

Board of Directors



Minutes

Superintendent Scheduled to Attend Board Meeting

Pat Happer, Regular

Andrew Gaddis, Alternate

DATE: July 21st, 2021

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

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

At 6:34 p.m., Board President Sharon Sweeney called the meeting to order. Members present: Jerry Barnes, Ramon Gonzalez, Kelli Bottorff, Jana Farmer and Justin Finley. Member not present: Robin Croxell and Scott Gibson.

Others present: Doug Anderson, Executive Director; Belinda O'Dell and Amy Conklin, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Lisa Morando, Business Manager; Pat Happer, USD #340 Superintendent. Keystone special education teachers and paraprofessionals: Rich Jobbins, Deni Faimon, Janet McAfee, Leah Magill, Melissa Frederick, Amanda Cordray, Marlene Jolly, Tonya Heiden.

Monthly Action Items

ACTION

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 Registers

7. Keystone Teacher, Para, Mentor Program, Turning Point, JDLA Student/Parent, and Staff Policy Handbook Approval

ACTION

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

Monthly Communications

1. Receive Communications from Visitors Present

Marlene Jolly asked about para wages and expressed it would be helpful to find out what she will be making before school starts. Tonya Heiden explained it is hard to decide on insurance when you are not sure of your salary and would also like to know more information ahead of time. Janet McAfee wanted the board to know that the special education teachers at Keystone would like to be recognized since they work with the most difficult students in their districts and didn't get a raise last year. She explained it was a difficult year and she feels the teachers weren't recognized. She expressed that the teachers would like a raise in their salaries to match the top 3 salaries in the districts. Doug spoke to the group, and explained that the board is aware and are very appreciated of their hard work. The bonus recognition was a result of negotiations and hopes they will take that into account. The funds that allotted from the state were limited to how they could be used. They needed to know prior to December to discuss options and no one from the negotiations team called to meet. Deni Faimon expressed concern that she has worked here many years and has made less each year despite having more work and responsibilities. She said some of this is because of the high rate of insurance.

Discussion Items

1. Keystone Priorities

a) Keystone Building Task Force Update: Doug shared that members of the Keystone Building Task Force met with 3 Jeff West board members and Mr. Happer to discuss Keystone purchasing the building rather than leasing. Doug explained he and the Task Force got a better idea of what the Jeff West board is feeling about the value of the building. Ramon thanked the JW board and superintendent on keeping the lines of communication open as this will take a while to resolve.

b) Updates on Projects and Services: Doug introduced Belinda O'Dell, who joined the Keystone administrative team as a special education assistant director this year. Belinda thanked the board for the opportunity and is very excited to be here. Doug updated the board on projects and services, including explaining the use of ESSER funds and how they are being applied. Doug explained that these funds cannot be used as a bonus, and that the state has specified the direction these funds will go and that they are different in special education vs general education.

2. **Budget Summary**—Lisa reviewed highlights of the past month and end of year projections with board members.
3. **Personnel**—
 - a) **Vacancy Report/New Hires:** All districts are reporting having a hard time filling the hard to fill positions. Keystone is looking to contract with a K-12 speech therapy service out of Kansas City who can do on-site as well as tele services within the districts.
 - b) **Open Positions:** Administrators report that there are 3 teacher slots open and 24 open para positions, with interviews ongoing.

Executive Session

At 7:21 p.m., Justin Finley 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 under KOMA, with the open meeting resuming in the boardroom at 7:51 p.m., and inviting Keystone administrators and the director of finance to join executive session. Jerry Barnes seconded and motion passed 6-0.

At 7:51 p.m., open session resumed.

At 7:51 p.m., Justin Finley 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 under KOMA, with the open meeting resuming in the boardroom at 7:56 p.m., and inviting Keystone administrators and the director of finance to join executive session. Jerry Barnes seconded and motion passed 6-0.

At 7:56 p.m., open session resumed.

Action Items

1. **Annual Reorganization of the Board**
 - a. The time and place for regular Board of Directors meetings will be the third Wednesday of the month at 6:30 p.m. at Keystone Learning Services, 500 E. Sunflower Blvd., Ozawkie, KS, unless otherwise noted. The proposed dates for the 2021-2022 Board of Directors meetings are as follows: July 21, August 18, September 15, October 20, November 17, December 15, January 19, February 16, March 16, April 20, May 18 and June 15.
 - b. Clerk of the Board, Linda Chalker; Deputy Board Clerk, Amy Conklin
 - c. Treasurer of the Board, Lisa Morando
 - d. KPERS Representative, Jenny Carter; Alternate KPERS Representative, Lisa Morando

- e. Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Doug Anderson
- f. Keystone attorneys, Kansas Association of School Board legal services and/or Sarah Loquist
- g. Official Bank Depository, Denison State Bank
- h. Official newspaper, Oskaloosa Independent
- i. Authorized to sign checks: The Keystone Board Clerk, Board President, Board Vice President, Assistant Directors of Special Education, Executive Director of Keystone.
- j. Early payment of certain bills, such as utility bills, can be paid prior to Board approval to avoid penalties for late payments or to obtain a discount for early payment
- k. Reimbursement rate for mileage will follow the State rate (currently \$.56/mile)
- l. Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office per policy DJB
- m. Establish student activity fund per policy DK
- n. Establish teacher substitute pay at \$100.00 daily, \$185.88 daily retroactive after 10 consecutive days
- o. Rescind all policy actions found in the minutes established during the 2020-2021 school year, per policy BDA
- p. Adopt all current written policies per policy BDA
- q. Adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2021-2022 – Resolution per K.S.A. 75-112a (a)
- r. Food Service Program Representative, Doug Anderson
- s. Approve federal state assurances for special education programs
- t. Adopt the 2021-2022 Keystone Calendar
- u. Adopt the 2021-2022 JDLA Calendar

ACTION

Jerry Barnes made a motion to approve the Annual Reorganization of the Board items a-u, as presented. Kelli Bottorff seconded and motion passed 6-0.

2. Personnel Update—Contract and Resignations, July 2021 Personnel Report

ACTION

Kelli Bottorff made a motion to approve the July 2021 personnel update as presented. Jana Farmer seconded and motion passed 6-0.

3. Negotiated Agreement

Approval of the 2021-2022 Negotiated Agreement

ACTION

Jerry Barnes made a motion to approve the 2021-2022 Negotiated Agreement. Ramon Gonzalez seconded and motion passed 6-0.

Miscellaneous Items from Board Members

1. Director's Comments: Doug encouraged everyone who can attend to go to the Kansans Can tour to represent their districts and also special education. Doug shared he also serves on the Cottonwood Board and recently took a tour of the facilities in Lawrence and was motivated by it and it helped confirm why we do what we do here at Keystone.

2. Board Member Comments: Sharon again welcomed Belinda to Keystone. She thanked Amy and Lisa for their work on negotiations. She also thanked the board members for their service, and thanked the teachers and paras. Ramon expressed appreciation for the teachers and paras attending the meeting and sharing their thoughts as it is nice to see the other side and appreciated them coming in and expressing their opinions.

Adjournment

At 8:09 p.m., the meeting was adjourned.

Sharon Sweeney
President

Linda Chalker
Clerk of the Board