



**SUPERINTENDENTS' ADVISORY COMMITTEE MEETING
November 2, 2016**

Members Present: Ron Jacobs, Scott Petrie, Tom Berg, Kyle Ganson, Shannon Bumann, Kristin Humphries, Terri VanDeWiele, Alan Boucher, Mike Oberhaus, Jay Morrow and Tammy Muerhoff (Ex-Officio)

Members Absent: Any Richmond, Joe Blessman and Perry Miller

BHASED Staff: Christan Schrader, Katie Kuehl and Joyce Utz

1. Preliminary

A. Call to Order

The Superintendents' Advisory Committee (SAC) meeting was called to order at 12:00 noon by Chairman Jay Morrow.

B. Approval of Minutes

Dr. Oberhaus made the motion to approve the October 5, 2016 minutes as presented. Mr. Humphries seconded the motion. The motion carried unanimously by a roll call vote. Ayes: Mr. Jacobs, Mr. Petrie, Mr. Berg, Mr. Ganson, Mr. Bumann, Mr. Humphries, Dr. VanDeWiele, Mr. Boucher, Dr. Oberhaus and Dr. Morrow. Nays: None.

2. Communication

No one requested an opportunity to address the SAC at this time.

3. Reports

A. Reports from SAC Members

No reports were given at this time.

B. Report from BHASED Director

Christan Schrader reported on the following:

- The IDEA Flow Through and IDEA Preschool Final Allocations were released; there were no changes made to the allocation, preliminary numbers were the same as the final numbers.
- There is an amendment open for the IDEA Flow Through grant. The districts may make changes to staffing or expenses prior to November 16th.
- Henry Stark Special Ed Coop contacted BHASED regarding Vision itinerant services due to the fact they are short a Vision teacher; several of their students were not being served. One of our teachers has enough time in her schedule to cover a couple of students (one direct and one consult situation). These Districts will be billed at a higher rate and be billed for mileage and drive time.

4. Blanket Motion

Mr. Berg made the motion to blanket Agenda items 5. A-B, 6. A-C and 7. Dr. VanDeWiele seconded the motion. The motion carried unanimously by a roll call vote. Ayes: Mr. Jacobs, Mr. Petrie, Mr. Berg, Mr. Ganson, Mr. Bumann, Mr. Humphries, Dr. VanDeWiele, Mr. Boucher, Dr. Oberhaus and Dr. Morrow. Nays: None.

5. Business/Finance

A. Recommendation to Approve Financial Statements – September 2016

B. Recommendation to Approve Bills – October 2016

6. Personnel

6.1 Employment:

- A. Zoanne Nelson – Black Hawk Center Paraprofessional
- B. Holley Handel – Phoenix Paraprofessional
- C. Brooke Frederick – Bookkeeper

7. 10-Year Health Life Safety Survey

8. Director's Evaluation

Dr. Morrow has emailed the evaluation form to all SAC members. The completed evaluation forms are due to Dr. Morrow by December 16, 2016.

9. Executive Session

Mr. Jacobs made the motion to go into Executive Session to discuss personnel. Mr. Berg seconded the motion. The motion carried unanimously by a roll call vote. Ayes: Mr. Jacobs, Mr. Petrie, Mr. Berg, Mr. Ganson, Mr. Bumann, Mr. Humphries, Dr. VanDeWiele, Mr. Boucher, Dr. Oberhaus and Dr. Morrow. Nays: None. The SAC went into Executive Session at 12:08 p.m.

Mr. Bumann made the motion to return to Open Session. Mr. Berg seconded the motion. The motion carried unanimously by a voice vote. The SAC returned to Open Session at 12:43 p.m.

10. Informational Items:

A. Audit Status/Update

The Coop's audit was postponed by Russ Rumbold from Gorenz. The audit has not been rescheduled at this time. Gorenz and associates has requested several documents be emailed to them for review.

Gorenz has also recommended a change from modified accrual accounting to cash basis accounting. The SAC discussed the pros and cons of each. Katie Kuehl, BHASED Business Manager, stated she has done the cash basis accounting but is familiar with the accrual system as well. Dr. Oberhaus encouraged the coop to stick to the accrual accounting system.

B. Referral for Speech Services

The HFS has finally clarified their position that SLPs must have an annual referral for speech services in order to bill Medicaid. A meeting is scheduled for November 14th at BHASED with all district SLPs to further develop a plan to move forward.

C. Needs Assessment

The process for needs assessment will be different than in the past and will be tied to the budgeting process in an effort to run the cooperative in a more fiscally responsible and efficient manner. A template for all departments will be used. Additionally, the BHASED Coordinators will continue to complete an annual needs assessment within the districts; however, they will be taking a look to make sure we are gathering data that will be helpful to your districts.

Also, there is currently no formal process/documentation that has been used for Districts to request/contract for services with the Cooperative. Christan stated she is developing a contract or document by which districts will request (psychology, social work, and SLP) services from BHASED. These will need to be completed and turned into Christan no later than January 15th of each year.

As part of the Needs Assessment process, a survey will be sent to each Superintendent, the principals and any other special education staff in your buildings to complete relative to the professional development needs of your district relative to special education. This information will be used to plan trainings and speakers for the remainder of this school year and next.

D. BHAEC Update

- 100% participation in the recently held Parent/Teacher Conferences
- 15 students utilized the Dental van
- Through the Wellness Program, the Social Workers are continuing to provide information to parents
- On 12/15, 2 students will graduate
- The annual Christmas Program will be held on 12/21 at 9:00 am.

There being no further business, Mr. Bumann made the motion to adjourn. Mr. Berg seconded the motion. The motion carried unanimously by a voice vote. The SAC was adjourned at 1:01 p.m.

Respectfully,

Dr. Jay Morrow, Chairman

Ms. Christan Schrader, Secretary