

O.U.R. Educational Cooperative Governing Board  
Minutes of the July 16, 2010 Board Meeting

**Board Members Present:** James Trammell, Joe Couch, Dr. Randy Byrd, Donald Sharp, Wayne Carr, Dale Query, John Calaway, Kerry Saylor, Regina Brown, Joe Hulsey, Charles Trammell, and Larry Ivens.

**Board Members Absent:** Richard Denniston, Melinda Moss, Jerry Parrett, and Andrew Vining.

**Cooperative Staff Present:** Rick Nance, Kim Fowler, and Sandra Johnson.

**Guest(s) Present:** Dr. Darin Nutter from U of A.

- I. Joe Couch called the meeting to order at 10:10 a.m.
- II. Approval of Minutes

*James Trammell made a motion to approve the minutes of the May 21, 2010 Regular Board meeting. The motion was seconded by Charles Trammell with the vote to approve unanimous.*

III. Reports

- A. Financial Report – Mr. Nance presented the financial reports as of May 31, 2010 and June 30, 2010. (See attachment.) There were no deficit account balances as of June 30, 2010. Mr. Nance anticipates making a recommendation to transfer into the building fund at next month's meeting.

*Don Sharp made a motion to accept the financial report. The motion was seconded by Dr. Randy Byrd and the vote to accept was unanimous.*

- B. Dr. Darin Nutter, a professor in engineering from the U of A presented information related to energy conservation and controlling utility costs for schools.

- C. Teacher Center Report—Kim Fowler shared information related to the topics listed below. (See attachments.)

- 1. ADE Determining School Status Videoconference on August 5
- 2. ParaPro Assessment on August 9
- 3. Lottery Scholarship Training—August 4, August 30 and September 8
- 4. Reminder Information Superintendent's Fall Conference—Sept. 22 and 23
- 5. Assessment Overview Videoconference—August 18
- 6. Onsite Standards Review Checklist—August 26

IV. Business

- A. August/September Board Meeting—Our regular board meetings are on the third Friday of each month. However, since August is a lively month, we have in the past combined the August/September meetings into one on the Friday before Labor Day. That date falls on Friday, September 3. Also, I have on my schedule that there is a Rural Education meeting in Branson on October 15. Therefore, we might want to reschedule that date if there are several who plan on attending that conference. (See attachment.)

*Kerry Saylor made a motion to combine the August/September board meetings, move the October meeting to October 8, 2010, and have the other meetings as listed in the attachment. The motion was seconded by Charles Trammell with the vote to approve unanimous.*

- B. *Equipment Disposal* – We have several copiers that are outdated and worn out that need to be disposed. Any parts that can be used we have removed. We plan to take them to Tom Barr Recycling Center. I will have a list for the meeting. (see attachment 11)

***Recommendation: Approve the attached list of copiers for disposal and removal from fixed assets inventory. Motion made by Dr. Randy Byrd and seconded by Dale Query. Vote to approve was unanimous.***

- C. *2009-10 Annual Report* – Each year the co-op completes a required annual report which is sent to the ADE. I will have a copy of the report for you at the meeting. (copy provided.)

**Motion to accept the 2009-10 annual report as published was made by Charles Trammell and seconded by Don Sharp. Vote in favor was unanimous.**

- D. *2009 Audit Report* - We recently received our 2009 audit report. One finding, internal control (segregation of duties) was noted. Although there was no response required for the internal control (segregation of duties) finding, I did file a corrective action for one supplemental comment concerning the Disaster Recovery Plan which stated the following.

The Ozarks Unlimited Resources Cooperative's administrative team will begin an immediate review of the items noted on the Disaster Recovery Plan as unacceptable and will implement changes to the plan that will address the suggestions made by audit officials.

***Recommendation: Accept the audit report and the director's response to the internal control finding. Don Sharp made a motion to accept the audit report and the director's response to the internal control finding. Motion was seconded by Charles Trammell and the vote to approve was unanimous.***

- E. *Milk Bids* – O.U.R. accepts bids for dairy products for school districts. There is one bidder – Hiland Dairy. (see bid packet)

***Recommendation: Approve the Hiland Dairy bid for dairy products for O.U.R. School districts. Motion made by Dr. Randy Byrd and seconded by Charles Trammell. Vote to approve was unanimous.***

- F. *Paper Bids* – Earlier we approved using the state contract for paper orders. However, Unisource did not accept our order on the date we sent it because of incomplete data. We updated the order the following day; however, the prices had increased about a dollar and a half. We informed them that since the original contract price was now higher, we would be taking bids. We notified vendors and received two bids for consideration and considered those with the revised state contract by Unisource.

