

**Mountain Education Center Inc.
Governing Board Minutes
In Person Brasstown Resort
Tuesday, June 14, 2011
2 P.M.**

BOARD MEMBERS PRESENT:

Mr. Barry Pritchett, Collaborative Board Member	Mr. Ben Arp, Superintendent, Pickens County
Mr. Mark Henson, Superintendent, Fannin County	Mr. Dewey Moye, Superintendent, Lumpkin County
Mr. Gary Steppe, Superintendent, Union County	Dr. Franklin Johnson, Collaborative Board Member
Dr. Richard Behrens, Superintendent, Towns County	Mr. Mitchel Barrett, Superintendent, MECHS
Ms. Debra Seabolt for Dr. Paul Shaw, Superintendent, White County	
Mrs. Anita Middleton, Collaborative Board	

STAFF MEMBERS PRESENT:

Larry Shook, MEC Personnel/Technology Director	Bobby Whitlock, CTAE Director
Andrea Hulse, MEC Finance Director	Carol Reid, MEC Administrative Assistant
Carol West, MEC Admin. Assistant	Wendy Reynolds, MEC
Tighe Day-Lewis, MEC Asst. Principal/SPED Director	George Counter, MEC PR
Judy Waldroup, MEC Site Admin. /Testing Coordinator	Trilla Pruitt, MEC Curriculum Director
Sharon Everett, MEC ESOL Coordinator	Stephen Gill, MEC Site Admin

GOVERNING BOARD MEMBERS NOT PRESENT:

Representative David Ralston - Collaborative Board Member
Dr. Paul Shaw, Superintendent, White County
Mr. Bryan Dorsey, Superintendent, Gilmer County

The Mountain Education Center, Inc. Governing Board met in a regular meeting on March 9, 2011. No Public Forum. Dr. Behrens called the meeting to order. Mr. Barrett gave the invocation and Dr. Behrens led the Pledge of Allegiance.

ITEM I:

Motion was made by Mr. Moye, seconded by Mr. Henson **and carried to approve the June 14, 2011 agenda.**

ITEM II:

Motion was made by Mr. Pritchett, seconded by Ms. Middleton **and carried to approve the March 9, 2011 Governing Board minutes.**

Old Business

Tabled Satellite sites for Fannin and White Counties-Dr. Behrens

Mr. Barrett reported the sites are ready to open with Mr. Stephen Gill as White Site Administrator and Mrs. Wendy Reynolds as part time Fannin Site Administrator. Mr. Barrett stated 100 FTE count at each satellite site is needed. The position for second part time director will be advertised. Mr. Henson and Ms. Seabolt, on behalf of Dr. Shaw, thanked the board for their decision to open the needed sites.

ITEM III:

Motion was made by Dr. Johnson seconded by Mr. Steppe **and carried to approve the opening of Fannin and White satellite sites.**

New Business:

FY 2011 Budget Amendment #2 - Andrea Hulsey

The end of Fiscal year, increase in budgeted expenditures included the Personnel/Tech Director position, Work Based Learning facilitators and personnel/finance clerk position. The increase in revenues includes Federal grants and QBE midterm adjustment.

ITEM IV:

Motion was made by Mr. Pritchett, seconded by Mr. Steppe **and carried to approve the proposed budget amendment #2. Attachment 9a**

March, April and May 2011 Financial Report and Budget – Andrea Hulsey

March and April MEC was 13% under budget. May MEC was 14% under budget. MEC is on track for the projected year-end fund balance. The State funds were cut by 16% for FY 2012 and another cut is anticipated for FY13.

ITEM V:

Motion was made by Mr. Arp, seconded by Mr. Henson **and carried to approve March, April and May 2011 financial report and budget. Attachment 9b**

Full/Part Time Curriculum Director – Mitchel Barrett

Mrs. Trilla Pruitt, retired, is leaving the curriculum director position to become part time counselor for the MEC White site. She recommends the curriculum director position be a full time position. Ms. Hulsey's powerpoint showed the comparison for part time curriculum director with assistance from existing part time staff verses full time curriculum director budget.

