

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Denise Jennings, Regular

Tim Marshall, Alternate

DATE: August 15th, 2012

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

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

At 7:05 p.m., Board President Ron Langston called the meeting to order. Members present: Jenny Morgison, Stephan Metzger, Cindy Ladd, Sharon Sweeney, Scott Gibson and Ed Courtney.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Special Education Director; Mary Livingston, Assistant Special Education Director; Linda Kilgore, Clerk of the Board. Others in attendance: Superintendent Denise Jennings and Jeri Fischer, SETA Representative.

Monthly Action Items

1. Approval of Agenda

ACTION

Ed Courtney made a motion to approve the agenda with the following additions: Monthly Consent Agenda Items #6, Approval of Checking Account Changes and Item #7, Approval of Safe Deposit Box, and Action Item #3, Approval of Treasurer. Cindy Ladd seconded and motion carried 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. **Approval of Checking Account Changes**—To remove Jon Henry and Shannon McMahon from approved check signers list and add Cindy Ladd as an approved signer.
7. **Approval of Safe Deposit Box**—Open a safe deposit box at the Dennison State Bank and authorize Tim Marshall, Mary Livingston and Lisa Morando access to the box.

ACTION

Sharon Sweeney made a motion to approve the Monthly Consent Agenda Items as presented. Jenny Morgison seconded and motion carried 7-0.

Monthly Communications**1. Receive Communications from Visitors Present**

None

2. Receive General Communications

Introductions were made to new board member Scott Gibson and new Assistant Special Education Director, Mary Livingston.

Action Items**1. Approval of Negotiated Agreement****ACTION**

Ed Courtney made a motion to approve the 2012-2013 Negotiated Agreement, as presented. Sharon Sweeney seconded and motion carried 7-0.

2. 2012-2013 Handbook Approval

The following handbooks are recommended for approval: 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. These handbooks can be found online:

<http://www.keystonelearning.org/BoardApproval/index.html>

ACTION

Cindy Ladd made a motion to approve the following 2012-2013 handbooks as presented: 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. Sharon Sweeney seconded and motion carried 7-0.

3. Approval of Treasurer

Tim explained that Keystone intended to move the treasurer duties to an officer of the Denison State Bank. They have declined, saying they feel it may be a conflict of interest. After reviewing options with our auditor, he pulled information from the Kansas Uniform Accounting Handbook. It reads:

District Treasurer – The district treasurer, being the fiscal officer of the school district, has overall responsibility for the accounting and reporting of all activity to the board. The district treasurer is also responsible for implementation and enforcement of required internal control procedures. The district treasurer may delegate custodial and other functions to other district employees.

Tim recommended that Lisa Morando be appointed as treasurer of the board.

ACTION

Jenny Morgison made a motion to approve Lisa Morando as Treasurer of the board. Stephan Metzger seconded and motion carried 5-1 (Scott Gibson abstained.)

Discussion Items

1. Finance for 2012-13 and Beyond

Tim explained that the state continues to work with the federal government to repair the damage done back in 2009 with ARRA money. Tim reviewed the progress of those negotiations and the potential impact on special education.

2. School Improvement for 2012-13 and Beyond

Tim discussed with the board the No Child Left Behind (NCLB) waiver and how schools are going to deal with QPA and school improvement.

3. Keystone and the Guidance Center

Tim explained the new contract for JDLA with the Guidance Center is not yet finalized. Tim also explained that Keystone is building a contract with the Guidance Center for the elementary program at Nortonville.

4. Douglas County tiny k

Tim discussed the future of Keystone's work with the Douglas County tiny k program with the board.

5. Interlocal Agreement

Tim reminded the board that the interlocal agreement is due for renewal by the end of this 2012-2013 school year. Tim spoke with the board about possible changes to the current interlocal agreement. The board will review the document and come back with ideas on changes at the September meeting.