The low bidder was American Paper & Twine. (see bid packet)

American Paper & Twine	\$27.30
RIS Paper Co.	\$28.34
Unisource State Contract	\$27.38

***Recommendation: Approve American Paper and Twine paper bid for 2010-11. This motion was made by Charles Trammell and seconded by Don Sharp. Vote to approve was unanimous.***



- G. *Early Childhood Building Project* – We have been working on getting this project started for several months. If you recall, we received \$192,756 from ARRA funds to be used for early childhood special education. About \$24,000 of the ARRA funds were assigned to classroom materials and playground equipment. The remainder was delegated to the building project (about \$169,000). The rest of the building budget (about \$50,000) was approved through our early childhood special education budget.

We advertised for bids for our Early Childhood building project during June; however, we had no bids submitted. I have met several times with our architect, Terry Cooper. At this time I have a construction manager proposal from one contractor – Butch May Contracting, Inc. The guaranteed maximum contract amount is \$232,742.75. Our original budget for this project was \$216,000 so this is \$16,742.75 over our original contract amount. We are hopeful that the final number will be at the original \$216,000 number. (see attachments p. 13-16)

***Recommendation: Approve the director to enter a construction management contract with Butch May Contracting, Inc. Motion was made by Charles Trammell with second by Dr. Randy Byrd. Vote to approve was unanimous.***

- H. *Certified Personnel Policy* – In April the certified policy committee presented a policy concerning the co-op paying for the \$100 teacher licensure renewal. At that time, it was referred back to the committee. The committee would like to submit for approval a revised policy. The revised policy is as follows.

#### Policy Recommendation 3.3

O.U.R. Cooperative will reimburse certified personnel for their Arkansas Teacher Licensure renewal providing the certified staff member is employed on a certified teacher contract, that he/she has worked for the O.U.R. Cooperative for **five** or more years in a certified position, and required documentation is provided.

***Charles Trammell made a motion to accept the recommendation from the PPC for the 2010-11 school year pending a vote to approve by the certified personnel. The motion was seconded by Kerry Saylor with the vote to approve unanimous.***

- I. *Gifted Education Program* – The G/T grant, which was already insufficient to support the G/T budget, was cut in half for the 2010-11 year. At our May meeting we discussed several options including those noted below. (see attachments p. 17 & 18)

Option 1 – Eliminate the position ( no cost to anyone but no services)

Option 2 - Make it a part-time position (4 days with co-op making up difference – full G/T services to district G/T coordinators but fees collected for all other PD & activities such as quiz bowls, chess tournament, etc.)

Option 3 – Full time with schools & co-op contributing

Option 4 – Other

Since that meeting Dr. Fowler and I have looked for an option that included full G/T services with limited or no costs to districts. We have written and received a one year professional development grant from the ADE that we plan to use for part of Mrs. Johnson's salary. This will entail some extra duties for Mrs. Johnson; however, her Target Assessment duties have decreased some so we believe she can handle it. We are asking for no district contributions for services that relate to G/T coordinator services to district administrators or district G/T coordinators. However, if there are requests for PD to the general staff of districts or other miscellaneous services, then a service contract would be drawn up between the co-op and the district. Also, for extracurricular activities (two elementary Quiz Bowls & Elementary Chess Tournament ),

there would be a reasonable participation fee. The charge for general staff professional development will be her contract cost per day for the PD presentation and planning (minimum of 0.5 day). For the extracurricular activities, we currently charge \$25 for two quiz bowls and \$25 for the chess tournament. I recommend a per school charge of \$100 per team per bowl and \$100 per team per chess tournament.

*Recommendation: A charge equal to the contract cost per day will be charged for services of the O.U.R. G/T Coordinator that is outside the job description of services to district administrators and district G/T coordinators. A fee of \$100 will be charged to each school team for each quiz bowl tournament and chess tournament. Motion was made by Charles Trammell and seconded by Wayne Carr. Vote to approve was unanimous.*

J. Personnel

1. Resignations

- a. Susan Morris as para @ Yellville ABC
- b. Vanessa Kelly as O.U.R. speech pathologist
- c. Michele Graves as summer CPEP teacher
- d. Trena Smith's as ABC para @ Mt. Judea

*Motion was made by Charles Trammell to accept these recommendations. Second by Kerry Saylor with vote to approve unanimous.*

2. Contract Offers:

- a. Sara Asay - speech language pathologist for Early Childhood Special Education Department
- b. Shannon Taylor - K-12 speech pathologist for two days
- c. Bethaney Jeppsen - CPEP teacher @ Eureka Springs

*Motion was made by Wayne Carr with a second by Don Sharp. Vote to approve was unanimous.*

Meeting was adjourned at 11:30 a.m.

Respectfully submitted by Kim Fowler