ITEM VI:

Motion was made by Ms Middleton, seconded by Mr. Steppe **and carried to approve the position for full time curriculum director.**

FY 2012 Tentative Budget – Andrea Hulsey

Working through budget proposal 1-3 and taking suggestions from board members, budget proposal #4 was created. To absorb the 16% cut in state QBE funds, the proposed budget includes a school calendar revision, substantial reductions in the technology budget and reduction in reimbursements to systems for transportation, energy and custodial costs from what was provided in the previous year. The FY 2012 proposed budget includes funding for a full-time curriculum director position. In additional information in past fiscal years, MEC has provided matching funds totaling \$31,000 to Community In Schools. MEC management is requesting board members advice on whether to continue the relationship with CIS. Ms. Middleton would like for Family Connection and MEC to continue to work together but not match CIS funding. She plans to meet with the director. It was suggested to contribute \$3,000 each to the seven collaborative Family Connection centers.

ITEM VII:

Motion was made by Mr. Moye, seconded by Mr. Steppe **and carried to approve the FY2012 tentative budget and dissolve the relationship with CIS.**

MEC 2011-2012 School Calendar – Larry Shook

The law offices of Harben, Hartley & Hawkins find nothing in the charter that would limit the ability of MEC to determine the number of days it will be opened for the students. Mr. Shook showed a three-week reduction in closing the school for the first week in August, October 10-14 (Fall break), and first week in January.

ITEM VIII:

Motion was made by Dr. Johnson, seconded by Mr. Henson **and carried to approve the 176 days for the MEC 2011-2012 School calendar.**

FY 2012 Spending Resolution – Andrea Hulsey

Because the tentative budget has been advertised in the local newspaper for two weeks, Ms. Hulsey is asking to approve the spending resolution for FY2012 through September 2011.

ITEM IX:

Motion was made by Mr. Moye, seconded by Mr. Steppe **and carried to approve the spending resolution.**

GASB 54 Fund Balance Reporting – Andrea Hulsey

Board policy is needed to allow Ms. Hulsey to assign funds.

ITEM X:

Motion was made by Dr. Johnson, seconded by Mr. Steppe **and carried to approve to table the policy until the board meets again in September. The Board authorized Ms. Hulsey to assign funds when preparing financial statements.**

Commercial Insurance Quotes – Andrea Hulsey

From the three quotes from the handout, Ms. Hulsey recommends quote #1, Turner, Wood and Smith Insurance Accident Fund for workers compensation coverage.

ITEM XI:

Motion was made by Mr. Moye, seconded by Mr. Steppe **and carried to approve for MEC to use Turner, Wood and Smith Insurance Accident Fund, the lower quote.**

Board policy on Seclusion and Restraint – Bobby Whitlock

Asking approval of state board policy on the outlined procedures. Harben, Hartley, and Hawkins and Georgia School board suggest the policy.

ITEM XII:

Motion was made by Mr. Moye, seconded by Mr. Henson **and carried to approve since Harben, Hartley and Hawkins and GA School board established the policy, it is not necessary to table for 30 days.**

Board policy on Bullying – Mitchel Barrett

Pioneer RESA assisted in development of the board policy on bullying.

ITEM XIII:

Motion was made by Mr. Pritchett, seconded by Mr. Henson **and carried to approve the policy on bullying.**

CTAE Budget – Bobby Whitlock

Mr. Whitlock explained about the \$4,000 Perkins Plus funds and \$7,049 Supervision grant. No information on Perkins new funds.

ITEM XIV:

Motion was made by Dr. Johnson, seconded by Mr. Steppe **and carried to approve for the consolidated application.**

Supplements – Larry Shook

Mr. Shook presented to the board a list of employees' position and supplement amounts. Supplement amounts are same as last year.

ITEM XV:

Motion was made by Mr. Moye, seconded by Mr. Pritchett **and carried to approve paying the supplement amounts. Attachment 9L**

Up for Nomination: Anita Middleton- Mitchel Barrett

Anita Middleton agreed to accept the nomination of board member.

