



Board of Directors

Minutes

Superintendent Scheduled to Attend Board Meeting: Denise Jennings. Alternate: JB Elliott

Date: June 16th, 2021

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

Time: 6:30 p.m. Call Meeting to Order

At 6:30 p.m., Board President Sharon Sweeney called the meeting to order. Members present: Robin Croxel, Justin Finley, Jerry Barnes, Ramon Gonzalez and Kelli Bottorff. Members not in attendance: Scott Gibson and Jana Farmer.

Others present: Doug Anderson, Executive Director; Amy Conklin, Special Education Assistant Director; Linda Chalker, Clerk of the Board; Lisa Morando, Business Manager; Denise Jennings, USD #339 Superintendent; Keystone Paraprofessionals, Sherry Bingham and 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 2021-2022 TASN Handbook

ACTION

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

Monthly Communications

- 1. Receive Communications from Visitors Present**—A letter was shared from a Keystone employee.

Discussion Items

1. Keystone Priorities

- a. Plans for Professional Development**-Amy provided the back to school inservice schedule for this coming school year, as well as dates that have been established for professional development in reading instruction. The reading instruction will be held via zoom with the curriculum company providing the training.
- b. District Corrective Action Plans for Timely and Accurate Data**-Doug explained that the Kansas State Department of Education cited Keystone on their MIS Timely and Accurate Data submissions from last year. These indicators are very important and the state department needs 100% accuracy. Action plans have been put in place and an MIS process manual with training procedures has been completed. Doug will be working with the MIS clerk to ensure that data is submitted in a timely and accurate manner so this will not occur again.
- c. Contract with Chris Perry, Cultivate Education through the Service Center**-Doug explained that Keystone is looking at contracting with Chris Perry from Cultivate Education, to provide consultant work for the service center. The main focus would be on our 8 districts, to help improve student achievement by assisting schools in implementing best practices to improve student outcomes.
- d. Review Remote Employment Policy**—Doug and the board reviewed the Remote Employment Policy and explained that if approved, Keystone would then be ready in the event it should be needed in the future.

2. Finance/Budget

- a. Calculation for District Assessments**-Lisa shared a copy of the district assessment projections that was given to superintendents at last week's meeting.
- b. Review End of Year Projections**- Lisa reviewed information on cat aid as well as end of year projections.

3. Personnel

- a. Vacancy Report/New Hires**-Amy explained that Keystone has hired 6 special education teachers for next year and are looking to fill 3 more. A school psychologist has been hired, but a speech pathologist and a school social worker position still need filled.
- b. Extended School Year (ESY)/Recovery Services Staff-Student Counts**-Lisa explained that summer school has begun and there are approximately 60 students and 40 staff (total) working throughout the districts that are providing this service.

Executive Session

At 7:15 p.m., Robin Croxel made a motion to go into Executive Session in the meeting room for 30 minutes, to discuss confidential personnel matters, employer-employee negotiations and preliminary discussion of property pursuant to the exception under KOMA, and the open meeting reconvening in the board room at 7:45 p.m. The executive session included Keystone administrators and the director of finance. Kelli Bottorff seconded and the motion passed 6-0.

At 7:45 p.m., open session resumed.

At 7:45 p.m., Robin Croxel made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss confidential personnel matters, employer-employee negotiations and preliminary discussion of property pursuant to the exception under KOMA, and the open meeting reconvening in the board room at 7:50 p.m. The executive session included Keystone administrators and the director of finance. Kelli Bottorff seconded and the motion passed 6-0.

At 7:50 p.m., open session resumed.

At 7:50 p.m., Robin Croxel made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss confidential personnel matters, employer-employee negotiations and preliminary discussion of property pursuant to the exception under KOMA, and the open meeting reconvening in the board room at 7:55 p.m. The executive session included Keystone administrators and the director of finance. Kelli Bottorff seconded and the motion passed 6-0.

At 7:55 p.m., open session resumed.

At 7:55 p.m., Robin Croxel made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss confidential personnel matters, employer-employee negotiations and preliminary discussion of property pursuant to the exception under KOMA, and the open meeting reconvening in the board room at 8:00 p.m. The executive session included Keystone administrators and the director of finance. Kelli Bottorff seconded and the motion passed 6-0.

At 8:00 p.m., open session resumed.

Action Items

- 1. Personnel Update--Contracts and Resignations**
Approval of the June 2021 Personnel Report

ACTION

Kelli Bottorff made a motion to approve the June, 2021 personnel update as presented. Jerry Barnes seconded and motion passed 6-0.

2. Policy Updates

Approval of the June 2021 KASB Recommended Policy Updates

ACTION

Robin Croxel made a motion to approve the updates to policies *DC, DFAC and accompanying forms, EE, GAAC, GAACA, GAF, IDAA, JDD, JDDC* and accompanying forms, *JGEC, and JGECA* as presented. Ramon Gonzalez seconded and motion passed 6-0.

3. KLS Remote Employee Policy

ACTION

Jerry Barnes made a motion to approve the Keystone Remote Employee Policy as presented. Kelli Bottorff seconded and motion passed 6-0.

4. Approval of Contract with Aetna Health Insurance for 2021-2022

ACTION

Kelli Bottorff made a motion to approve the 2021-2022 Health Insurance Contract with Aetna. Justin Finley seconded and motion passed 6-0.

Miscellaneous Items from Board Members

- 1. Director's Comments-** Doug explained that despite this being an unusual year, Keystone has much to be proud of including a new transition program, a new Medicaid system is up and running along with the addition of two new administrators, and formal discussions regarding acquiring the building in Ozawkie have begun. Doug shared that the teachers who have come in during the check-out process have been in great spirits excited about the accomplishments this year. Doug appreciates the collaborative spirit among the board and superintendents, and the supportive member communities, and stated that this has been a good first year and he looks forward to next year. Sharon expressed her appreciation for Doug's guidance this year and thanks all the members for taking time out of their busy week to come to these board meetings.
- 2. Any Board Member Wishing to Speak-**Board members shared information on various teacher and administrator openings in their districts, with all in agreement that teaching positions are extremely hard to fill everywhere.

Adjournment

At 8:13 p.m., Jerry Barnes made a motion to adjourn. Robin seconded and motion passed 6-0.

Sharon Sweeney
President

Linda Chalker
Clerk of the Board