

# Board of Directors



## Minutes

Supers Scheduled to Attend Board Meeting

Pat Happer, Regular

Jon Pfau, Alternate

**DATE:** November 20<sup>th</sup>, 2013

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

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

At 7:00 p.m., Board President Ron Langston called the meeting to order. Members present: Gary Willits, Sharon Sweeney, Tim Blosser, Board Proxy for USD #343 and Scott Gibson. Arriving at 7:04 p.m., Ed Courtney. Member not present: USD #377 board representative.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Special Education Director; Alicia Kheir and Mary Livingston, Assistant Special Education Directors; Linda Kilgore, Clerk of the Board. Others in attendance: Pat Happer, Superintendent at USD #340; Terri Coughlin, JDLA Principal; Melinda Wallace, JDLA School Social Worker; Lisa Morando, Keystone Business Manager; April Kruse, YES Program Instructor; Betsy Schmelzle, YES Program Social Worker; Rachel Wells, YES Program Manager; Neil Phillips, Auditor with Jarred, Gilmore and Phillips.

### Monthly Action Items

#### 1. Approval of Agenda

##### **ACTION**

Scott Gibson made a motion to approve the agenda with the following addition: Add Action Item #4, Approval of KU Study. Sharon Sweeney seconded and motion carried 5-0.

### 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**

**ACTION**

Sharon Sweeney made a motion to approve the Monthly Consent Agenda Items as presented. Scott Gibson seconded and motion carried 5-0.

**Monthly Communications**

**1. Receive Communications from Visitors Present**

Employees of the YES Program and John Dewey Learning Academy (JDLA) were on hand to update the board on their programs. They shared enrollment numbers with the board and explained that both programs are flourishing in positive learning environments, with teachers working very well together. The YES Program employees stated how wonderful the Oskaloosa staff has been in supporting their program. Terri shared the many positives of having combined work with Melinda's work with The Guidance Center.

At 7:25 p.m., Terri Coughlin, Melinda Wallace, April Kruse, Rachel Wells, and Betsy Schmelzle left the meeting.

**2. Receive General Communications**

None

**Action Items**

1. **2012-13 Fiscal Audit** – Neil Phillips from Jarred, Gilmore and Phillips has completed our fiscal audit from 2012-13. Neil presented the audit to the board. A bound copy was provided for the board.

**ACTION**

Ed Courtney made a motion to approve the Keystone 2012-2013 Fiscal Audit as presented. Sharon Sweeney seconded and motion carried 6-0.

At 7:48 p.m., Mr. Phillips and Lisa Morando left the meeting.

2. **Appointment of Food Service Representative** – Tim explained that one of the steps necessary to become a federally authorized food service program is for the board to appoint an authorized representative.

**ACTION**

Sharon Sweeney made a motion to appoint Tim Marshall as authorized representative for the Keystone food service program as presented. Scott Gibson seconded and motion carried 5-1.

- 3. Approval of Background Checks**—Superintendents have recommended that Keystone begin running background checks on all new non-licensed employees. Checks will begin as soon as procedures are in place.

**ACTION**

Scott Gibson made a motion to approve NATSB to provide background checks for new non-licensed Keystone employees, as presented. Sharon Sweeney seconded and motion carried 6-0.

- 4. Approval of KU Study**—Keystone would like to participate in a KU research study at no cost to the agency. There will be testing done to determine methods of evaluation for students with disabilities.

**ACTION**

Ed Courtney made a motion to approve Keystone's participation in the KU research project, The Communication Complexity Scale, as presented. Gary Willits seconded and motion carried 6-0.

**Discussion Items**

- 1. Budget Review** – Tim handed out several updated spreadsheets and reviewed the additional budget data with the board. Tim shared what other coops and interlocals across the state are doing as far as budget planning. Tim will provide the superintendents and board a list of options for budget cuts.
- 2. Administrator Evaluations** – Tim explained that Keystone is beginning use of the Kansas Educator Evaluation Program (KEEP) for our teaching staff. Tim shared that he plans to use the building administrator and district administrator KEEP document for the special education administrators' evaluations this year.
- 5. Updates**—Tim reported on recent service center activities, including the food purchasing program that is in its first year. The preferred vendor program has 6 districts participating. Districts in this program may order weekly rather than twice a year as with the past cooperative purchasing program.

The Keystone administrators have been attending our local district board meetings to share information on Keystone's programs and services.

Rhonda explained that she and the special education administrators have been attending the local district's administrator team meetings to listen to issues and concerns as well as share with building administrators issues that Keystone is dealing with.

### **Executive Session**

At 8:41 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 15 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:56 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Sharon Sweeney seconded and motion carried 6-0.

At 8:46 p.m., Rhonda Denning left the meeting.

At 8:56 p.m. open session resumed.

### **ACTION ITEMS**

- 1. Personnel Update--** Contracts and Resignations  
Approval of the November 2013 Personnel Report

#### **ACTION**

Scott Gibson made a motion to approve the November personnel update as presented. Sharon Sweeney seconded and motion carried 6-0.

### **Adjournment**

At 8:58 p.m., the meeting was adjourned.

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Ron Langston  
President

Linda Kilgore  
Clerk of the Board