



# Board of Directors

## Minutes

**Date:** October 21<sup>st</sup>, 2020

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

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

At 7:13 p.m., Board President Sharon Sweeney called the meeting to order. Members present: Jana Farmer, Robin Croxel, Justin Finley, Scott Gibson, Ramon Gonzalez, Kelli Bottorff and Sarah Johnston.

Others present: Doug Anderson, Executive Director; Mary Livingston and Amy Conklin, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Denise Jennings, USD #339 Superintendent; Marlene Jolly.

### Monthly Action Items

#### 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 Register
7. Approval of Carolanne Josling (JDLA) as the New Authorized Food Service Representative
8. Approval of Memorandum of Understand between Keystone and Northeast Kansas Infant Toddler Services (NEKITS) and Tiny k.

### ACTION

Scott Gibson made a motion to approve the Agenda & Consent Agenda Items as presented. Jana Farmer seconded and motion passed 8-0.

## Monthly Communications

### 1. Receive Communications from Visitors Present—None

## Discussion Items

1. **Director's Update**— Doug Anderson provided information on the following items:
  - a) Materials donated to the Kansas State School for the Blind—Doug shared that Keystone donated 35 boxes of braille math textbooks that Keystone had no need for to a student outside of Keystone who could use it. The material will be housed in a library and still be available for Keystone use in the future.
  - b) Pay for those working outside of KLS contract time—Doug explained that some districts are using Keystone staff for extra duty hours (working outside of KLS contract time) during the pandemic. He explained that the districts will pay those staff for the extra hours worked.
  - c) Capital Outlay summary – discuss short term needs in our building—Doug and the board reviewed the estimated cost of short-term needs and repairs at the Keystone building and discussed options on how to fund these updates. Doug asked if the board would like to move forward on purchasing the building or continue to rent from the Jefferson West district. The Board endorsed further research to determine options, including the purchase of the building, to be discussed in future meetings.
2. **Budget**-- Doug reviewed a detailed budget snapshot and the current revenue/expenses report. This budget summary included information on the CARES money, the TIP grant, Medicaid reimbursement funds, Cat Aid and assessment payments.
3. **Human Resources** – Discuss matters pertaining to personnel.
  - a) Personnel Vacancy Report—Mary Livingston and Amy Conklin updated the board on recent hires and current vacancies. There is concern regarding early retirement of staff and filling these open positions. Doug shared his concern for hiring and retaining paraprofessionals and the need for competitive wages.
  - b) New Hire Meetings— Amy reported that she is meeting with new staff monthly via zoom to touch base and to discuss various topics such as curriculum that is available, scheduling issues, what to do when a para is gone for the day, and for collaboration time. These meeting have been very well attended.
  - c) Professional Development Council updates— Mary gave a Professional Development Council update, explaining that the council meets monthly on the 2<sup>nd</sup> Wednesday. Mary shared a needs assessment, with recommendations for plans going forward.

Keystone administration reported they are scheduling zoom sessions with the 8 district elementary and secondary principals to discuss special education topics. While helping to answer any questions pertaining to special education, these sessions will also allow the principals collaboration time with other area principals.

4. **PCG** – Medicaid/Easy IEP – Doug and Amy updated the Board on the training and pilot for the IEP program. Although citing several advantages of the Easy IEP system, some staff piloting the program expressed concerns of learning a new system at this time when stress levels are already high due to intermittent quarantine and remote learning responsibilities.

### **Executive Session**

At 8:07 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 15 minutes, to discuss personnel issues pursuant to the non-elected personnel exception under KOMA, reconvening in the meeting room at 8:22 p.m. The executive session included Doug Anderson. Kelli Bottorff seconded and the motion passed 8-0.

At 8:22 p.m., open session resumed.

### **Action Items**

1. **Personnel Update--**Contracts and Resignations  
Approval of the October 2020 Personnel Report

#### **ACTION**

Kelli Bottorff made a motion to approve the October 2020 personnel update as presented. Ramon Gonzalez seconded and motion passed 8-0.

### **Miscellaneous Items from Board Members**

Ramon thanks Doug for handling an earlier issue in his district as well as attending USD 343's board meeting. Sharon expressed her appreciation to all the board for attending both of tonight's meetings.

### **Adjournment**

At 8:24 p.m., the meeting was adjourned.

---

Sharon Sweeney  
President

---

Linda Chalker  
Clerk of the Board

