



Board of Directors

Minutes

Superintendent Scheduled to Attend Board Meeting: Jon Pfau; Alternate: Tim Beying

Date: December 16th, 2020

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 Sharon Sweeney called the meeting to order. Members present: Jana Farmer, Robin Croxel, Sarah Johnston, Scott Gibson, Ramon Gonzalez and Kelli Bottorff. Arriving at 7:07, Justin Finley.

Others present: Doug Anderson, Executive Director; Mary Livingston and Amy Conklin, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Jon Pfau, USD #341 Superintendent; Kassandra Hogan, Keystone Social Worker.

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

ACTION

Scott Gibson made a motion to approve the Agenda & Consent Agenda Items as presented. Sarah Johnston seconded and motion passed 7-0.

Monthly Communications

- 1. Receive Communications from Visitors Present**—Kassandra Hogan, Keystone social worker, submitted her resignation and provided an explanation to the board.

Discussion Items

- 1. Director's Update**—Doug Anderson provided information on the following items:
 - a. Budget Summary Report**—Doug reviewed a budget snapshot of current finances and expenditures.
 - b. Para Vacancies**—Doug explained that he spoke with superintendents last week about alternate ways to recruit paras (while still advertising in local newspapers and on our website and Facebook page) and they agreed to include employment information about open para positions in districts' newsletters and on their websites.
 - c. Finder's Fee**—Doug asked the board about a Para recruitment incentive idea of offering a nominal finder's fee for anyone referring a person who comes and works for the organization. The board was receptive to this idea.
 - d. Building acquisition follow-up**—Doug shared a document to follow up with the Keystone building acquisition discussion from last month. This spreadsheet reflected accumulated expenses for building improvement and maintenance invested by the board over the past 10 years including rent. Doug has had a discussion with Huffman Corridor Consulting who has estimated the cost of a market value appraisal at \$1,250, to be completed in February, 2021.
- 2. Personnel Update**
 - a. Personnel Vacancy Report/New Hires**—Mary Livingston updated the board on the status of open para positions. Mary reported that there has been some interest from local college students in filling substitute positions.
 - b. Professional development activity on January 4, 2021**—Amy Conklin explained that Keystone needs a ½ day inservice with our teachers to review compliance issues, behavior support, assistive technology, and strategies to improve remote learning. In collaboration with superintendents, January 4th was selected as the day for this inservice, as students will not have returned on that day in most districts.

Executive Session

At 7:33 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 15 minutes, to discuss confidential matters pursuant to the exception non-elected personnel under KOMA, with the open meeting reconvening in the board room at 7:48 p.m. The executive session included Doug Anderson, Mary Livingston and Amy Conklin. Justin Finley seconded and the motion passed 8-0.

At 7:48 p.m., open session resumed.

Action Items

1. Resignation Request

ACTION

Scott Gibson made a motion to approve the resignation of Kassandra Hogan, whose contract with Keystone will end by February 1, 2021. Justin Finley seconded and motion passed 8-0.

2. Personnel Update--Contracts and Resignations

Approval of the December 2020 Personnel Report

ACTION

Scott Gibson made a motion to approve the December 2020 personnel update as presented. Kelli Bottorff seconded and motion passed 8-0.

Miscellaneous Items from Board Members

Sharon asked Linda to send out the Executive Director evaluation for this school year. Linda will be sending the evaluation out electronically on Thursday, December 17th. The board was asked to return their evaluations to Sharon by January 7th.

Adjournment

At 7:52 p.m., the meeting was adjourned.

Sharon Sweeney
President

Linda Chalker
Clerk of the Board