

# Board of Directors



## Minutes

### Superintendent Scheduled to Attend Board Meeting

Steve Lilly, Regular

Volora Hanzlicek, Alternate

**DATE:** September 15<sup>th</sup>, 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: Jerry Barnes, Ramon Gonzalez, Kelli Bottorff, Jana Farmer, Robin Croxell and Scott Gibson. Member(s) not present: Justin Finley.

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; Volora Hanzlicek, USD #338 Superintendent. Kelsey Bonnel, Keystone Deaf and Hard of Hearing teacher; Arriving at 6:35 p.m., Keystone Special Education teacher Rita Karleskint.

### 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. Approval of the 2021-2022 Tiny k Handbook

## ***ACTION***

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

## **Monthly Communications**

### **1. Receive Communications from Visitors Present—none**

## **Discussion Items**

### **1. Keystone Priorities**

**a) JDLA Update:** Principal Terri Coughlin reported that the year is off to a good start with 31 students currently enrolled. Terri explained that the students are rotating classrooms in cohorts, but continue having lunch in one classroom rather than gathered all together in a large group. To reduce the risk of exposure to Covid, students remain 6 feet apart as much as possible throughout the day. Terri explained that students have access to daily Covid testing and the protocol is on our website. Terri also shared that the students are excited to have 2 new touchless water fountains recently installed for their use.

**b) COVID Testing Protocol:** Doug shared documents related to COVID testing protocol for JDLA students and staff that is aligned with the CDC and KDHE recommendations. The Covid close contact procedures are listed on our website. Keystone recently received federal grant money for Covid testing materials that is shared with the 8 Keystone districts. The PCR tests, however, are on back order.

**c) Referral Bonus:** Doug shared a draft copy of referral bonus guidelines. He explained that Keystone continues to struggle to fill para positions. It is proposed that there be a bonus given to any Keystone employee who refers a person that is hired, and passes the 30 day probationary period. (Keystone Administrators and HR are not eligible.)

**d) Monthly Mileage Review:** Doug shared a copy of his August mileage expenses with the board to review.

**e) Building Purchase—**Doug updated the board on the current version of the building purchase proposal, explaining the options. At the Jefferson West board meeting on Monday, the building committee indicated that they would meet in the near future to prepare a response to the proposal.

### **2. Budget Summary—**

**a) Summary Report:** Lisa reviewed the monthly financial summary with the board. Lisa explained that several budget reports are due soon. She also reported that 25 para educators applied for the education salary placement with 10 having bachelor's degrees. Lisa shared that the business office is down an accounts payable clerical position and Keystone is currently advertising for the job.

Doug reviewed the special education funding system for an Interlocal, explaining that the number of staff assigned to a district depends on the intensity and needs of

students in each of the 8 districts. Therefore, the cost of one staff member is not the burden of the district to which that person is assigned.

### 3. Personnel—

**a) Vacancy Report/New Hires:** Amy reported that Keystone is short 30 para positions overall, with 20 being high priority. Amy discussed how this shortage is impacting each district. A brief discussion on a formula used to calculate service minutes needed was discussed, indicating that not every documented vacancy was a priority to fill, if service minutes could be met with existing staff. Amy indicated that a new service rate calculation will be done in October and shared with the board soon thereafter.

**b) Indicator 8 Parent Survey:** A Parent Survey will be going out this month to all parents of students with an IEP. There will be a concentrated effort to get as much parent feedback as possible. Keystone has asked districts to help in the effort to get these surveys to parents. The survey is from the state and it is important for parents to share their thoughts on services provided.

**c) Parent Group:** Doug explained that there was discussion of forming a parent group for parents of students with disabilities. However, it is critical that those parent's voices are heard at the local site council meetings, and if Keystone had a council meeting, it may conflict with parent's participation at those meetings. He added that the official Parent Information and Training center is Kansas Families Together, Inc. and they receive federal funds to provide support and consistent information to families seeking information. Doug encourages parents to use this vital support.

**d) Para Stakeholder Group:** Amy explained that one para from each district will meet with Keystone administrators quarterly to discuss any issues or answer questions paras might have.

## Executive Session

None

## Action Items

### 1. Personnel Update—Contract and Resignations, September 2021 Personnel Report

#### *ACTION*

Scott Gibson made a motion to approve the September 2021 personnel update as presented. Robin Croxell seconded and motion passed 7-0.

### 2. Keystone and TASN MTSS Covid Testing Protocol

#### *ACTION*

Scott Gibson made a motion to approve the Keystone and MTSS Covid Testing Protocol as presented. Ramon Gonzalez seconded and motion passed 7-0.

### 3. Finder's Fee

#### *ACTION*

Robin Croxell made a motion to approve the Finder's Fee as presented. Jana Farmer seconded and motion passed 7-0.

### Miscellaneous Items from Board Members

**1. Director's Comments:** Doug thanked the board for everything they are going through right now during intense, challenging times. This important work of serving on the board means a lot to communities, the school system and the kids. Doug shared that the Oskaloosa Public Library recently donated a computer and software for pre-school through 1<sup>st</sup> grades. Doug thanked the library for their generous donation and for thinking of this organization. Doug thanked office personnel for cross training to cover vacancies, and the teaching staff and service providers for working together to make sure that all students' needs are being met.

**2. Board Member Comments:**

Sharon thanked the Keystone staff for their hard work in preparing and conducting the board meetings, she thanked the superintendents who attend the monthly meetings, and also thanked the board for their continued commitment to Keystone.

### Adjournment

At 7:46 p.m., the meeting was adjourned.

---

Sharon Sweeney  
President

---

Linda Chalker  
Clerk of the Board