Board of Directors

KEYSTONE
LEARNING SERVICES

Minutes

Supers Scheduled to Attend Board Meeting

Steve Splichal, Regular   Denis Yoder, Alternate

DATE: December 18th, 2013

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

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

At 7:01 p.m., Board President Ron Langston called the meeting to order. Members present: Scott Gibson, Sharon Sweeney and via telephone, USD #377 Board Representative Jeff Martin. Member absent: Jenny Morgison. Arriving at 7:01 p.m., Ed Courtney. Arriving at 7:05 p.m., Gary Willits.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Special Education Director; Alicia Kheir and Mary Livingston, Assistant Special Education Directors; Linda Kilgore, Clerk of the Board. Others in attendance: Marlene Jolly; Denis Yoder, Superintendent at USD #343 and via telephone, Stephen Wiseman, Superintendent of USD 377.

Monthly Action Items

1.   **Approval of Agenda**

ACTION
Scott Gibson made a motion to approve the agenda as presented. Sharon Sweeney seconded and motion carried 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**

ACTION

Sharon Sweeney made a motion to approve the Monthly Consent Agenda Items as
presented. Ed Courtney seconded and motion carried 5-0.

Monthly Communications

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

2. **Receive General Communications**
   None

Action Items

1. **Approval of KEEP Evaluation Documents**
   Tim asked that the board adopt the district leader and building leader evaluation
   forms from the Kansas Educator Evaluation Protocol (KEEP) as a pilot evaluation
   for the 2013-14 school year. This form will be used to evaluate each special
   education administrator once this year.

ACTION

Ed Courtney made a motion to approve the Kansas Educator Evaluation Protocol (KEEP)
for use as the Keystone administrator evaluation tool for the 2013-2014 school year as a
pilot project, as presented. Scott Gibson seconded and motion carried 6-0.

Discussion Items

1. **Keystone Office Staff** – Tim explained that we are down two positions in the
   business office and plans to operate with three, not four people for the remainder
   of the school year. Tim reviewed other possible changes and shifts in funding
   from special education to the service center.

2. **Potential Budget Cuts** – Tim and board members shared ideas regarding budget
   cuts. Tim will bring further information back to the board next month.

3. **Interlocal Expansion** – The Leavenworth special education cooperative is
   considering disbanding or reorganizing. Tim explained that Pleasant Ridge
   Schools (Easton) has asked that we discuss the possibility of bringing them into
   Keystone if the breakup occurs. During the superintendent council meeting,

members were open to the idea of the board beginning those discussions. Tim shared preliminary numbers for the board's consideration. Superintendents and the Keystone board are not interested in a change unless it keeps our districts from incurring any additional expenses. Tim will bring more information back next month to present to the board, including estimated costs to run Easton's program and a preliminary agreement.

4. Items From Board Members

Tim will complete his self-evaluation and have it to the board by January 8th. The board agreed to have their director evaluations completed and emailed to Ron Langston by January 15th. The date of the January board meeting is the 22nd.

ACTION ITEMS

1. **Personnel Update--** Contracts and Resignations
   Approval of the December 2013 Personnel Report

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

Adjournment

At 8:00 p.m., the meeting was adjourned.

| Ron Langston | Linda Kilgore |
| President | Clerk of the Board |