

# Board of Directors



## Minutes

Superintendent Scheduled to Attend Board Meeting

Pat Happer

Andrew Gaddis, Alternate

**DATE:** July 17<sup>th</sup>, 2019

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

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

At 7:00 p.m., Board President Ron Langston called the meeting to order. Members present: Ramon Gonzalez, Robin Croxel, Kelli Bottorff, Scott Gibson, Jana Farmer, Rita Oatney (USD 449 proxy). Arriving at 7:03, Sharon Sweeney. Member not present: Sarah Johnston.

Others present: Andy Ewing, Executive Director/Special Education Director; Mary Livingston and Nathanael Norman, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Barb Chapman; Andrew Gaddis, USD #377 Superintendent.

### Election of Officers

#### 1. Action-Election of President

Sharon Sweeney made a motion to nominate Ron Langston as president. Ramon Gonzalez seconded, and the motion passed 8-0.

#### 2. Action – Election of Vice President

Ramon Gonzalez made a motion to nominate Sharon Sweeney as Vice President. Rita Oatney seconded, and motion passed 8-0.

### Monthly Action Items

#### ACTION

##### 1. Approval of Agenda & Consent Agenda Items

#### 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 Agenda**
2. **Approval of Minutes of Last Meeting**
3. **Approval of Bills & Claims**
4. **Approval of Cash Summary Report**
5. **Approval of Monthly Fund Transfers**
6. **Approval of Check Registers**
7. **Keystone Handbook Approval**  
(TASN ATBS, SMHI & MTSS, KSDE TASN GSTAD, Parents as Teachers, Keystone Para)

#### **ACTION**

Scott Gibson made a motion to approve the Amended Agenda & Consent Agenda Items as presented. Sharon Sweeney seconded, and motion passed 8-0.

#### **Monthly Communications**

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

#### **Discussion Items**

1. **Director's Report**—Andy gave a brief summary of the superintendent council meeting held last week. Andy explained that he is attending Crisis Prevention Institute (CPI) training this week in order to become CPI trainer certified. Andy would like Keystone paras and teaching staff trained in this as well as reading instruction, such as LETRs training. The 18-21 year-old program was discussed. Highland Community College has agreed to host the program, but it is contingent upon a few building/room changes the program will require. Once a contract is agreed upon, Andy will bring it back to the board for approval. Andy explained that he and the superintendent council discussed teacher substitute pay for 2019-2020. Andy asked that the board consider bumping the Keystone special education substitute teacher pay for 2019-2020 to \$100.00/day, up from \$90.00/day, to be more in line with the rest of the districts' current sub pay. There are changes and updates to various Keystone handbooks for 2019-2020. These handbooks can be found on the Keystone website, where more will be added once updated and approved.
2. **Budget Update**—Andy reviewed the end of year budgets for Fund 01 (Special Education) and Fund 10 (Service Center).

- 3. Back to School Inservice Update**—Nathanael shared that Keystone administration have been preparing for the 2019-2020 back to school inservices. Keystone’s new teacher inservice will be held on August 1 & 2 at Keystone. The certified teaching staff inservice will be held on August 5<sup>th</sup> at the Oskaloosa school district, while Paraprofessional inservice will be held the morning of August 6<sup>th</sup> at Perry.

### **Executive Session**

At 7:18 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss administrator and para raises, reconvening in this room at 7:23 p.m. The Executive Session included Andy Ewing. Sharon Sweeney seconded, and motion carried 8-0.

At 7:23 p.m., open session resumed.

At 7:23 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss administrator and para raises, reconvening in this room at 7:28 p.m. The Executive Session included Andy Ewing. Sharon Sweeney seconded, and motion carried 8-0.

At 7:28 p.m., open session resumed.

At 7:28 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss administrator and para raises, reconvening in this room at 7:33 p.m. The Executive Session included Andy Ewing. Sharon Sweeney seconded, and motion carried 8-0.

At 7:33 p.m., open session resumed.

At 7:33 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss administrator and para raises, reconvening in this room at 7:38 p.m. The Executive Session included Andy Ewing. Sharon Sweeney seconded, and motion carried 8-0.

At 7:38 p.m., open session resumed.

At 7:38 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss administrator and para raises, reconvening in this room at 7:43 p.m. The Executive Session included Andy Ewing. Sharon Sweeney seconded, and motion carried 8-0.

