

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Pat Happer, Regular

Jon Pfau, Alternate

DATE: July 20th, 2011

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

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

At 7:01 p.m., Jon Henry, Vice President, called the meeting to order. Members present: Ed Courtney, Jenny Morgison, Shannon McMahan, Cindy Ladd, Sharon Sweeney and Ron Langston.

Others present: Tim Marshall, Executive Director; Rhonda Denning, Special Education Director; Linda Kilgore, Clerk of the Board; Superintendents: Pat Happer and Denis Yoder. Others in attendance: Jake Barnett, Beth Barnett, Elizabeth Peoples, Marlene Jolly, Sherry Bingham and Myra Mohr.

Election of Officers

1. Action - Election of President

Shannon McMahan made a motion to nominate Jon Henry as president. Jenny Morgison seconded and the motion carried 7-0.

2. Action - Election of Vice President

Shannon McMahan made a motion to nominate Ron Langston as Vice President. Jenny Morgison seconded and motion passed 7-0.

Monthly Action Items

1. Approval of Agenda

ACTION

Shannon McMahon made a motion to approve the agenda with the following changes: Under Action Item #1 Annual Reorganization of the Board, remove letter “c” from the group for separate action at a later time and remove letter “i” with separate action to follow; Remove Action Item #4 First Concord Benefit Group; Remove Discussion Item #1 IDL Coordinator Position; and Add under Personnel Action, #9 Custodian Position. Sharon Sweeney 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

Ed Courtney made a motion to approve the Consent Agenda Items as presented. Ron Langston seconded and motion carried 7-0.

Jon welcomed the three newest board members, Jenny Morgison from USD 343, Cindy Ladd from USD 377 and Sharon Sweeney from USD 338. Introductions were made.

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

Jake Barnett, Barnett Family Services, LLC, gave an update on the reconstruction being done at the Oskaloosa building and explained the plans for the future of the building.

ACTION

Ed Courtney made a motion to approve the lease of the Keystone building in Oskaloosa to Barnett Family Services, LLC, as presented. Cindy Ladd seconded and motion carried 7-0.

2. Receive General Communications

None

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 2011-2012 Board meetings are as follows:
July 20, August 17, September 21, October 19, November 16, December 21, January 18, February 15, March 14, April 18, May 16 and June 20
- b. Clerk of the Board, Linda Kilgore
- c. ~~Treasurer of the Board, Open~~
- 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 2011-2012 will be at the State rate of .51 cents per mile, effective July 1, 2011
- 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 2010-2011 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 2010-2011 – Resolution per K.S.A. 75-112a (a)

ACTION

Jenny Morgison made a motion to approve the annual reorganization of the Board, minus “c” and “i”, as presented. Sharon Sweeney seconded and motion carried 7-0.

ACTION

Shannon McMahon made a motion to approve the Petty Cash Fund with a limit of \$1,500.00 per policy DJB, as presented. Cindy Ladd seconded and motion carried 7-0.

ACTION

Cindy Ladd made a motion to approve the Student Activity fund per policy DK. Ed Courtney seconded and motion carried 7-0.

ACTION

Shannon McMahon made a motion to rescind all policy actions found in the minutes established during the 2010-2011 school year per policy BDA, as presented. Jenny Morgison seconded and motion carried 7-0.

ACTION

Sharon Sweeney made a motion to adopt all current written policies per policy BDA, as presented. Shannon McMahon seconded and motion carried 7-0.

ACTION

Jenny Morgison made a motion to adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2011-2012 – Resolution per K.S.A. 75-112a(a). Shannon McMahon seconded and motion carried 7-0.

ACTION

Jenny Morgison made a motion for the Board President, Board Vice President, Board Member Shannon McMahon, the Board Clerk, the Special Education Director and the Human Resources manager to be authorized to sign checks. Shannon Sweeney seconded and motion carried 7-0.

1. 2011-2012 Handbook Approval

The following handbooks are recommended for approval: Keystone Teacher and Para and Technical Assistance System Network (TASN). These handbooks can be found online at www.keystonelearning.org

ACTION

Ron Langston made a motion to approve the following 2011-2012 handbooks as presented: Keystone Teacher and Para and Technical Assistance System Network (TASN). Sharon Sweeney seconded and motion carried 7-0.

Discussion Items

1. Board Planning

Tim discussed ideas with the board for future planning, to clarify the superintendents' role with the board. The board plans to hold a separate meeting sometime in mid-to-late August for this purpose.

