

# Board of Directors



## Minutes

Supers Scheduled to Attend Board Meeting

JB Elliott, Regular

Denise Jennings, Alternate

**DATE:** February 15<sup>th</sup>, 2017

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

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

At 7:01 p.m., Ron Langston called the meeting to order. Members present: Gene Barrett, Kim Troupe, Barb Chapman, Rita Oatney. Members not present: Megan Milner, John Thelen and Sharon Sweeney.

Others present: Andy Ewing, Executive Director/Special Education Director; Mary Livingston and Lindsey Graf, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; JB Elliott, Superintendent at USD #343; Clarissa Cope, Keystone Functional Skills Instructor at Oskaloosa Elementary; Neil Phillips of Jarred, Gilmore & Phillips, P.A., Tim Marshall and Lisa Morando, Keystone Learning Services.

### Monthly Action Items

#### 1. Approval of Agenda & Monthly Consent Agenda Items

##### **ACTION**

Barb Chapman made a motion to approve the agenda and monthly consent agenda items, as presented. Rita Oatney 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

## Monthly Communications

**1. Receive Communications from Visitors Present**

None

**2. Receive General Communications**

None

## Discussion Items

- 1. Student Profile**—This month's student profile featured a student from USD 341. Clarissa Cope was on hand to share the positive strides her student has made over the course of this year. The board expressed their appreciation for all that Clarissa and her team are doing for our special needs students.

At 7:12 p.m., Clarissa Cope left the meeting.

- 2. Annual Audit Review**—Keystone's CPA, Neil Phillips, reviewed the fiscal year ending June 30, 2016 audit with the board. Neil indicated that Keystone is in compliance in all areas.

At 7:41 p.m., Neil Phillips, Tim Marshall and Lisa Morando left the meeting.

- 3. Special Education and Service Center Update**—Andy reviewed special education and service center activities. There is a Kansans Can and Do! Symposium April 11 and 12 in Manhattan that Keystone personnel will be attending, to have a booth marketing Keystone and their services.

Andy shared that the 5-year Prime Vendor contract is up for renewal. Keystone will be bidding out for this contract and also marketing the program with area districts.

The *Keystone Special Edition* newsletter will be published this Friday, February 17<sup>th</sup>.

Andy spoke on the Medicaid state replacement window that is coming up February 22-March 8 and the efforts Keystone staff are making to see and bill for each eligible Medicaid student.

- 4. Budget Review**— Andy reviewed budgets for Fund 01 (special ed) and 10 (service center) with the board members. Expenditures continue to come in lower than last year.
- 5. Personnel Update**—Mary and Lindsey updated the board. Lindsey discussed connecting with parents at Kindergarten roundup events to recruit new paras. The

recruiting efforts for school psychologists and speech pathologists were also discussed.

- 6. Executive Director Evaluation**—Ron Langston reviewed the director evaluation results with the board in executive session.

## **Executive Session**

At 8:11 p.m., Barb Chapman made a motion to go into Executive Session in the meeting room for 5 minutes with only board members present, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:16 p.m. Gene Barrett seconded and motion carried 5-0.

At 8:16 p.m. open session resumed.

## **Action Items**

### **1. Approval of the WebKIDSS Contract with Keystone Learning Services**

#### **Action**

Barb Chapman made a motion to approve the contract with WebKIDSS as presented. Kim Troupe seconded and motion passed 5-0.

### **2. Personnel Update—Contracts and Resignations**

#### **ACTION**

Rita Oatney made a motion to approve the February personnel update as presented. Barb Chapman seconded and motion passed 5-0.

### **3. Contract Extensions**

#### **ACTION**

Rita Oatney made a motion to approve extending contracts for Keystone administrators for Andy Ewing, Mary Livingston, Lindsey Graf and Terri Coughlin to cover the period July 1, 2017-June 30, 2019. Barb Chapman seconded and motion passed 5-0.

## **Miscellaneous Items from Board Members**

The board discussed moving board elections from July to January and decided to continue to hold elections in July for now.

## **Adjournment**

At 8:26 p.m., the meeting was adjourned.

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Ron Langston  
President

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Linda Chalker  
Clerk of the Board