

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Steve Wiseman, Regular

Loren Feldkamp, Alternate

DATE: July 21st, 2010

Location: Oskaloosa School District Library, 404 Park Street, Oskaloosa, KS

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

At 7:00 p.m., Jon Henry called the meeting to order. Members present: Mike Tullis for Ed Courtney, Jody Lockhart, Shannon McMahon, Jon Henry, Beth Kelly, and Ron Langston. Todd Gigstad arrived at 7:02.

Others present: Rhonda Denning, Interim Executive Director; Debra May, Business Manager; Krystal Porter, Assistant Clerk of the Board; Superintendents: Jon Pfau, Steve Wiseman, Loren Feldkamp; Others in attendance: Kathy Young, Milton Young, Lisa Morando and Tim Marshall.

Jon welcomed new Board Member, Ron Langston, and new Assistant Director of Special Education, Rob Little. Introductions were then made.

Election of Officers

1. Action - Election of President

Shannon made a motion to nominate Todd Gigstad as president. Jodi seconded and the motion carried 6-0.

Todd arrived at 7:02 p.m.

2. Action - Election of Vice President

Jodi made a motion to nominate Jon Henry as Vice President. Beth seconded and motion passed 7-0.

Monthly Action Items

1. Approval of Agenda

ACTION:

Jon made a motion to approve the agenda with the following additions: Executive Session prior to the approval of Personnel Update; Action Item #2 – Addition of the Business Office Manual to be approved; Action Item #5 – Blue Cross & Blue Shield employee health insurance; Discussion Item #4 – Autism Director, Lee Stickle; Discussion Item #5 – Jefferson West Ozawkie Building; Discussion Item #6 – KSDE Special Education Audit. Shannon seconded and motion carried 7-0.

Executive Session

At 7:10 p.m., Shannon made a motion to go into Executive Session in the conference room for 10 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 7:20 p.m. The Executive Session included Rhonda Denning, Rob Little, Steve Wiseman and Jon Pfau. Shannon seconded and motion carried 7-0.

At 7:20 p.m. open session resumed.

Monthly Action Items

1. Personnel Update

ACTION: Jon made a motion to approve the Personnel Update as presented. Jodi 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**

ACTION: Shannon made a motion to approve the Consent Agenda Items as presented. Jodi seconded and motion carried 7-0.

Monthly Communications

1. **Receive Communications from Visitors Present**

There were no communications from visitors present.

2. **Receive General Communications**

Todd reminded the members about the Advance Board Meeting on Thursday, August 12th, with dinner served at 6:00 p.m., meeting starting at 6:30 p.m. and finishing by 8:00 p.m. The meeting will be held at the Oskaloosa School Library and proxies are welcome to attend.

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 the Oskaloosa school district library, 404 Park Street. The proposed dates for the 2010-2011 Board meetings are as follows:
July 21, August 18, September 15, October 20, November 17, December 15, January 19, February 16, March 9, April 20, May 18 and June 15
- b. Clerk of the Board, Linda Kilgore
- c. Treasurer of the Board, Eric Bowser
- d. KPERS Representative, Debra May; 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, State Bank of Oskaloosa
- h. Official newspaper, Oskaloosa Independent
- i. BOE President, Business Manager and Treasurer are authorized to sign checks. (In emergency or absence of Business Manager, the Clerk of the Board has signature authorization)
- j. Early payment of certain bills, such as utility bills, can be paid prior to Board approval to avoid penalties for late payments.
- k. Reimbursement rate for mileage be at the State rate of .50 cents per mile
- l. Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office
- 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 2009-2010 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 2008-2009 – Resolution per K.S.A. 75-112a (a)

ACTION: Jodi made a motion to approve the annual reorganization of the Board with the location of the meetings to be at the Oskaloosa school district library, 404 Park Street, Oskaloosa, KS. Shannon seconded and motion carried 7-0.

ACTION:

Jon made a motion to approve a resolution for the Petty Cash Fund with a limit of \$1,500.00 per policy DJB, as presented. Beth seconded and motion carried 7-0.

