

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Steve Wiseman, Regular

Pat Happer, Alternate

DATE: July 20th, 2016

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

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

At 7:02 p.m., Ron Langston called the meeting to order. Members present: Gene Barrett, Kim Troupe, Megan Milner, Barb Chapman, Rita Oatney and USD 340 Alternate, Scott Gibson (for John Thelen.) Member not present: Sharon Sweeney.

Others present: Andy Ewing, Executive Director/Special Education Director; Mary Livingston and Lindsey Graf, Special Education Assistant Directors; Linda Kilgore, Clerk of the Board; Steve Wiseman, Superintendent USD #377.

Election of Officers

1. Action - Election of President

Gene Barrett made a motion to nominate Ron Langston as president. Megan Milner seconded and the motion passed 7-0.

2. Action - Election of Vice President

Ron Langston made a motion to nominate Sharon Sweeney as Vice President. Rita Oatney seconded and motion passed 7-0.

Monthly Action Items

1. Approval of Agenda

ACTION

Scott Gibson made a motion to approve the amended agenda. Gene Barrett seconded and motion passed 7-0.

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**
6. **Handbook Approval (TASN/MTSS, GSTAD Updates, Keystone All Staff Policies and Procedures, and TASN Coordination Addendum.)**

ACTION

Scott Gibson made a motion to approve the Consent Agenda Items as presented. Barb Chapman seconded and motion passed 7-0.

Monthly Communications

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

Discussion Items

1. **Superintendents Meeting Summary**—Andy reviewed the discussion items from the superintendents meeting held last week and explained that the consensus of the council was to vote each month on key items identified by the council in order for the board to be kept clear on critical issues. Andy also shared that he and Linda will work to prepare the board agenda prior to the superintendent council meeting each month, so superintendents can review at their monthly meeting.
2. **Budget Update**
Andy updated the board on the year-end closing balances. A draft budget for Fund 01 (special education) and Fund 10 (service center) will be reviewed by the superintendent's advisory council at their next meeting and presented at the August board meeting.
3. **Back to School Inservice Update**—Lindsey reported on the upcoming inservices that are scheduled for the first of August. All meetings are listed on the Keystone calendar, which can be found on our website:
www.keystonelearning.org.

4. **Personnel Update**—Mary updated the board on the progress being made with the move of the YES program to Ozawkie. She also explained that Carol Snyder, Lesa Brose, Parents as Teachers, Tiny k and Itinerant staff are in the process of moving their offices to the Oskaloosa district. Mary explained that she will office out of the Perry Lecompton district.

Mary reported on teaching staff openings and explained there remains a critical need for paras in all districts.

Executive Session

At 7:25 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:30 p.m. and to include Andy Ewing and Steve Wiseman. Rita Oatney seconded and motion carried 7-0.

At 7:30 p.m. open session resumed.

At 7:30 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:35 p.m. and to include Andy Ewing and Steve Wiseman. Rita Oatney seconded and motion carried 7-0.

At 7:35 p.m. open session resumed.

Action Items

1. Personnel Update—Contracts and Resignations

Action

Scott Gibson made a motion to approve the July 2016 personnel update as presented. Gene Barrett seconded and motion passed 7-0.

2. 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 2016-2017 Board of Directors meetings are as follows:
 - July 20, August 17, September 21, October 19, November 16, December 14, January 18, February 15, March 15, April 19, May 17 and June 21
- b. Clerk of the Board, Linda Kilgore
- c. Treasurer of the Board, Lisa Morando
- d. KPERS Representative, Lisa Morando; Alternate KPERS Representative, Jenny Carter

- e. Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Lushena Newman
- f. Keystone attorney, Kansas Association of School Board Attorneys
- g. Approve contract to participate in KASB Legal Assistance Fund
- h. Official Bank Depository, Denison State Bank
- i. Official newspaper, Oskaloosa Independent
- j. Board President, Board Vice President, Assistant Directors of Special Education, Human Resources Manager and the Board Clerk are authorized to sign checks
- k. 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
- l. Reimbursement rate for mileage for 2016-2017 will continue to follow the State rate, currently at .54 cents per mile, effective July 1, 2016
- m. Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office per policy DJB
- n. Establish student activity fund per policy DK
- o. Establish teacher substitute pay at \$85.00 daily, \$185.88 daily retroactive after 10 consecutive days
- p. Rescind all policy actions found in the minutes established during the 2015-2016 school year, per policy BDA
- q. Adopt all current written policies per policy BDA
- r. Adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2016-2017 – Resolution per K.S.A. 75-112a (a)
- s. Food Service Program Representative, Andy Ewing
- t. Approve federal state assurances for special education programs
- u. Approve contracted services for 2016-2017 for: GSTAD Project Staff (Marguerite Hornback and Nancy Gray), Craig HomeCare Nursing Services, Infinitic, The Guidance Center, Community Living Opportunities, Inc. (CLO), The Schiefelbusch Speech-Language-Hearing Clinic.

ACTION

Scott Gibson made a motion to approve the annual reorganization of the Board, Items a through u as presented. Megan Milner seconded and motion passed 7-0.

3. JDLA Student “Slot” Fee

ACTION

Scott Gibson made a motion to approve increasing the JDLA ‘slot’ student fee by \$1,000 per student (from \$7,500 to \$8,500) beginning in the 2016-17 school year as presented. Barb Chapman seconded and motion passed 7-0.

4. 2016-2017 District Assessments

ACTION

Barb Chapman made a motion to approve the local assessment fee to districts with an increase of \$100,000 for the 2016-2017 school year as presented. Megan Milner seconded and motion passed 7-0.

Miscellaneous Items from Board Members

Scott Gibson shared that the door of the concession stand at the baseball field on the property was recently found kicked in and therefore, people in the area should remain vigilant.

Adjournment

At 7:40 p.m., the meeting was adjourned.

Ron Langston
President

Linda Kilgore
Clerk of the Board