2. Lecompton Building

Tim reported on the progress of returning the Lecompton building to the city and the status of the claim on the roof damage. The board would like to see the roof repaired as quickly as possible. Tim will get estimates on the roof and a timeline for completion.

Executive Session

At 8:05 p.m., Cindy Ladd made a motion to go into Executive Session in the meeting room for 25 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:30 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Shannon McMahon seconded and motion carried 7-0.

At 8:30 p.m. open session resumed.

At 8:30 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 8:45 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Shannon McMahon 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 15 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 9:00 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Shannon McMahon seconded and motion carried 7-0.

At 9:00 p.m. open session resumed.

At 9:00 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 9:05 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Shannon McMahon seconded and motion carried 7-0.

At 9:05 p.m. open session resumed.

At 9:05 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 9:10 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Shannon McMahon seconded and motion carried 7-0.

At 9:10 p.m. open session resumed.

At 9:10 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 9:20 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Shannon McMahon seconded and motion carried 7-0.

At 9:20 p.m. open session resumed.

At 9:20 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, reconvening in this room at 9:25 p.m. The Executive Session included Tim Marshall, Rhonda Denning and Pat Happer. Shannon McMahon seconded and motion carried 7-0.

At 9:25 p.m. open session resumed.

ACTION ITEMS

1. Personnel Update-- Contracts and Resignations Approval of the July 2011 Personnel Report

ACTION

Shannon McMahon made a motion to approve the personnel update as presented. Sharon Sweeney seconded and motion carried 7-0.

2. Approval of the Negotiation Agreement for 2011-2012

The association and board representatives met and the teachers have ratified the proposed contract. A copy of the contract with changes highlighted is available on the agency's web site.

ACTION

Sharon Sweeney made a motion to approve the negotiated agreement for 2011-2012, as presented. Ed Courtney seconded and motion carried 7-0.

3. Approval of Change of Job Description from Business Manager to Fiscal Services Director

ACTION

Jenny Morgison made a motion to approve the change in job description from Business Manager to Fiscal Services Director. Cindy Ladd seconded and motion carried 7-0.

4. Approval of Lisa Morando as Fiscal Services Director

ACTION

Cindy Ladd made a motion to approve Lisa Morando be employed as Fiscal Services Director at a rate of \$17.00/hour for 2011-2012, to be re-evaluated based on performance and continued education, as presented. Sharon Sweeney seconded and motion carried 7-0.

5. Approval of Nicole Hill as Payroll Clerk

ACTION

Shannon McMahan made a motion to approve Nicole Hill be hired as payroll and benefits clerk at a rate of \$13.50/hour, as presented. Cindy Ladd seconded and motion carried 7-0.

6. Approval of Accounts Payable Clerk

ACTION

Jenny Morgison made a motion to approve Teresa Escobar be hired as Accounts Payable Clerk at the rate of \$12.10/hour. Sharon Sweeney seconded and motion carried 7-0.

7. Approval of Change of Tim Marshall's Contract Change

ACTION

Shannon McMahan made a motion to approve Tim Marshall's contract amendment as presented, with salary and benefits for 2011-2012 to begin with the July payroll. Ron Langston seconded and motion carried 7-0.

8. Approval of Salary for Staff Outside of the Negotiated Agreement for 2011-2012

ACTION (a)

Sharon Sweeney made a motion to approve contract hours for paras changing from 31 hours/week to 32 hours/week for the 2011-2012 school year as presented. Cindy Ladd seconded and motion carried 7-0.

ACTION (b)

Ron Langston made a motion for para salaries to be increased by 2%, for classified staff salaries to be increased by 2% (except Lisa Morando, Nicole Hill and Teresa Escobar) and for the Special Education Director, Assistant Special Education Director and JDLA Principal salaries to be increased by 2%. Sharon Sweeney seconded and motion carried 6-1.

9. Part Time Custodian

Ed Courtney made a motion to approve the hiring of Gary Kirkwood as part time custodian (20 hours/week) at \$10.00/hour. Sharon Sweeney seconded and motion carried 7-0.

10. Rescind Para Cap

Sharon Sweeney made a motion to rescind the action of February 18th, 2009, of the starting salary being capped at \$9.00/hour for new para hires. Shannon McMahon seconded and motion carried 7-0.

Adjournment

At 9:39 p.m., Shannon McMahon made a motion to adjourn the meeting. Cindy Ladd seconded and motion carried 7-0.

Jon Henry
President

Linda Kilgore
Clerk of the Board