

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Denise Jennings, Regular

Pat Happer, Alternate

DATE: July 18th, 2013

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

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

At 7:09 p.m., Ron Langston called the meeting to order. Members present: Scott Gibson, Sharon Sweeney, Ed Courtney and Gary Willits. Members absent: Jenny Morgison and Brian Jolly.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Special Education Director; Linda Kilgore, Clerk of the Board; Pat Happer, Superintendent; Tom Bryon, Consultant with S. S. & G; Marlene Jolly and Sherry Bingham, Keystone.

Election of Officers

1. Action - Election of President

Scott Gibson made a motion to nominate Ron Langston as president. Sharon Sweeney seconded and the motion carried 5-0.

2. Action - Election of Vice President

Ron Langston made a motion to nominate Sharon Sweeney as Vice President. Scott Gibson seconded and motion passed 5-0.

Monthly Action Items

1. Approval of Agenda

ACTION

Ed Courtney made a motion to approve the agenda with one change: under Action Items 1, item "i", change Treasurer (authorized to sign checks) to read MTSS Office Manager (authorized to sign checks), as presented. Scott Gibson seconded and motion passed 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 Consent Agenda Items, as presented. Scott Gibson seconded and motion carried 5-0.

Monthly Communications

1. Receive Communications from Visitors Present

None

2. Receive General Communications

Ron welcomed a new board member, Gary Willits, who will represent the Oskaloosa school district. He also thanked the returning members for their dedication and time on the board.

Action Items

1. Annual Reorganization of the Board

- a. The time and place for regular Board of Directors meetings will be the third Wednesday of the month at 7:00 p.m. at Keystone Learning Services, 500 E. Sunflower Blvd., Ozawkie, KS, unless otherwise noted. The proposed dates for the 2013-2014 Board meetings are as follows:
July 18, August 21, September 18, October 16, November 20, December 18, January 22, February 19, March 12, April 12, May 21 and June 18
- b. Clerk of the Board, Linda Kilgore
- c. Treasurer of the Board, Lisa Morando
- d. KPERS Representative, Lisa Morando; Alternate KPERS Representative, Krystal Porter
- e. Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Krystal Porter
- f. Keystone attorney, Larry Mears
- g. Official Bank Depository, Denison State Bank
- h. Official newspaper, Oskaloosa Independent
- i. BOE President, Board Clerk, an additional board member, Special Education Director, Human Resources manager, and MTSS Office manager are authorized to sign checks

- j. Early payment of certain bills, such as utility bills, can be paid prior to Board approval to avoid penalties for late payments or to obtain a discount for early payment
- k. Reimbursement rate for mileage for 2013-2014 will be at the State rate of .56 cents per mile, effective July 1, 2013
- l. Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office per policy DJB
- m. Establish student activity fund per policy DK
- n. Establish teacher substitute pay at \$85.00 daily, \$185.88 daily retroactive after 10 consecutive days
- o. Rescind all policy actions found in the minutes established during the 2012-2013 school year, per policy BDA
- p. Adopt all current written policies per policy BDA
- q. Adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2012-2013 – Resolution per K.S.A. 75-112a (a)

ACTION

Gary Willits made a motion to approve the annual reorganization of the Board, Items a through q, as presented. Scott Gibson seconded and motion carried 5-0.

2. 2013-2014 Handbook Approval

Tim explained that the Keystone handbooks were placed on our website this week, with only minor changes from last year. The direct link is:

<http://www.keystonelearning.org/BoardApproval/2014/index.html>

ACTION

Scott Gibson made a motion to approve the following 2013-2014 Keystone handbooks, as presented: John Dewey Learning Academy (JDLA), Keystone Teacher and Para, Keystone Office Personnel, Parents as Teachers (PAT), Keystone and Marshall County tiny k, Multi-Tier System of Supports (MTSS), Technical Assistance System Network (TASN) and Keystone Policy Manual. Sharon Sweeney seconded and motion carried 5-0.

3. 2013-2014 Health Insurance

Tom Bryon, consultant with S., S., & G, was on hand to discuss and review the health insurance options with the board.

ACTION

Sharon Sweeney made a motion to approve the Coventry Health Care as health insurance provider for the 2013-14 school year, as presented. Scott Gibson seconded and motion passed 5-0.

Discussion Items

1. Board Planning

The board decided the annual planning meeting will be held on Wednesday, August 14th, 2013, beginning with dinner at 6:30 p.m. and meeting time set for 7:00 p.m. All board members are encouraged to bring along their Keystone board alternate. All 7 school district superintendents are invited to attend as well.

2. Budget Update

Tim updated the board on the year-end closing balances and a draft budget for Fund 01 (Special Education) and Fund 10 (Service Center).

Executive Session

At 8:20 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 20 minutes, to discuss personnel matters of non-elected personnel, and to discuss negotiations, reconvening in this room at 8:40 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Sharon Sweeney seconded and motion carried 5-0.

At 8:40 p.m. open session resumed.

ACTION ITEMS

1. Personnel Update-- Contracts and Resignations

Approval of the July 2013 Personnel Report

ACTION

Scott Gibson made a motion to approve the personnel update with a change to Cammie Braden's salary to read, "yearly" instead of "hourly". Sharon Sweeney seconded and motion carried 5-0.

2. Negotiations

ACTION

Sharon Sweeney made a motion to approve the negotiated agreement for 2013-2014, as presented. Scott Gibson seconded and motion carried 5-0.

3. Approval of Salary for Staff Outside of the Negotiated Agreement for 2013-2014.

ACTION

Sharon Sweeney made a motion to approve the Salary for Staff Outside the Negotiated Agreement for 2013-2014 as presented. Ed Courtney seconded and motion carried 5-0.

Adjournment

At 8:43 p.m., the meeting was adjourned.

Ron Langston
President

Linda Kilgore
Clerk of the Board