At 7:43 p.m., open session resumed.

At 7:43 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 10 minutes, to discuss administrator and para raises, reconvening in this room at 7:53 p.m. The Executive Session included Andy Ewing. Sharon Sweeney seconded, and motion carried 8-0.

At 7:53 p.m., open session resumed.

At 7:53 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 10 minutes, to discuss administrator and para raises, reconvening in this room at 8:03 p.m. The Executive Session included Andy Ewing. Sharon Sweeney seconded and motion carried 8-0.

At 8:03 p.m., open session resumed.

## Substitute Teacher Pay

### **ACTION**

Sharon Sweeney made a motion to approve raising the 2019-2020 substitute teacher pay to \$100.00/day. Robin Croxel seconded, and motion passed 8-0.

#### **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 dates for the 2019-2020 Board of Directors meetings are as follows:  
July 17, August 21, September 18, October 16, November 20, December 18, January 15, February 19, March 18, April 15, May 20 and June 17.
- b. Clerk of the Board, Linda Chalker
- c. Treasurer of the Board, Lisa Morando
- d. KPERS Representative, Lisa Morando; Alternate KPERS Representative, Jenny Carter
- e. Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Shiloh Thacher
- f. Keystone attorney, Kansas Association of School Board Attorneys
- g. Official Bank Depository, Denison State Bank
- h. Official newspaper, Oskaloosa Independent
- i. The Keystone Board Clerk, Board President, Board Vice President, Assistant Directors of Special Ed, and Human Resources manager 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 will follow the State rate (currently \$.58/mile)
- 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 \$100.00 daily, \$185.88 daily, retroactive after 10 consecutive days
- o. Rescind all policy actions found in the minutes established during the 2018-2019 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 2019-2020– Resolution per K.S.A. 75-112a (a)
- r. Food Service Program Representative, Andy Ewing
- s. Approve federal state assurances for special education programs
- t. Approve contracted services for 2019-2020 for: Jefferson County Health Department, Kansas School for the Deaf, Kansas School for the Blind, Craig HomeCare Nursing Services, Infintec, The Guidance Center, Easter Capper Seals Foundation, Interim HealthCare of Topeka, Topeka ENT, USD 342 McLouth-Preschool, NEK-CAP.

**ACTION**

Scott Gibson made a motion to approve the Annual Reorganization of the Board items a-t, as presented. Sharon Sweeney seconded, and motion passed 8-0.

**2. Personnel Update—Contract and Resignations, July 2019 Personnel Report**

**ACTION**

Sharon Sweeney made a motion to approve the July 2019 personnel update as presented. Scott Gibson seconded, and motion passed 8-0.

**3. Approval of Updated Board Policies**

**ACTION**

Rita Oatney made a motion to approve the updates to policies CGK, CM, CN, CNA, EBBE, GAA, GAAA, GAAB, GACB, GACC, GACCA, GACE, GAE, GAG, GAHB, GAOE, GBH, GBN, GBRD, GBRH, IFC, IJ, JBC and their accompanying forms and procedures. Sharon Sweeney seconded, and motion passed 8-0.

**4. Para Raises for 2019-2020**

**ACTION**

Rita Oatney made a motion to approve a .25 cent raise for paraprofessionals for the 2019-2020 school year. Scott Gibson seconded, and motion passed 8-0.

**5. Administrator Raises & Service Center Employee Contracts for 2019-2020**

**ACTION**

Sharon Sweeney made a motion to approve Service Center Employee Contracts for the 2019-2020 school year. Kelli Bottorff seconded, and motion passed 8-0.

**ACTION**

Sharon Sweeney made a motion to approve a 2.5% raise for Keystone administrator Andy Ewing for the 2019-2020 school year. Ramon Gonzalez seconded, and motion passed 5-3.

**ACTION**

Sharon Sweeney made a motion to approve a 2.5% raise for Keystone administrator Mary Livingston for the 2019-2020 school year. Ramon Gonzalez seconded, and motion passed 6-2.

**ACTION**

Sharon Sweeney made a motion to approve a 2.5% raise for Keystone administrator Nathanael Norman for the 2019-2020 school year. Ramon Gonzalez seconded, and motion passed 6-2.

**Miscellaneous Items from Board Members**

None

**Adjournment**

At 8:12 p.m., the meeting was adjourned.

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Ron Langston  
President

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Linda Chalker  
Clerk of the Board