ACTION:

Jodi made a motion to approve a resolution for the Student Activity fund per policy DK. Ron seconded and motion carried 7-0.

ACTION:

Mike made a motion to a resolution to rescind all policy actions found in the minutes established during the 2009-2010 school year per policy BDA, as presented. Shannon seconded and motion carried 7-0.

ACTION:

Jodi made a motion to a resolution to adopt all current written policies per policy BDA, as presented. Beth seconded and motion carried 7-0.

ACTION:

Jon made a motion to a resolution to adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2009-2010 – Resolution per K.S.A. 75-112a(a). Mike seconded and motion carried 7-0.

2. 2010-2011 Handbook Approval

The following handbooks are recommended for approval: JDLA, Teacher, Para, Oskaloosa Office Personnel, Business Office Manual and the Keystone Policy manual. These handbooks can be found online at <http://www.keystonelearning.org/BoardApproval/index.html>

ACTION:

Shannon made a motion to approve the following 2010-2011 handbooks for as presented: JDLA, Teacher, Para, Oskaloosa Office Personnel, Business Office Manual and the Keystone Policy manual. Mike seconded and motion carried 7-0.

3. 2010-2011 Budget Approval

Debra May presented Fund 01, Part “C”, Fund 16, Fund 17, Fund 28 and Fund 43 budgets for Board approval.

ACTION

Jodi made a motion to approve the following budgets for 2010-2011 as presented: Fund 01, Part “C”, Fund 16, Fund 17, Fund 28 and Fund 43. Beth seconded and motion carried 7-0.

4. First Concord Benefit Group

Debra May reviewed the change in provider for Medical Flex.

Shannon made a motion to approve the change in provider for Medical Flex, as presented. Jodi seconded and motion carried 7-0.

5. Benefits

It is recommended that Keystone continues to offer Blue Cross and Blue Shield as the health insurance provider.

Jon made a motion to approve Blue Cross and Blue Shield as the health insurance provider for Keystone employees. Shannon seconded and motion carried 7-0.

Discussion Items

1. KSDE Response Letter

Rob discussed the response letter from KSDE regarding approved new Kansas Special Education regulations that will align with federal regulations and state law. The proposed forms are on the KSDE website for viewing. Once KSDE has adopted these forms, Keystone will adopt the state changes.

2. Staff Letter

Rob discussed the various inservice activities and trainings coming up for Keystone staff, beginning the first of August.

3. CISL Review (Efficiency Study)

There has been a meeting with Bill Saylor to get an update on the efficiency study. Mr. Saylor's team is in place and they are deciding what written documents they will be requesting from each district. Their next step will be to come in to each district and Keystone to gather data.

4. Autism – Lee Stickle

Rhonda shared with the Board that Lee Stickle, Director of KISN, was recently awarded the National Outstanding Professional of the Year by the membership of the Autism Society. Lee is very deserving of this award and we are fortunate to have her working with our agency.

5. Jefferson West Ozawie Building

The Jeff West Board is open to discussion regarding the use of the Ozawie building. Rhonda asked for the Board's support in starting conversation with Jeff West pursuing this building as a site for Keystone programs.

6. KSDE Special Education Audit

Rhonda discussed the KSDE Special Education Audit that was recently completed. Once the final report is received, an appeal will be submitted.

Executive Session

At 8:38 p.m., Jon made a motion to go into Executive Session in the conference room to discuss personnel matters of non-elected personnel, reconvening in this room at 7:50 p.m. with possible motion to amend administrative contract. The Executive Session included Rhonda Denning, Jon Pfau, Steve Wiseman, and Loren Feldkamp. Jodi seconded and motion carried 7-0.

At 7:50 p.m. open session resumed.

ACTION: Jon made a motion to amend Terri Coughlin's contract to include all benefits awarded to all full-time employment. Mike seconded and motion carried 7-0.

Adjournment

At 8:50 p.m., Jodi made a motion to adjourn the meeting. Mike seconded and motion carried 7-0.

Todd Gigstad
President

Krystal Porter
Assistant Clerk of the Board