6. Board Planning

The board planning meeting is scheduled for Wednesday, August 29, 2012. Tim explained that we will meet in the Ozawkie conference room with dinner at 6:00 PM and the meeting will begin at 6:30 PM. Doug Moeckel from KASB will again work with the board. The superintendents have been invited and districts are encouraged to send an additional representative.

Executive Session

At 8:10 p.m., Cindy Ladd made a motion to go into Executive Session in the meeting room for 15 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:25 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Mary Livingston and Denise Jennings. Sharon Sweeney seconded and motion carried 7-0.

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

At 8:25 p.m., Cindy Ladd made a motion to go into Executive Session in the meeting room for 10 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:35 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Mary Livingston and Denise Jennings. Sharon Sweeney seconded and motion carried 7-0.

At 8:35 p.m. open session resumed.

At 8:35 p.m., Cindy Ladd made a motion to go into Executive Session in the meeting room for 10 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:45 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Mary Livingston and Denise Jennings. Sharon Sweeney seconded and motion carried 7-0.

At 8:45 p.m. open session resumed.

At 8:45 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, reconvening in this room at 8:50 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Mary Livingston and Denise Jennings. Sharon Sweeney seconded and motion carried 7-0.

At 8:50 p.m. open session resumed.

At 8:50 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, reconvening in this room at 8:55 p.m. The Executive Session included Tim Marshall, Rhonda Denning, Mary Livingston and Denise Jennings. Sharon Sweeney seconded and motion carried 7-0.

At 8:55 p.m. open session resumed.

ACTION ITEMS

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

ACTION

Jenny Morgison made a motion to approve the August personnel update as presented. Cindy Ladd seconded and motion carried 7-0.

2. Approval of Administrator Salary Increase

ACTION

Stephan Metzger made a motion to approve the administrator salary increase for the 2012-13 school year, as presented. Cindy Ladd seconded and motion carried 6-1.

3. Approval of Classified Salary Increase

ACTION

Stephan Metzger made a motion to approve the amended classified salary increase for the 2012-13 school year, as presented. Jenny Morgison and motion carried 7-0.

4. Approval of Paid Sick Days & Accumulated Days for Office Staff

ACTION

Sharon Sweeney made a motion to approve the paid sick days and accumulated days off for office staff as presented. Cindy Ladd seconded and motion carried 7-0.

Miscellaneous Items

None

Adjournment

At 9:01 p.m., the meeting was adjourned.

Ron Langston
President

Linda Kilgore
Clerk of the Board



Board of Education

Special Board Meeting

Special Meeting Minutes

Date: August 29th, 2012

Location: Keystone Learning Services, 500 E. Sunflower Blvd., Ozawkie, KS 66070

Time: 6:00 p.m. - Dinner; 6:30 p.m. - Call Meeting to Order

At 6:30 p.m., Tim Marshall, Keystone Executive Director, opened the meeting. Members present: Ron Langston, Cindy Ladd, Sharon Sweeney, Stephan Metzger and Ed Courtney. Board members absent: Jenny Morgison and Scott Gibson.

Others present: Doug Moeckel, KASB; Rhonda Denning, Special Education Director; Mary Livingston, Assistant Special Education Director; Alicia Kheir, Assistant Special Education Director; Linda Kilgore, Clerk of the Board; Krystal Porter, Human Resources; Superintendents: Pat Happer, Jon Pfau, Denis Yoder, Steve Wiseman, Steve Splichal, Loren Feldkamp and Denise Jennings. Other district board members: Jamie Filbert representing JCN and Don Knowles representing Jefferson West.

1. Welcome

Tim Marshall welcomed everyone in attendance and introduced Doug Moeckel from KASB.

2. Planning Session

Doug reviewed the work done by the board at last year's planning session and the work that followed. He led the board and participants through problem solving exercises that will provide information for future planning on the board's part.

Adjourn

At 8:15 p.m., the meeting was adjourned.

Ron Langston
President

Linda Kilgore
Clerk of the Board