ITEM XVI:

Motion was made by Mr. Moyer, seconded by Mr. Pritchett **and carried to approve Ms. Anita Middleton as board member for two years.**

Elect new Board Chairperson – Dr. Behrens

Dr. Behrens acknowledged employment of years with MEC board. He nominated Mr. Moyer for the position of MEC Board Chairperson to take effect on July 1, 2011.

ITEM XVII:

Motion was made by Ms. Middleton, seconded by Mr. Henson **and carried to approve Mr. Dewey Moyer as new board chairperson.**

Elect Board Secretary – Dr. Behrens

Dr. Behrens nominated Dr. Paul Shaw for position of Board Secretary effective July 1, 2011.

ITEM XVIII:

Motion was made by Mr. Pritchett, seconded by Mr. Steppe **and carried to approve Dr. Shaw to continue the position as board secretary.**

Fiscal monitoring agreement – Andrea Hulsey

The MEC Charter states that a collaborative system will do fiscal monitoring of MEC. As of January 2011, the MEC Central office took over finance and Towns County Board of Education monitored MEC financial transactions. Recommendations were made for Lumpkin County Board of Education to perform the fiscal monitoring function for FY 2012.

ITEM XIX:

Motion was made by Mr. Pritchett, seconded by Mr. Steppe **and carried to approve Lumpkin County BOE as fiscal agent.**

Recognize Dr. Behrens for his service as Chairperson – Mitchel Barrett

Mr. Barrett presented Dr. Behrens with a clock for his dedicated service as chairperson since 2007 for the MEC governing board. Mr. Arp received a clock for his service from December to June.

Executive session – None

ITEM XX:

Motion was made by Mr. Moyer, seconded by Dr. Johnson **and carried to approve the hiring of the following full time employees:**

New Personnel:

- a. Recommend Full Time Employees for SY 2012 – Mitchel Barrett (Request approval)
 1. Andrea Hulsey – Finance Director
 2. Martha Elliott – Finance/Powerschool
 3. Carol Reid – Administrative Assistant
 4. Linda Joiner – Registrar
 5. Dana Lance – Graduation Coach
 6. Leeanna Davis - Registrar
 7. Donna Posey - Registrar
 8. Alaine Rena Shuler - Registrar
 9. Carole Hawkins - Registrar
 10. Linda Beaver – ELL Lead Teacher

11. William Craig – Graduation Coach
12. Timothy Mount – Site Administrator/ Graduation Coach
13. Judith Waldroup – Site Administrator/System Testing Coordinator
14. Julie Smith – Registrar/Technology
15. Lauren Emily Anderson – Finance/Personnel Clerk
16. Larry Shook – Personnel/Technology Director

ITEM XXI:

Motion was made by Mr. Steppe, seconded by Ms. Middleton **and carried to approve the hiring of the following personnel for the Mountain Education Center, Inc. upon completion of fingerprinting and criminal background checks:**

New Personnel Verbally Approved by a poll:

1. Saundra Cook – Hourly Teacher/Mentor, Union Site
2. Kay Bradley – Hourly Teacher/Mentor, Union Site
3. Jeffrey Thurman – Sub. Teacher Gilmer Site
4. Linda Smith – Sub. Teacher, Gilmer Site
5. Sheri Shirley – Sub. Teacher, Gilmer Site
6. Hannah Jones - Sub. Teacher, Gilmer Site
7. Pamela Andes - Sub. Teacher, Gilmer Site
8. Andra Childers – Hourly Teacher/Mentor, Pickens Site
9. Sue Gibbons – Hourly Teacher/Mentor, Pickens Site
10. Annitte Cross – Hourly Mentor, Pickens (non certified)

Adjourn

ITEM XXI:

Motion was made by Dr. Johnson, seconded by Mr. Henson **and carried to adjourn the Governing Board meeting.**

Mr. Dewey Moye, Governing Board Chairperson

Governing Board Secretary