

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Jon Pfau, Regular

Jean Rush, Alternate

DATE: September 15th, 2010

Location: Former Ozawkie Intermediate School Library, 500 Sunflower, Ozawkie

Time: 7:00 p.m. Call Meeting to Order

At 7:02 p.m., President Todd Gigstad called the meeting to order. Members present: Jon Henry, Ed Courtney, Jody Lockhart, Shannon McMahon and Ron Langston. Member absent: Beth Kelley.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Director of Special Education; Rob Little, Assistant Director of Special Education; Debra May, Business Manager; Linda Kilgore, Clerk of the Board; Terri Coughlin, JDLA; Melinda Wallace, The Guidance Center; Jeri Fischer, SETA representative; Loren Feldkamp and Jon Pfau, Superintendents; Others in attendance: Don Knowles, Linda Jones Giltner and Dennis Sharkey.

Monthly Action Items

1. Approval of Agenda

ACTION:

Ed Courtney made a motion to approve the agenda as presented, with the addition of Action Item #2, TASN GSTAD Grant Addendum. Jon Henry seconded and motion carried 6-0.

Monthly Consent Agenda Items

Any Board member may request that any item be removed from this consent agenda to the regular agenda for action to be taken separately.

1. **Approval of Minutes of last meeting**
2. **Approval of Bills & Claims**
3. **Approval of Cash Summary Report**
4. **Approval of Monthly Fund Transfers**
5. **Approval of Check Registers**

At 7:13 p.m., Ed Courtney declared a conflict of interest and excused himself from the meeting.

ACTION: Jon Henry made a motion to approve the Monthly Consent Agenda Items. Jody Lockhart seconded and motion carried 5-0.

At 7:14 p.m., Ed returned to the meeting.

Monthly Communications

1. **Receive Communications from Visitors Present**
None
2. **Receive General Communications**
None

Action Items

1. **Autism Recognition Grant Approval**
Tim Marshall explained that Lee Stickle, Autism Coordinator, has written and applied for an Autism Recognition grant. This grant is a \$25,000 (max amount) statewide grant funded through the Kansas Health Foundation for the purpose of raising awareness of Autism Spectrum Disorders in non-English speaking populations that reside in medically underserved areas of our state. This grant would target these non-English speaking children, their families and the community service providers (educators, physicians, translators, and child care providers) that

serve this population. Tim explained that this is a one-year grant. Copies of the grant proposal were given to the board.

ACTION:

Shannon McMahon made a motion to approve the Autism Recognition grant as presented. Ron Langston seconded and motion carried 6-0.

2. TASN Grant Amendment

Tim Marshall informed the board that the Technical Assistant Statewide Network (TASN) project is adding a State Performance Plan Facilitator at the request of the Kansas State Department of Education Special Education Services team. Keystone Learning Services intends to contract with Dr. Margy Hornback to fulfill the duties of the position of State Performance Plan Facilitator under the supervision of KSDE SES. This would increase the TASN Grant by \$34,538.

ACTION:

Jon Henry made a motion to approve the addendum to the TASN Grant as presented. Ed Courtney seconded and motion carried 6-0.

Discussion Items

1. Building Tour

At 7:33 p.m., the board took a short recess to tour the Ozawkie facilities. The members returned at 7:58 p.m. Discussion occurred on the future possibility of moving the Keystone programs into this building. It was the consensus of the board to enter into discussion with the Jefferson West board to express Keystone's interest in moving all of its services to the building. An outline with details will be shared at the October meeting.

2. Review of JDLA Program Changes

Terri Coughlin and Melinda Wallace, program representative from The Guidance Center, discussed the beginning of the school year for JDLA. Terri explained there are currently 23 students and the school year is off to a great start. It has been a seamless transition with the addition of The Guidance Center staff.

3. Fees for JDLA

Terri Coughlin shared that there are a few issues that have cropped up regarding fees at JDLA, with students who need services through the Guidance Center. Terri and Tim discussed this issue with the Board.

4. Fiscal Accountability

Rhonda Denning reviewed the fiscal accountability notebook she and Debra May prepared, that the state is requiring as part of a change in federal regulations. If audited, Keystone is prepared to share our accounting procedures.

5. Budget Finance

Rhonda Denning shared information on the appeal Keystone recently submitted to the state of Kansas, for several findings in an audit conducted by KSDE.

