



Board of Directors  
*SPECIAL MEETING MINUTES*  
Board Goals Review

**Date:** October 21, 2020

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

**Time:** 5:00 p.m. Dinner

At 5:18 p.m., the special meeting was opened. Members present: Sharon Sweeney, Justin Finley, Scott Gibson, Jana Farmer, Robin Croxel, Ramon Gonzalez, Kelli Bottorff. Member absent: Sarah Johnston.

Others present: Doug Anderson, Executive Director; Mary Livingston and Amy Conklin, Assistant Special Education Directors; Linda Chalker, Clerk of the Board; Dr. Britton Hart, Director of Leadership Services at KASB.

**Introductions**

- Dinner was served at 5:00.
- Dr. Hart facilitated the discussion with the stated goals being to review roles and responsibilities of Board Members, and the new Executive Director, Doug Anderson.
- Participating members introduced themselves and shared the number of years they have served on the Board.
- Dr. Hart reviewed hypothetical scenarios (i.e. what do you do if an angry parent comes to you to complain about the cooperative?) and participating members shared their philosophy and practice in formulating responses.
- Board members were given an opportunity to write and share valued characteristics for effective leaders.
- Board members reviewed quadrants depicting leadership styles of amiable, expressive, driver, and analytical and discussed the individualized approach a person would take with each.
- Dr. Hart and the members reviewed the board's roles, responsibilities and expectations.

- **Review the Goals Established September 18, 2013:** Dr. Hart and the board briefly reviewed the 2013 goals.
- **Discuss Goal Priorities and Progress Monitoring:** Dr. Hart led a round robin discussion where assembled teams collaborated to mark the level of priority (1-10) of each Board Goal, and the current level of performance (1-10).
- **Clarify roles of the New Director and the Board and Define *Effective Communication*:** Dr. Hart provided an opportunity for Board members to record their expectations of the executive director pertaining to goals and leadership style. The executive director also recorded his expectations of the board.
- **Establish short-term priorities for the New Director and the Keystone Board moving forward:** These recorded items were shared with the executive director for his review. Dr. Hart collected notes and rankings of the goals and committed to typing all notes and returning them to the team for further review.
- **Determine the Timeline for a Future Retreat to Update Board Goals:** Dr. Hart encouraged the participants to review the notes and to discuss further how progress will be measured in achieving these goals. He also indicated that the Board's role was to establish the goals, and the executive director's role was to establish and carry out the objectives to make them happen.

### **Adjourn**

At 7:05 p.m., the meeting was adjourned.