The second reading of policy changes for Board Policy 900 Series. Changes included in the preview materials.

*Administrator's Recommendation - It is recommended that the second reading of the Board Policy 900 Series be approved.*

**9. Approve Second Reading of Board Policy 1000 Series - School-Community Relations - Action Item**

The second reading of policy changes for Board Policy 1000 Series. Changes included in the preview materials.

*Administrator's Recommendation - It is recommended that the second reading of the Board Policy 1000 Series be approved.*

**10. Approve Special Education Director Sharing Agreement - Action Item**

PLAEA will contract with Heartland AEA to share the services of their Special Education Director for the 2017-2018 fiscal year. The Agency will pay 10% of the annual compensation package of Randy Allison, Acting Director for Heartland AEA.

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

**11. Approve School Technology Technician Agreements - Action Item**

PLAEA is extending agreements with Gilmore City Bradgate CSD, in the amount of \$24,780 for 84 days of service, Laurens Marathon CSD, in the amount of \$24,780 for 84 days of service, Storm

Lake Catholic School, in the amount of \$12,390 for 42 days of service, and Twin Rivers CSD, in the amount of \$24,780 for 84 days of service during the 2017-2018 school year. Services are provided by the agency's technology staff.

*Administrator's Recommendation - It is recommended that the school technology technician agreements be approved as presented.*

**12. 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, 2017 to June 30, 2018. 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 agreement be approved as presented.*

**13. 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, 2017 to June 30, 2018. The Agency is required by the State to provide these services. The cost to the Agency is estimated at \$58,870.91. The 2016-2017 cost was \$58,490.96; this will be a \$379.95 increase in costs.

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

**14. 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, 2017 to June 30, 2018. The Agency is required by the State to provide these services. The cost to the Agency is estimated at \$168,739.66. The 2016-2017 cost was \$166,291.02; this will be a \$2,448.64 increase in costs.

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

**15. Approve of Independent Contractor Agreement for Occupational Therapist Services - Action Item**

This agreement is a new occupational therapist service agreement between PLA EA and Donna Bachman. The contract provides for 8 hours of service per week at \$52.00 per hour. The agreement runs from August 1, 2017 to June 30, 2018.

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

**16. Approve Fiscal Agent Service Agreement - Action Item**

Approval of the contract between Prairie Lakes AEA and Early Childhood Iowa for fiscal agent services from July 1, 2017 to June 30, 2018. The Agency has been providing these services for fourteen years. The Agency will receive \$4,000 for this work.

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

17. **Approve Resolution to Authorize Payment of Fiscal Yearend Expenditures - Action Item**

To help facilitate proper cutoff for June 30, 2017, and allow the payment of invoices received by the business office prior to June 30, 2017, the Board is asked to pass a resolution allowing the payment of these expenditures in FY17 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 FY17 yearend expenditures be approved.*

18. **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.

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

19. **Chief Administrator's Report - Information Item**

1. **Recognition of Excellence:**

- Anyone you may have heard of to send a positive note to this month?

2. **Board Member Development:**

- Brent Siegrist May Report
- Would anyone be interested in serving on an employee relations committee in the future as we begin to think through, with our staff, how the collective bargaining changes may affect PLAEA? We would start this work in the fall but I want to do some summer planning in regard to this.

3. **Advocacy:** If you haven't sent your legislator a thank you for what they accomplished this session, please do so. If you need contact info, please ask.

20. **Upcoming Dates - Informational Item**

- IASB Fiscal Management Conference, July 19, 2017, The Meadows Conference Center, Altoona.
- IASB Employee Relations Conference, October 17, 2017, The Meadows Conference Center, Altoona.
- IASB Annual Convention, November 15-17, 2017, Iowa Events Center, Des Moines.
- IASB Day on the Hill, January 30, 2018, Des Moines.

21. **Set Date and time for Next Board Meeting - Information Item**

The July board meeting is scheduled for **Monday, July 17, 2017 - 4:00 p.m. Prairie Lakes AEA, 500 NE 6<sup>th</sup> Street, Pocahontas, Iowa.**

22. **Other**

23. **Adjournment**