

# Board of Directors



## Minutes

Supers Scheduled to Attend Board Meeting

Steve Wiseman, Regular

Pat Happer, Alternate

**DATE:** July 16<sup>th</sup>, 2014

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

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

At 7:00 p.m., Ron Langston called the meeting to order. Members present: Scott Gibson, Sharon Sweeney, Jenny Morgison, Rita Oatney and Gary Willits. Members not present: Ed Courtney and USD #377 board representative.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Special Education Director; Linda Kilgore, Clerk of the Board; Steven Wiseman, Superintendent USD #377.

### Welcome New Board Member

Ron welcomed a new Keystone board member, Rita Oatney, who will represent the Easton school district. Introductions were then made around the room.

### Election of Officers

#### 1. Action - Election of President

Jenny Morgison made a motion to nominate Ron Langston as president. Sharon Sweeney seconded and the motion carried 6-0.

#### 2. Action - Election of Vice President

Scott Gibson made a motion to nominate Sharon Sweeney as Vice President. Jenny Morgison seconded and motion passed 6-0.

### Monthly Action Items

#### 1. Approval of Agenda

#### ACTION

Gary Willits made a motion to approve the agenda as presented. Sharon Sweeney seconded and motion passed 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**

## ACTION

Sharon Sweeney made a motion to approve the Consent Agenda Items, as presented.  
Gary Willits seconded and motion carried 6-0.

## Monthly Communications

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

## 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 2014-2015 Board of Directors meetings are as follows:  
July 16, August 20, September 17, October 15, November 19, December 17, January 21, February 18, March 11, April 15, May 20 and June 17
  - 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, Kansas Association of School Boards Attorneys and Larry Mears
  - g. Official Bank Depository, Denison State Bank
  - h. Official newspaper, Oskaloosa Independent
  - i. BOE President, an additional board member appointed by the president, Special Education Director, MTSS Secretary, Human Resources manager, Board Clerk and Treasurer 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 2014-2015 will be at the State rate of .56 cents per mile, effective July 1, 2014
- 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 2013-2014 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 2014-2015 – Resolution per K.S.A. 75-112a (a)
- r. Food Service Program Representative, Tim Marshall
- s. Approve federal state assurances for special education programs
- t. Approve special education process handbook

**ACTION**

Scott Gibson made a motion to approve the annual reorganization of the Board, Items a through t, as presented. Sharon Sweeney seconded and motion carried 6-0.

**2. 2014-2015 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://keystonelearning.org/BoardApproval/2015/index.html>

**ACTION**

Sharon Sweeney made a motion to approve the following 2014-2015 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. Scott Gibson seconded and motion carried 6-0.

**3. Consideration of Sale of Oskaloosa Building** – Tim explained he received an opinion of value as an appraisal of the Oskaloosa building. The board agreed to extend an offer for sale of the building.

**ACTION**

Scott Gibson made a motion to give Tim Marshall the authority to work with an agent on the sale of the Oskaloosa Building property, with a sale price of \$200,000, as presented. Sharon Sweeney seconded and motion passed 6-0.

## Discussion Items

### 1. Board Planning

The board set Tuesday, August 26th for the annual planning session. The purpose of the meeting will be to review the vision, mission and values statement and determine goals for the coming year. It is also an opportunity to review the work of Keystone for new board members. Tim will ask Bret Church, Assistant Superintendent at Leavenworth, to lead the session. Dr. Church will then work with Keystone administrators to write the work plan and determine how to assess progress. Board members and their alternates, superintendents, and Keystone staff are welcome to attend. Dinner will be at 6:00 p.m. with the meeting to follow at 6:30. RSVP's should be made to Linda Kilgore at [lindak@keystonelearning.org](mailto:lindak@keystonelearning.org).

### 2. Budget Update

Tim updated the board on the year-end closing balances and handed out a draft revenue budget for Fund 01 (special education). Tim also shared information on the grants that will be submitted in August.

### 3. Interlocal Agreement Update

Tim reviewed the status of state approval of our interlocal plan with the board.

## Executive Session

At 7:50 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 8:10 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Steve Wiseman. Sharon Sweeney seconded and motion carried 6-0.

At 8:10 p.m. open session resumed.

## ACTION ITEMS

1. **Personnel Update--** Contracts and Resignations  
Approval of the July 2014 Personnel Report

### ACTION

Gary Willits made a motion to approve the personnel update, as presented. Sharon Sweeney seconded and motion carried 6-0.

## **Adjournment**

At 8:14 p.m., the meeting was adjourned.

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Ron Langston  
President

Linda Kilgore  
Clerk of the Board