

Board of Directors



Minutes

Superintendent Scheduled to Attend Board Meeting

Jon Pfau, Regular

Tim Beying, Alternate

DATE: August 18th, 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, Justin Finley, 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; Jon Pfau, USD #341 Superintendent. Keystone special education teacher Rita Karleskint. Arriving at 6:53 p.m., Lisa Morando, Business Manager.

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

ACTION

Scott Gibson made a motion to approve the Agenda & Consent Agenda Items as presented. Justin Finley seconded and motion passed 8-0.

Monthly Communications

1. Receive Communications from Visitors Present—none

Discussion Items

1. Keystone Priorities

a) KSDE Grant Proposal: Doug reviewed the KDHE grant proposal that included COVID/Flu A&B and Strep test kits for students and staff in the 8 member districts and Keystone. To participate students/staff must consent or opt in to obtain free COVID testing in various situations in lieu of quarantine when the circumstances warrant that option. The testing will be done on-site in each district and at the Keystone office. Doug explained that the grant is under review so no tests are available at this time.

b) MTSS Testing Protocol: Doug shared a document from our MTSS grant directors requesting consideration of a COVID testing protocol that is aligned with the KSDE protocol, and would apply to approximately 50 MTSS project employees, beginning immediately. These individuals travel across the state and interact with many staff and students in multiple districts so they would like the COVID testing protocol to be in place as they begin interacting in schools.

c) Pay for special education teacher substitutes and JDLA teacher substitutes: Doug explained that finding a substitute teacher at JDLA has been a hard to fill position, so he proposed raising the pay rate for those qualified substitutes who accept assignments at JDLA. The pay rate for subs is currently \$100.00/day. The proposal is to pay JDLA subs \$150.00/day and other special education substitutes assigned to the member districts \$110.00/day. The estimated increase in cost for this proposal is \$5,000 and the money is in the proposed budget.

d) Special Thank You to Oskaloosa and Perry districts: Doug thanked both the Oskaloosa and Perry districts for allowing Keystone to utilize their buildings for our back-to-school inservices for teachers and paraprofessionals. Both inservices were a great success!

e) Executive Director Amended Contract: Doug explained that Keystone has only a certain number of vehicles for staff use, and the car he drove last year has been assigned to the Instructional Coach for her use this year. Doug proposed adding a car stipend to his contract in lieu of purchasing another Interlocal vehicle. In collaboration with the superintendents, the proposed amount for this stipend is \$400.00/month.

f) KJUMP Settlement Update: KJUMP has reached a settlement agreement over the lawsuit with Symmetry Energy in regard to the high price of gas during the cold snap this past winter. Doug shared information regarding the settlement and suggested board action to be taken.

g) Policy Review: Doug explained that certain KASB media and technology policies commonly adopted in the member districts also needed to be added to the Keystone Board Policies. The proposed policies are IIBG, IIBGC, IIBF and are

needed to reinforce consistent expectations for appropriate use of technology and social media by staff and students.

2. Budget Summary—

a) Special Education Audit: Lisa shared that the annual special education audit has been concluded over the past week with red flags noted. We are very happy with the outcome of this audit.

b) Summary Report: Lisa reviewed the monthly budget summary items with the board. The state budget worksheets were shared with board members and Lisa explained that it should be approved sometime next week. Doug explained that Keystone continues to work on reducing costs while increasing efficiency and at the same time still strives to meet maintenance of effort each year. The inability to hire staff for each vacancy last year will be a challenge to the MOE requirement. Lisa reported that she is in consultation with KSDE to help find exceptions in the budget as MOE is calculated.

3. Personnel—

a) Vacancy Report/New Hires: Amy explained that Keystone has had 9 para applicants since last month, but are currently down 26 paras. The open nurse position has been filled, and Keystone has contracted with a K-12 speech therapy service out of Kansas City who can do on-site as well as tele services within the districts. Keystone is down 3 teaching positions, but have secured 3 long-term subs for those positions.

b) Open Positions: New para training has been scheduled for once a month at Keystone, and administrators discussed alternative delivery options in response to para vacancies.

c) Classified representatives from each district to meet with Keystone

Administrators: Belinda explained that at the para inservice, several staff asked to have one classified representative from each district meet with the administration team each quarter, to be the group liaison, build rapport between admin and paras, and to go over ideas and issues in order to help increase communication.

d) Review para specialist protocol and selection process: Administrators discussed para specialist protocol. Also discussed was the goal of having a few well trained paras in each classroom to work with students to better help build independence.

Executive Session

At 7:30 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 10 minutes to discuss the Ozawkie building property pursuant to the exception for preliminary discussion of the acquisition of real property under KOMA, with the open meeting resuming in the boardroom at 7:40 p.m. Robin Croxell seconded and motion passed 8-0.

At 7:40 p.m., open session resumed.

Executive Session

At 7:41 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 10 minutes to discuss confidential personnel matters pursuant to non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 7:51 p.m. Ramon Gonzalez seconded and motion passed 8-0.

At 7:47 p.m., Doug Anderson left executive session.

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

At 7:51 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes to discuss confidential personnel matters pursuant to non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 7:56 p.m. Ramon Gonzalez seconded and motion passed 8-0.

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

Action Items

1. Personnel Update—Contracts and Resignations, August 2021 Personnel Report

ACTION

Kelli Bottorff made a motion to approve the August 2021 personnel update as presented. Scott Gibson seconded and motion passed 8-0.

2. Approve Substitute Teacher Pay Rate

ACTION

Scott Gibson made a motion to approve establishing JDLA teacher substitute pay at \$150.00 daily and establishing special ed teachers in districts substitute pay at \$110.00 daily. Kelli Bottorff seconded and motion passed 8-0.

3. Approve Amendment to Executive Director's Contract

ACTION

Scott Gibson made a motion to approve Doug Anderson's 2021-2022 contract, not including the proposed amendment to the contract. Ramon Gonzalez seconded and motion passed 8-0.

4. Approve KJUMP Settlement Amount

ACTION

Scott Gibson made a motion to approve paying the KJUMP settlement agreement in an amount not to exceed \$13,000. Robin Croxell seconded and motion passed 8-0.

5. Approve Policies IIBG, IIBGC, IIBF

ACTION

Scott Gibson made a motion to approve Policies IIBG, Computer Use, IIBGC Staff Online Activities and IIBF Acceptable Use Guidelines. Kelli Bottorff seconded and motion passed 8-0.

6. Approve the 2021-2022 Keystone Budget

ACTION

Jana Farmer made a motion to approve the 2021-2022 Keystone budget as presented. Scott Gibson seconded and motion passed 8-0.

Miscellaneous Items from Board Members

1. Director's Comments: Doug shared that he has recently gone to many of the districts' first day of school and has enjoyed seeing both staff and students excited for the new year. Doug reported the inservices were great and he has had good feedback on the board's contributions to paras. He thanked the board for their commitment to the future and vision of Keystone and the support of staff.

2. Board Member Comments: Jana Farmer reported that today was Oskaloosa's first day of school and everyone is very excited for the new school year.

Sharon thanked the board for attending and for their continued commitment to Keystone.

Adjournment

At 8:07 p.m., the meeting was adjourned.

Sharon Sweeney
President

Linda Chalker
Clerk of the Board