Board of Directors

KEYSTONE
LEARNING SERVICES

Minutes

Supers Scheduled to Attend Board Meeting

Steve Wiseman, Regular **Judy Chamberlain, Alternate**

DATE: **July 18th, 2012**

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

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

At 7:03 p.m., Vice President Ron Langston called the meeting to order. Members present: Jenny Morgison, Cindy Ladd, Sharon Sweeney and Stephan Metzger. Member absent: Scott Gibson. Arriving at 7:04 p.m., Ed Courtney.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Special Education Director; Linda Kilgore, Clerk of the Board; and Superintendent: Steve Wiseman.

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**

   Sharon Sweeney made a motion to nominate Cindy Ladd as Vice President. Stephan Metzger seconded and motion passed 6-0.

Monthly Action Items

1. **Approval of Agenda**

ACTION
Ed Courtney made a motion to approve the agenda with one change: move Action Item #2, Handbook Approval to Discussion Item #1, 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, minus the Cash Summary Report, as presented. Cindy Ladd seconded and motion carried 6-0.

Monthly Communications

1. **Receive Communications from Visitors Present**
   Rhonda Denning shared that Amy Wilson recently participated in a community service project that will impact JDLA students. Amy sold items at the Old Settler's Reunion this year and used the money to buy back-to-school items she donated to JDLA for the students' use.

2. **Receive General Communications**
   Ron welcomed two new board members, Stephan Metzger who will represent the Oskaloosa district and Scott Gibson who will represent Jefferson West.

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 2012-2013 Board meetings are as follows:
      July 18, August 15, September 19, October 17, November 14, December 19, January 16, February 20, March 13, April 17, May15 and June 19
   b. Clerk of the Board, Linda Kilgore
   c. Treasurer of the Board, Officer from Denison State Bank
   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, an additional board member, Special Education Director, 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 2012-2013 will be at the State rate of 55 cents per mile, effective July 1, 2012
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 2011-2012 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 2011-2012 – Resolution per K.S.A. 75-112a (a)

ACTION
Sharon Sweeney made a motion to approve the annual reorganization of the Board, Items a through q, as presented. Ed Courtney seconded and motion carried 6-0.

2. **Finances**
Tim reviewed district assessments with the board and answered questions.

ACTION
Jenny Morgison made a motion to approve the district assessments for 2012-2013, as presented. Sharon Sweeney seconded and motion carried 6-0.

3. **2012-2013 Health Insurance**
Tim reviewed the health insurance options the agency received, explaining he pursued other bids for health insurance. Keystone was turned down by one company and a second company submitted a bid for a fully self-insured pool. Since rates for Blue Cross Blue Shield of Kansas remain about the same as last year, Tim recommends staying one more year with BCBS.

ACTION
Ed Courtney made a motion to approve the contract with Blue Cross Blue Shield of Kansas for the 2012-13 school year, as presented. Cindy Ladd seconded and motion passed 6-0.

Discussion Items

1. **2012-2013 Handbook Approval**
The following handbooks are being updated and will be recommended for approval at the August board meeting: John Dewey Learning Academy (JDLA), Teacher and Para, Keystone Office Personnel, Parents As Teachers (PAT), Marshall County tiny k, Multi-Tier System of Supports (MTSS), Technical Assistance System Network (TASN) and the Keystone Policy manual. Once updated, these handbooks can be found online at www.keystonelearning.org

2. **Board Planning**
The board set the date of August 22nd for the annual planning session. The purpose of this meeting is 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. Dinner will begin at 6:00 p.m. with the meeting to follow at 6:30 p.m. at the Keystone building in Ozawkie.

3. **Fire Alarm System Update**
The state fire marshal approved occupancy for students with the agreement that we continue to upgrade the fire alarm system over the next two years until it meets current codes. Tim visited with board members about the time line of doing upgrades.

4. **IDL Update**
Tim updated the board on the discussion held with superintendents regarding the status of the distance learning network.

5. **Kaw Valley Superintendent Cooperative**
Tim updated the board on the purchasing cooperative and the new food service bidding process.

Executive Session

At 7:50 p.m., Cindy Ladd 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.

At 8:10 p.m., Cindy Ladd made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss personnel matters of non-elected personnel, and to discuss negotiations, reconvening in this room at 8:15 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Steve Wiseman. Sharon Sweeney seconded and motion carried 6-0.

At 8:15 p.m. open session resumed.

At 8:15 p.m., Cindy Ladd made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss personnel matters of non-elected personnel, and to discuss negotiations, reconvening in this room at 8:20 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Steve Wiseman. Sharon Sweeney seconded and motion carried 6-0.

At 8:20 p.m. open session resumed.

At 8:20 p.m., Cindy Ladd made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss personnel matters of non-elected personnel, and to discuss negotiations, reconvening in this room at 8:25 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Steve Wiseman. Sharon Sweeney seconded and motion carried 6-0.

At 8:25 p.m. open session resumed.

ACTION ITEMS

1. **Personnel Update--** Contracts and Resignations
   Approval of the July 2012 Personnel Report

ACTION
Jenny Morgison made a motion to approve the personnel update as presented. Sharon Sweeney seconded and motion carried 6-0.

2. **Approval of the Negotiation Agreement for 2012-2013**
   Tabled until August meeting.

3. **Approval of Salary for Staff Outside of the Negotiated Agreement for 2012-2013.**
   Tabled until August meeting.

ACTION
Cindy Ladd made a motion to table the Negotiated Agreement and Salary for Staff Outside the Negotiated Agreement until the August meeting. Sharon Sweeney seconded and motion carried 6-0.

Adjournment

At 8:28 p.m., the meeting was adjourned.

Ron Langston President	Linda Kilgore Clerk of the Board