

# Board of Directors



## Minutes

Supers Scheduled to Attend Board Meeting

Denise Jennings, Regular

Dr. Andrew Gaddis, Alternate

**DATE: July 19<sup>th</sup>, 2017**

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

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

At 7:02 p.m., Board President Ron Langston called the meeting to order. Members present: Sharon Sweeney, Gene Barrett, Scott Gibson, Barb Chapman, Megan Milner and Rita Oatney. Member not present: Dean Wolfe.

Others present: Andy Ewing, Executive Director/Special Education Director; Mary Livingston and Nathanael Norman, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Denise Jennings, USD #339 Superintendent.

**Welcome New Members! Scott Gibson, USD 340 and Dean Wolfe, USD 342.**

### Election of Officers

#### 1. Action-Election of President

Sharon Sweeney made a motion to nominate Ron Langston as president. Barb Chapman 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 & Consent Agenda Items

#### 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 Agenda**
2. **Approval of Minutes of Last Meeting**
3. **Approval of Bills & Claims**
4. **Approval of Cash Summary Report**
5. **Approval of Monthly Fund Transfers**
6. **Approval of Check Registers**
7. **Handbook Approval (TASN/MTSS, GSTAD, Keystone All Staff Policies and Procedures, JDLA Staff & Student Handbooks.)**

#### **ACTION**

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

#### **Monthly Communications**

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

#### **Discussion Items**

1. **Superintendent Meeting Summary**—Andy gave a brief summary of the superintendent council meeting held last week.
2. **Budget Update**—Andy reviewed the proposed budgets for Fund 01 (Special Education) and Fund 10 (Service Center).
3. **Back to School Inservice Update**—Nathanael shared that he and Mary have been preparing for the Keystone inservices that are scheduled for the beginning of August.
4. **Personnel Update**—Mary updated the board on the current status of staffing. All certified staff positions have been filled, with the exception of one speech pathologist position. They continue to work to fill 5 open para positions.

## Executive Session

At 7:12 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss the latest proposal for pay from the teachers association, reconvening in this room at 7:17 p.m. The Executive Session included Andy Ewing, Mary Livingston, Nathanael Norman, Linda Chalker, and Denise Jennings. Sharon Sweeney seconded and motion carried 7-0.

At 7:17 p.m., open session resumed.

## Action Items

### 1. Annual Reorganization of the Board

The time and place for regular Board of Director's 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 2017-2018 Board of Directors meetings are as follows:

July 19, August 16, September 20, October 18, November 15, December 13, January 17, February 21, March 14, April 18, May 16 and June 20.

- b. Clerk of the Board, Linda Chalker
- 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. Official Bank Depository, Denison State Bank
- h. Official newspaper, Oskaloosa Independent
- i. The Board Clerk, Board President, Board Vice President, Assistant Directors of Special Ed and Human Resources 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 will follow the State rate (currently \$.53.5/mile)
- 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 2016-2017 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 2017-2018 – Resolution per K.S.A. 75-112a (a)

- r. Food Service Program Representative, Andy Ewing
- s. Approve federal state assurances for special education programs
- t. Approve contracted services for 2017-2018 for: Jefferson County Health Department, Kansas School for the Deaf, Kansas School for the Blind, Interlocal 609-Greenbush O & M Services, VI Services, Craig HomeCare Nursing Services, Infinitec, The Guidance Center, Community Living Opportunities, Inc. (CLO), The Schiefelbusch Speech-Language-Hearing Clinic, KASB Worker's Comp Fund, KASB Membership and Legal Assistance Fund, Easter Capper Seals Foundation, Interim HealthCare of Topeka, Jared, Gilmore & Phillips, PA (Accountant), Quantum Health Professionals, Topeka ENT, USD 342 McLouth-Preschool, Kansas Educational Technology Consortium.
- u. Adopt the Keystone Learning Services 2017-2018 school calendar.

**Action**

Scott Gibson made a motion to approve the Annual Reorganization of the Board items a-u, as presented. Sharon Sweeney seconded and motion passed 7-0.

**2. Personnel Update—Contract and Resignations, July 2017 Personnel Report**

**ACTION**

Sharon Sweeney made a motion to approve the July 2017 personnel update as presented. Barb Chapman seconded and motion passed 7-0.

**Miscellaneous Items from Board Members**

None

**Adjournment**

At 7:30 p.m., the meeting was adjourned.