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AREA COOPERATIVE FOR EDUCATIONAL SUPPORT
GOVERNANCE BOARD MEETING

Minutes

August 24, 2017 10:00 AM

NWMSU CIE 1402

- I. Roll Call-The meeting was called to order at 10:05 a.m. by Shannon Nolte, West Nodaway. Roll call was answered by 14 districts. Those who were not in attendance were Avenue City, Fairfax, North Nodaway, South Holt, South Nodaway, and Tarkio. Additional attendees were Steve Klotz, Maryville Assistant Superintendent, and Haley Humes, ACES School Psychologist. Additional attendees do not have an additional vote for their district.
- II. Minutes 06-06-2017-The minutes from 06-06-2017 were reviewed. Ken Eaton, Mound City, made a motion to accept the minutes. Jim Shultz, North Andrew, seconded the motion. The motion passed 14-0.
- III. Financial Report
 - A. FY17 Quarter 4 Report & End of Year Budget Summary-The FY17 Quarter 4 Report and Budget Summary was presented. Cindy Naber, ACES Director, shared that the FY17 expenditures to date were 96.70% and the FY17 revenues were 91.86%. This put the reserve account balance at \$95,682.99. The Director addressed the need to spend down a portion of the reserve balance, which will be addressed during the FY17 Cost by District. The number of school visits for social workers were lower due to one less social worker on staff with ACES for the 2016-2017 school year, the school psychologist visits were significantly lower due to having a school psychologist intern on staff, and the director visits saw an increase from the previous year. The diagnostic assessments were significantly higher. Ken Eaton, Mound City, made a motion to accept the FY17 Quarter 4 Report and End of Year Budget Summary. Johnny Silkett, South Nodaway, seconded the motion. The motion passed 14-0.
 - B. FY18 Final Budget-The FY18 Budget was presented. Cindy Naber, ACES Director, shared that once final numbers were in from the 2016/17 school year, OT services had went over projected budget by \$45,884.60; projected was \$94,395.00 actual year-to-date costs were \$140,279.60. Early Childhood Special Ed State revenue was projected at \$71,560.68, actual revenues were \$80,366.57. The director proposed an amendment be made to the ACES FY18 Budget in the area of expenses: Purchased Services OT increase from \$128,700.00 to \$137,505.89 (\$8805.89 increase) and revenues: Early Childhood Special Ed State increase from the proposed amount of \$71,560.68 to \$80,366.57 (8805.89 increases). There were no other amendments. Matt Martz, Worth County made a motion to accept the final budget. Brian Garner seconded the motion. The motion passed 14-0.
 - C. FY17 Cost By District-The cost by district was shared by Cindy Naber, ACES Director. Cindy stated that due to the overage from the prior year, she is recommending that the reserve balance be spent back down to \$60,000, which is similar to the amount that it has carried for several years. The additional \$35,682.99 will be divided amongst the districts. Ken Eaton,

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Mound City, made a motion to approve the final costs and use of \$35,682.99 to be deducted from the FY18 district billing statements. Johnny Silkett, South Nodaway, seconded the motion. The motion passed 14-0.

IV. Reports

- A. ACES Director Report-Cindy Naber, ACES Director, shared that important due dates and trainings will continue to come out in the ACES newsletter. Districts are encouraged to be in contact with Cindy to schedule CPI trainings. A list of ACES Training are included in the board packet. Additional CPI Refresher dates of September 6 and October 26, 2017, were shared with the member districts. Haley Humes, School Psychologist, will begin working in all 20 school districts. Haley shared a brief overview of what school psychological services would look like for the member districts. Haley and Cindy shared that they were open to providing student behavioral consultations and specialized professional development opportunities to the member district. Cindy Naber, ACES Director, shared that a sample Restraint, Isolation and Seclusion handbook would be electronically sent in a word document format, so it could be adopted by the member districts. In the handbook are policies, as well as, sample documentation forms to assist districts in meeting the requirements of this board policy.
- B. 2017 District Services Summary-The 2016-17 Service Summary was shared. Cindy Naber, ACES Director reviewed how the figures are calculated. The Service Summary is a report that gives the best estimate of the cost of the services that each district receives compared to the district's actual billed costs. Cindy shared that the amount billed is assessed at the beginning of each year, is based on Part B funds received by each district, and is not calculated based on the services that each district requests and uses throughout the year. Because of this, each district is encouraged to maximize their cost outcome by utilizing ACES services to the fullest extent possible based on their district needs.

V. Old Business-There was no old business.

VI. New Business

- A. Speech Implementer Approval Forms-Cindy Naber, Director of ACES, shared that speech implementer model forms and the required advertisements for SLP and/or SLP-A had been sent to DESE for approval for each participating member district. There is one district that changed implementers after school started, and the speech implementer model form has not been received. Cindy has not heard from DESE in regards to whether the forms have been approved or denied, she will follow-up with DESE.
- B. Fiscal Agent Update-Ken Eaton, Mound City, shared that his board of directors were supportive of Mound City R-II assuming the role of ACES fiscal agent as they understand the importance of keeping the cooperative together. Ken shared that there may be potential for a retired secretary to assume the accounting responsibilities associated with becoming fiscal agent, however he must abide by the provisions of her retirement and wait 30 days to contact her about the proposal. Tim Jermain, Jefferson, shared that his board of directors and secretary were willing to assume the responsibility of

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ACES fiscal agent. However, Tim was still considering the idea due to numerous other roles, duties, and responsibilities that he fulfilled at his district. Becky Albrecht, Maryville Fiscal Agent, shared there were some concerns of the ACES staff members in regards to change of fiscal agent and employee benefits. Cindy Naber, Director of ACES, suggested a meeting with the new fiscal agent, ACES director, and current fiscal agent to discuss the ACES employee benefits and other business, once the new fiscal agent has been determined by the October 16, 2017 ACES board meeting.

- C. Social Worker and Member District Contracts-Cindy Naber, Director of ACES, shared there were still unsigned social worker contracts; these were collected at the meeting. The 2017-18 Member District Contracts, included in the board packet, were signed by the superintendents and collected at the meeting.
 - D. Committee Rotation-The committee rotation was reviewed by the group. There was no discussion.
 - E. Cooperative Agreement-Rick Calloway, Union Star, updated the governing board on the information from Stephen Freeland, school lawyer, in regards to ACES being subject to the Sunshine Law. Cindy Naber, Director of ACES, shared that notice of open meeting had been posted in accordance with the Sunshine Law. A copy of the notice of open meeting was included in the board packet.
 - F. Other New Business-There was no new business.
- VII. Adjourn-Ken Eaton, Mound City, moved to adjourn at 11:14 A.M. The motion was seconded by Rick Calloway, Union Star. The motion passed 14-0.