

# Minutes

## Meeting of the Board of Directors

### South Central Service Cooperative

#### November 16, 2016

The Board of Directors of the South Central Service Cooperative met on November 16, 2016, in a legal, open meeting at South Central Service Cooperative in Camden, Arkansas. President John Ward declared a quorum of members present and called the meeting to order at 9:00 AM with a moment of silence. The following board members were present: Jeff Alphin, Jimmy Cunningham, Gary Hines, Robby Lowe, Denny Rozenberg, Dr. Albert Snow, Jim Tucker, Michael White, and Dave Wilcox.

Marsha Daniels, SCSC Director, also attended the board meeting along with co-op staff members, Karla Brian, EC SPED Coordinator; Robin Cole, ABC/GT Coordinator; Ella Faye Davis, Administrative Assistant to the Director; and Glen Scott, Bookkeeper. Special guests were Dr. Zaidy MohdZain, Dean, SAU College of Education & Professor of Education; and Rhonda McDonald, RN, BSN Community Health Nurse Specialist Master ASIST Trainer, Arkansas Department of Health.

The minutes of the October 12, 2016, meeting of the SCSC Board of Directors were read. Mr. Jimmy Cunningham made a motion to approve the minutes for October 12, 2016; Mr. Michael White seconded the motion. The motion carried.

The financial reports were given by Mr. Glen Scott. The director made a recommendation that the board approve the September financial reports as submitted. Mr. Dave Wilcox made a motion to accept the director's recommendation to approve the September financial reports as submitted; Mr. Jim Tucker seconded the motion. The motion carried.

The next item of business was a report from Glen Scott on the distribution of a \$600 insurance supplement to all qualifying employees. Mr. Scott stated that it was time to pay the insurance supplement to the staff. This was informational only because the supplement is included in employee contracts.

The next item of business was a non-recurring salary payment update. Mr. Glen Scott shared with the board that we had budgeted at the beginning of the year for a non-recurring salary payment for licensed staff in the amount of \$2,250 and in the amount of \$1,800 for classified staff. After reviewing the co-op's current financial condition, the director made the decision that the budget could safely afford \$1,125 for licensed staff and \$900 for classified staff. This portion of the non-recurring salary payment will be paid in November to licensed staff in the amount of \$1,125 and in the amount of \$900 for classified staff. Mr. Gary Hines made a motion to accept the director's recommendation to pay the non-recurring salary payment for licensed staff in the amount of \$1,125 and in the amount of \$900 for classified staff. Dr. Albert Snow seconded the motion. The motion carried. Mrs. Daniels told board members that she would bring a recommendation for the balance of this non-recurring salary payment near the end of the 2016-2017 fiscal year.

The next item of business was a recommendation for supplemental pay for additional duties for Candi Andrews. The director stated that Candi Andrews would be taking on additional duties assisting Robin Cole with Quiz Bowl tournaments. The director stated that the SCSC supplemental salary schedule allows the director to award, "supplemental pay for additional work or duties." This supplemental pay "is based on an increment or a fraction of an increment. One increment equals \$1,800." The director made a recommendation that the board approve a supplemental pay increment in the amount of \$900 for Candi Andrews for these additional duties or .5 of an increment. Mr. Jimmy Cunningham made a motion to accept the director's recommendation to pay the supplemental pay in the amount of \$900 for Candi Andrews for these additional duties. Mr. Michael White seconded the motion. The motion carried.

The next item of business was a presentation by Rhonda McDonald, Community Health Specialist. Mrs. McDonald provided the board members with information on trainings that were available through the Arkansas Department of Health for their schools. This is for informational purposes only.

The next item of business was a presentation by Dr. Zaidy MohdZain, Dean, SAU College of Education & Professor of Education. He spoke with the board members and discussed the current teacher education pipeline, how teacher education candidates are becoming fewer and fewer, and steps SAU is taking to address the lack of teacher education candidates. This was informational purposes only.

The next item of business was the appointment of AAEEA Legislative Committee members. The meetings will be held on Wednesdays with the first meeting on January 5, 2017, at the Superintendents' Symposium. The following nominations were made: Mr. Jimmy Cunningham (Facilities & Finance); Dr. Albert Snow (Governance); and Marsha Daniels (Curriculum & Instruction). Each of these individuals will give updates at future board meetings. Mr. John Ward and Mr. Jim Tucker will serve as alternates as needed. This was informational only.

The next item of business was the Early Childhood Special Education Coordinator's report by Karla Brian. Mrs. Brian provided the board with updated child find numbers, 133, down from last year's 242 and stated that 13% of budget has been spent to date. This was for informational purposes only. Mrs. Brian will present the final certified child count on December 14, 2016, at the next board meeting.

The next item of business was the Arkansas Better Chance Coordinator's report given by Robin Cole. Mrs. Cole provided the board with updated numbers; 171 to date. This was for informational purposes only.

Other relevant business that was shared:

The director stated that the next board meeting will be on December 14, 2016.

The director reminded board members that the Legislative Round Table with Dr. Richard Abernathy, Moderator, will be held December 15, 2016. Dinner will be served at 4:45 PM, and training will begin promptly at 5:30 PM. This will be a 3-hour training session.

The director said she would provide via email to the board members the director's evaluation form. She requested that each member complete the form and mail it directly to Mr. John Ward. Mr. Ward will tabulate responses and share them as he determines appropriate in relation to renewal of the director's 3-year contract.

With no further business to discuss, Mr. Jimmy Cunningham made a motion to adjourn the SCSC Board of Directors' meeting; Dave Wilcox seconded the motion. The motion carried, and the meeting adjourned at 10:15 AM.

12/14/16

12/14/16

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President

Date

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Secretary

Date