

# Board of Directors



## Minutes

Supers Scheduled to Attend Board Meeting

Steve Splichal, Regular

Denis Yoder, Alternate

**DATE:** August 17<sup>th</sup>, 2011

**Location:** Keystone Learning Services, 500 E. Sunflower Blvd., Ozawkie, KS

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

At 7:01 p.m., Board President Jon Henry called the meeting to order. Members present: Jenny Morgison, Shannon McMahon, Cindy Ladd, Sharon Sweeney and Ron Langston. Arriving at 7:04 p.m., Ed Courtney.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Special Education Director; Linda Kilgore, Clerk of the Board. Others in attendance: Terri Coughlin, Principal at JDLA and Dennis Sharkey, Oskaloosa Independent Newspaper.

### Monthly Action Items

#### 1. Approval of Agenda

#### **ACTION**

Shannon McMahon made a motion to approve the agenda with the following addition: In Executive Session, 5 minutes will be needed to discuss matters affecting a student(s). Cindy Ladd 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**

Tim explained the checks from our new bank are not yet in, so this month's payroll and bills are paid through the Oskaloosa State Bank account. Tim also asked the board if they would prefer to have a board member come in prior to each month's meeting to review the bills. The consensus was that if the bills were sent to the board with the board packet, members would call if they have any questions.

**ACTION**

Ron Langston made a motion to approve the Monthly Consent Agenda Items as presented. Sharon Sweeney seconded and motion carried 7-0.

**Monthly Communications**

**1. Receive Communications from Visitors Present**

Tim explained that he spoke with the state fire marshal today and JDLA will begin school as soon as possible. The building will be on Fire Watch until the alarm panel is replaced.

**2. Receive General Communications**

None

**Action Items**

**1. Keystone Accounts Authorization**

Our new bank has asked that two people from Keystone be authorized by the board to set up accounts. Tim recommended that he and Lisa Morando be approved to set up Keystone accounts.

**ACTION:**

Ed Courtney made a motion to approve Tim Marshall and Lisa Morando to set up Keystone bank accounts as needed. Sharon Sweeney seconded and motion carried 7-0.

**2. 2011-2012 Handbook Approval**

The following handbooks are recommended for approval with changes to be made: John Dewey Learning Academy (JDLA), Keystone Office Personnel and Parents As Teachers (PAT). These handbooks can be found online at [www.keystonelearning.org](http://www.keystonelearning.org)

**ACTION:**

Shannon McMahan made a motion to approve the following 2011-2012 handbooks, with edits: John Dewey Learning Academy (JDLA), Keystone Office Personnel and Parents As Teachers (PAT). Ron Langston seconded and motion carried 7-0.

### **3. Guidance Center Contract**

Keith Rickard has completed the contract between Keystone and the Guidance Center. One change in paragraph four was made to include youth living in both Jefferson and Atchison county school districts.

#### **ACTION**

Ed Courtney made a motion to approve the contract between Keystone Learning Services and the Guidance Center for the 2011-12 school year, with the change, as presented. Cindy Ladd seconded and motion carried 7-0.

### **Discussion Items**

#### **1. IDL Coordinator Position**

Tim discussed the IDL Coordinator position with superintendents on Tuesday. Another meeting with Scott Myers, superintendents, school principals and counselors is planned for early September. More information will be brought to the board after that meeting.

#### **2. Board Planning**

Keystone's annual special board 'planning' meeting will be Wednesday, September 7<sup>th</sup> with dinner at 6:00 p.m. and the meeting from 6:30-8:30 p.m. Superintendents and board proxies are encouraged to attend. Doug Moeckel from KASB will be leading the discussion.

#### **3. Lecompton Building**

Tim explained that it is likely that we will have bids on the Lecompton building roof within the next few weeks, but both crews said it would be late fall before they could complete the job. The board is interested in moving forward with returning the property to the city.

#### **4. 2011-12 Budgets**

Tim handed out drafts of the budgets Fund 01 and Fund 10. The board discussed the budget scenarios and Tim answered questions. Another revised budget will be sent to the board to review and will be up for board approval at the September meeting. The remaining fund budgets will be sent to board members as they are completed.

### **Executive Session**

At 8:20 p.m., Ron Langston made a motion to go into Executive Session in the meeting room for 10 minutes, to discuss personnel matters of non-elected personnel, and to discuss matters affecting a student(s), reconvening in this room at 8:30 p.m. The Executive Session included Tim Marshall and Rhonda Denning. Jenny Morgison seconded and motion carried 7-0.

At 8:30 p.m. open session resumed.

## **ACTION ITEMS**

- 1. Personnel Update--** Contracts and Resignations  
Approval of the August 2011 Personnel Report

### **ACTION**

Shannon McMahon made a motion to approve the August personnel update as presented.  
Sharon Sweeney seconded and motion carried 7-0.

### **Adjournment**

At 8:33 p.m., Sharon Sweeney made a motion to adjourn the meeting. Cindy Ladd seconded and motion carried 7-0.

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Jon Henry  
President

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Linda Kilgore  
Clerk of the Board