

Board of Directors



Minutes

Superintendent Scheduled to Attend Board Meeting

JB Elliott, Regular

Denise Jennings, Alternate

DATE: October 20th, 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, Justin Finley, Robin Croxell and Scott Gibson.

Others present: Doug Anderson, Executive Director; Belinda O'Dell and Amy Conklin, Special Education Assistant Directors; Lisa Morando, Business Manager; Linda Chalker, Clerk of the Board; Peris Wanjiku Mitchell, Keystone Instructional Coach; Jeri Fischer, Coral Jacobson and Jennifer Wiseman.

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 Contract with MedServices Personnel, Inc.

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) Peris Wanjiku, Keystone Instructional Coach: Peris Wanjiku explained that her goal is to provide support for special education teachers on factors including data collection, curriculum, IEPs, dyslexia support, and mentoring new teaching staff. Peris reported she has been to all 8 districts and has met with 30 teachers to date.

b) Election of Keystone Board Officers in January: With Keystone's board president, Sharon Sweeney, going off of her board in January 2022 (after 12 years serving at Valley Falls), a new president will need to be elected for Keystone's board in January. Past practice has been for the current vice president to assume that role when the president departs. It was noted that Sharon has served 10 ½ years on the Keystone board and will be greatly missed!

c) Recruitment Video Proposal: Belinda explained that Keystone administrators have been discussing investing in a recruitment video that could be included on Keystone's website and social media platforms. This promotional video will be to encourage employment opportunities at Keystone. The 3 proposals were presented to the board for consideration.

d) Changes on the Horizon: Doug shared that Keystone has been working with PCG for Medicaid billing over the past year and have received a proposed contract for expanding their service to include EdPlan, PCG's IEP program. The base rate for the addition of that service is \$9,500, but proposed incentives could reduce the rate to \$5,000 per year. Also, the Board was presented a contract with Larry Clark, a retired special education director who will contract with districts to provide financial consulting across the state.

At 7:00 p.m., Peris Wanjiku left the meeting.

e) WSU Graduate Student Project: Doug explained that a Keystone employee Stacy Adams, has received IRB approval for her master's degree project that will involve voluntary participation of member district parents in a survey designed to assess transition services for high school students preparing for post-secondary education, careers, and/or independent living.

2. Budget Summary

a) Special Education Audit: Lisa told members that the annual Keystone audit is coming up and is slated for November 29th.

b) Summary Report: Lisa reviewed budget topics including the quarterly report. The specialty para program has begun, and there are 3 individuals being trained in reading, with additional staff showing interest. Lisa also explained that 6 teachers applied to move over on the salary schedule due to completed college hours. Lisa reported that a Keystone vehicle was involved in an accident and declared totaled by the insurance company with a payout of approximately \$13,000. Keystone is in search of a replacement vehicle for a price between \$18,000-20,000.

c) Retention Incentive Discussion: Doug spoke to the board about a retention incentive proposal whereby all Keystone staff would receive money from ESSER II funds, with the possibility for a differential for tenure. This would include both certified and classified staff members.

3. Personnel

a) Vacancy Report/New Hires: Amy reported that filling paraprofessional positions is still ongoing. Keystone, like other districts nationwide, is struggling to fill open positions. In a concerted effort to get more applicants, Keystone plans to attend district parent/teacher conferences and recruit parents, grandparents and caregivers in the area districts.

b) Work Study: Belinda explained that at a recent Speech Pathologist meeting, providers expressed an interest in supporting transitional skills for students.

c) Service Rate: Amy shared a “snapshot in time” service rate calculation report on the staff to student ratio on the number of students being served, current vacancies and the assessed impact. It was explained that these numbers are good. Where there are vacancies, the immediate need is in high priority districts.

The board took a 5 minute recess.

Executive Session

At 8:15 p.m., Scott Gibson made a motion to move into Executive Session in the meeting room for 15 minutes to discuss personnel matters related to non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 8:30 p.m., and inviting Keystone administrators and the director of finance to join this executive session. Robin Croxell seconded and motion passed 8-0.

Scott Gibson rescinded the motion to move into Executive Session for 15 minutes. Robin Croxell seconded and motion passed 8-0.

At 8:17 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 15 minutes to discuss personnel matters related to non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 8:32 p.m.

and inviting Keystone administrators, the director of finance and Coral Jacobson to join this executive session. Robin Croxell seconded and motion passed 8-0.

At 8:22 p.m., Coral left Executive Session.

At 8:32 p.m., open session resumed.

At 8:32 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 10 minutes to discuss personnel matters related to non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 8:42 p.m. and inviting Keystone administrators and the director of finance to join this executive session. Robin Croxell seconded and motion passed 8-0.

At 8:42 p.m., open session resumed.

At 8:42 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 5 minutes to discuss personnel matters related to non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 8:47 p.m. and inviting Keystone administrators and the director of finance to join this executive session. Robin Croxell seconded and motion passed 8-0.

At 8:47 p.m., open session resumed.

Action Items

1. Personnel Update—Contract and Resignations, October 2021 Personnel Report

ACTION

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

2. Retention Incentive for Keystone Staff

ACTION

Scott Gibson made a motion to approve a one-time retention incentive not to exceed \$500 per qualified employee, effective after the November 17th, 2021 Keystone board meeting. The board rejected a tenure differential. Jerry Barnes seconded and motion passed 7-1.

3. Contract for Larry Clark—Budgetary Consultant for Special Ed Directors

ACTION

Robin Croxell made a motion to approve Larry Clark’s contract for the duties included in the contract. Jana Farmer seconded and motion passed 8-0.

4. PCG Contract

ACTION

Scott Gibson made a motion to approve the addition of EdPlan to the PCG Contract. Justin Finley seconded and motion passed 8-0.

5. KPERS Representative for Keystone

ACTION

Scott Gibson made a motion to approve Karla Bradford as the KPERS Representative for the 2021-2022 school year. Robin Croxell seconded and motion passed 8-0.

6. Promotional Video Approval

ACTION

Jana Farmer made a motion to approve the contract with Rainbow Video Productions out of Atchison, KS for the Keystone recruitment video. Scott Gibson seconded and motion passed 8-0.

7. Contract

ACTION

Scott Gibson made a motion to approve Keystone administrators setting up a payment plan for Coral Jacobson to repay the fee for the breaking of her contract. Robin Croxell seconded and motion passed 8-0.

At 8:53 p.m., Coral Jacobson and Amy Conklin left the meeting.

At 8:57 p.m., Amy Conklin returned to the meeting.

Miscellaneous Items from Board Members

1. **Director's Comments:** Doug shared that the Jefferson West building committee declined the final building proposal and made no counter offer. It was reported by the superintendent that the current lease agreement would continue until further notice. Keystone is currently on year 11 of the lease. Doug noted that in order to exceed the value of the final offer, \$208,000, the Jeff West district would have to sell the building for approximately \$470,000 due to the clause in the lease agreement requiring Jeff West to reimburse member districts for the depreciated value of the structural investments made during their tenure, currently \$260,000.
2. **Board Member Comments:** Sharon thanked all members for attending the meeting and for everyone's commitment for the students served by Keystone.

Adjournment

At 8:57 p.m., the meeting was adjourned.

Sharon Sweeney
President

Linda Chalker
Clerk of the Board