



# Board of Directors

## Minutes

Superintendent Scheduled to Attend Board Meeting: Andrew Gaddis; Alternate: Denise Jennings

**Date:** February 17<sup>th</sup>, 2021

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

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

At 7:01 p.m., Board President Sharon Sweeney called the meeting to order. Members present: Jana Farmer, Justin Finley, Sarah Johnston, Ramon Gonzalez, Kelli Bottorff. Members not in attendance: Scott Gibson, Robin Croxel.

Others present: Doug Anderson, Executive Director; Mary Livingston and Amy Conklin, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Andrew Gaddis, USD #377 Superintendent; Tim Marshall, Keystone Special Projects Director; Lisa Morando, Keystone Business Manager; Neil Phillips, CPA for Jarred, Gilmore & Phillips, PA.

### 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

Kelli Bottorff made a motion to approve the Agenda & Consent Agenda Items as presented. Sarah Johnston seconded and motion passed 6-0.

## Monthly Communications

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

## Discussion Items

1. **Audit Summary**—Neil Phillips, CPA presented the recent special education audit to the board. Neil was happy to report no findings.

At 7:23 p.m., Neil left the meeting.

### 2. Director's Update

- a. Budget Summary Report—Doug Anderson and Lisa Morando reviewed highlights of the past month and examined balances with board members.
- b. Job Description and Discussion Regarding an Instructional Coach Position—Doug shared a copy of the Instructional Coach position that is up for board approval.
- c. Keystone Building Appraisal Update—Doug explained that he attended the Jefferson West district board meeting this month and spoke to their members regarding the plans to acquire the Keystone building. Discussion is ongoing.
- d. Board Meeting Start Time Change—Doug and the Keystone board members discussed changing the board meeting start time, moving it back 30 minutes, to start at 6:30 p.m. rather than 7:00 p.m.

### 3. Personnel

- a. Vacancy Report/New Hires—Amy reported that Keystone recently hired 2 new paras but there is still an ongoing need to fill open para positions. Amy explained that two new teacher interviews are scheduled for this Friday to replace vacancies for next year. Amy also explained that Tim Marshall is actively recruiting at (virtual) career fairs and Belinda O'Dell has accepted the position of Assistant Special Education Director for the 2021-2022 school year, replacing Mary Livingston, who is retiring.
- b. Update on Dyslexia Task Force— Amy explained that the Keystone Dyslexia Task Force met via zoom on Monday, 2/15 to go over curriculum. Amy would like to meet one more time with the group in order to finalize plans for new curriculum being introduced to the middle and high school levels next year.
- c. Update on Principal Academy— Mary shared that an elementary principal academy was held last Thursday, 2/11 via zoom. The group reviewed the problem solving process and had collaboration time. The secondary principal meeting will be next week. Mary reported a good response to these meetings.
- d. Service Rates/Caseload & FTE Recommendations—Amy shared a document that estimates special education needs for next year, including paras along with teaching staff at each district, based on student IEPs. This information is just a snapshot in time the administrators use as an estimate for the following year.

## Executive Session

None

## Action Items

### 1. Personnel Update--Contracts and Resignations

Approval of the February 2021 Personnel Report

***ACTION:***

Kelli Bottorff made a motion to approve the personnel update as presented. Sarah Johnston seconded and motion passed 6-0.

### 2. Approval of Change to the Keystone Board Meeting Start Time

***ACTION:***

Sarah Johnston made a motion to approve changing the Keystone monthly board meeting starting time from 7:00 p.m. to 6:30 p.m. Ramon Gonzalez seconded and motion passed 5-1.

### 3. Approve the Posting of an Instructional Coach for the 2021-2022 Academic Calendar Year

***ACTION:***

Sarah Johnston made a motion to approve posting the new position of an instruction coach with the responsibilities included in the instructional coach job description. Ramon Gonzalez seconded and motion passed 6-0.

## Miscellaneous Items from Board Members

***ACTION:***

Ramon Gonzalez made a motion to approve the 2020 audit as presented. Justin Finley seconded and motion passed 6-0.

## Adjournment

At 8:28 p.m., the meeting was adjourned.

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Sharon Sweeney  
President

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Linda Chalker  
Clerk of the Board