Debra May reviewed the current financial statements. She shared that the first big payroll of the fiscal year is this month, which gives us our first financial picture for the coming year.

6. SMART IEP Update

Rhonda Denning reviewed the IEP audit procedures that have been developed. She and Rob Little have finished training with a second school district. A third district has asked to schedule a date for training. This training will help ensure that each student's IEP will be as efficient and effective as possible. Districts are being encouraged to set up a training date soon, to get this process underway.

7. Highly Qualified Teachers

Rhonda Denning discussed plans for Keystone teachers who were listed by the state as not being highly qualified by No Child Left Behind guidelines. Several Keystone staff members appeared on the licensed personnel report this year as not being highly qualified, but after an appeal, there are now just a few teachers left on the list. The special education director and assistant director will work with teachers and districts to correct this.

8. Substitutes for Paraprofessionals

Rob Little reviewed the procedures regarding para substitutes. During the Superintendent Council meeting, it was agreed to keep procedures the same and consistent across the districts.

9. Keystone Advance

Preliminary results of the Keystone Advance, held on September 1st, 2010, were provided. A copy of the current strengths and needs listed by board members was available for review. Members were asked to mark which areas they believe need continued focus.

Executive Session

At 9:10 p.m., Jon Henry made a motion to go into Executive Session in the conference room for 15 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 9:25 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Rob Little and Jon Pfau. Ron Langston seconded and motion carried 6-0.

At 9:25 p.m. open session resumed.

At 9:25 p.m., Jon Henry made a motion to go into Executive Session in the conference room for 10 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 9:35 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Rob Little and Jon Pfau. Ron Langston seconded and motion carried 6-0.

At 9:35 p.m. open session resumed.

At 9:35 p.m., Jon Henry made a motion to go into Executive Session in the conference room for 5 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 9:40 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Rob Little and Jon Pfau. Ron Langston seconded and motion carried 6-0.

At 9:40 p.m. open session resumed.

At 9:40 p.m., Jon Henry made a motion to go into Executive Session in the conference room for 5 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 9:45 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Rob Little and Jon Pfau. Ron Langston seconded and motion carried 6-0.

At 9:45 p.m. open session resumed.

Monthly Action Items, Continued

1. Personnel Update

ACTION: Jody Lockhart made a motion to approve the personnel update as presented. Shannon McMahon seconded and motion carried 6-0.

Adjournment

At 9:48 p.m., Jody Lockhart made a motion to adjourn the meeting. Shannon McMahon seconded and motion carried 6-0.



Board of Education

Special Board Meeting

Special Meeting Minutes

Date: September 1st, 2010

Location: USD #341 Oskaloosa School Library, 404 Park Street, Oskaloosa

Time: 6:00 p.m. - Dinner; 6:30 p.m. - Call Meeting to Order

At 6:32 p.m., Tim Marshall, Keystone Executive Director, opened the meeting. Members present: Todd Gigstad, Beth Kelley, Ron Langston, Ed Courtney, Jody Lockhart, Shannon McMahan and Jon Henry.

Others present: Rhonda Denning, Special Education Director; Rob Little, Assistant Special Education Director; Superintendents: Jon Pfau, Denis Yoder, Jean Rush and Loren Feldkamp; Interim Superintendent Denise Jennings; USD #341 Board Proxy Stephan Metzger; and Linda Kilgore, Clerk of the Board.

1. Introductions

Tim Marshall welcomed everyone in attendance and introductions were made. Tim thanked one and all for giving up their evening to attend.

2. Mission, Vision, Values

Tim reviewed the current Mission, Vision and Values of Keystone Learning Services. He explained that a Mission statement defines the fundamental purpose of the organization, the value that the organization offers, and the clientele it serves. A Vision statement helps to paint a picture of the future, and gives a sense of direction. Values statements give a board and leaders of an organization broad guidance about how to fulfill the mission and create the vision. These values guide behaviors, performance and decisions.

After a group breakout on these issues, the positive aspects of the current Mission, Vision, and Values of Keystone were related, as well as what areas need improvement.

3. Review Present Goals/Board Expectations

Tim asked for input on the future goals of Keystone as well as specific examples of strengths and weaknesses. It was the consensus of the group that the main force guiding the organization should continue to be what is best for children.

Adjourn

At 8:00 p.m., the meeting was adjourned.

Todd Gigstad
President

Linda Kilgore
Clerk of the Board