



# Board of Directors

## Minutes of the Regular Meeting

Superintendent Scheduled to Attend Board Meeting

Steve Lilly, Regular

Volora Hanzlicek, Alternate

**Date:** January 19<sup>th</sup>, 2022

**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 Vice President Scott Gibson called the meeting to order. Members present: Caleb Clark, Ramon Gonzalez, Robin Croxell, Jana Farmer, Kelli Bottorff. Member absent: Justin Finley and Jerry Barnes.

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; Steve Lilly, USD #343 Superintendent; Marlene Jolly, Keystone Para.

### Election of Officers

#### 1. Action-Election of President

Kelli Bottorff made a motion to nominate Scott Gibson as president. Caleb Clark seconded and the motion passed 6-0.

#### 2. Action – Election of Vice President

Kelli Bottorff made a motion to nominate Ramon Gonzalez as Vice President. Caleb Clark seconded and motion passed 6-0.

### 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 CBIZ Property Insurance**

#### **ACTION**

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

### **Monthly Communications**

- 1. Receive Communications from Visitors Present:** Marlene Jolly asked for board consideration for her to substitute teach at JWES.

### **Discussion Items**

#### **1. Keystone Priorities**

- a) March 16<sup>th</sup> Board Meeting Date—All 8 districts will be on spring break the week of our regularly schedule board meeting, therefore, it is recommended the date change for Keystone’s board meeting from March 16<sup>th</sup> to March 23<sup>rd</sup>.
- b) Alternative Uses of Keystone Gym – Doug explained that it has been proposed that Jeff West patrons be allowed to use the Keystone gymnasium after hours. Scott and Doug will be meeting this month to go over details and finalize a plan to bring back to the board.
- c) Changes in the KDHE Covid Grant Process—Doug and Lisa reviewed the process for reimbursement, storage and distribution of Covid supplies from the KDHE grant. Keystone is the main hub for storage/distributing as well as taking care of billing and reimbursement of funds back to member districts who are utilizing this program.
- d) Keystone Organizational Chart & Updated Job Descriptions—Doug reviewed Keystone’s organizational chart and explained all of the job descriptions have been updated.

#### **2. Budget Summary**

- a) Summary Report—Lisa reviewed the budget for the month, explaining that Maintenance of Effort has been the main focus.
- b) Maintenance of Effort (MOE)—Lisa and Doug discussed MOE details and Keystone’s obligations adding that the initial report was submitted to the state this past Friday. A report on MOE expenses and exceptions was shared with the board.

- c) Corporate Authorization Resolution—It is requested the board approve a resolution to approve adding Doug Anderson and removing Tim Marshall from opening/closing bank accounts, and adding new check signers.
- d) Changes in State Requirements for Teacher Subs—The State Board of Education recently changed the requirements for teacher substitutes. Lisa explained that a person no longer has to have 60 college credit hours to be able to sub, but they still require a background check and a high school diploma (a GED certificate will not qualify.) Keystone still has specific requirements for substituting per the board approved Para Handbook.
- e) Expand the Keystone Fleet – Doug and Lisa discussed adding a 2016 Ford Fusion with very low mileage to the Keystone fleet of vehicles. The board discussed the cost of insurance on this vehicle as well as where the funds will be taken from. Lisa explained that special education is able to receive up to 80% of transportation costs back over 8 years, and Keystone has money in the budget for this purchase. Doug will get information out to the board regarding insurance costs and a breakdown of information on Keystone’s vehicle fleet. The board would like to discuss putting a replacement plan in place for future auto purchases.

### **3. Personnel**

- a) Vacancy Report Licensed/Classified Staff by District; New Hires by District—Belinda explained that we have recently had 2 para interviews and a school psych intern interview. We have also filled the two open para positions with one other para application pending.
- b) Recruiting Efforts—Belinda explained Keystone is still working with the video company, Rainbow on the b-roll videos to aid in recruiting efforts. Once finalized, these videos will be posted on the website and social media.
- c) The January 17<sup>th</sup> teacher inservice was moved online and attended virtually via Zoom. Keystone special education teachers first collaborated with all 8 district teaching staff in groups of job-alike peers, then broke away to meet with the special education staff only for the remainder of the day.

<b>Executive Session</b>
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At 7:42 p.m., Kelli Bottorff made a motion to go into Executive Session in the meeting room for 10 minutes, to discuss personnel issues pursuant to non-elected personnel exception under KOMA, reconvening in this room at 7:52 p.m. The Executive Session included Doug Anderson, Belinda O’Dell, Amy Conklin and Lisa Morando. Caleb Clark seconded and motion carried 6-0.

At 7:52 p.m., open session resumed.

## Action Items

### 1. Personnel Update—Contract and Resignations, January 2022 Personnel Report

#### **ACTION**

Kelli Bottorff made a motion to approve the January 2022 personnel update as presented. Caleb Clark seconded and motion passed 6-0.

### 2. Approval of Updated Board Policies

#### **ACTION**

Ramon Gonzalez moved to approve the updates to policies DJE (Purchasing), GAAD (Child Abuse), and KBA (Buildings and Grounds) as presented. Kelli Bottorff seconded and motion passed 6-0.

### 3. March Board Meeting Date Change

#### **ACTION**

Jana Farmer made a motion to approve changing the regularly scheduled March board meeting date from March 16, 2022 to March 23, 2022 to accommodate districts' Spring Break week. Caleb Clark seconded and motion passed 6-0.

### 4. Corporate Authorization Resolution

#### **ACTION**

Kelli Bottorff made a motion to approve adding Doug Anderson to the Denison State Bank account with authorization to open and/or close accounts, removing Tim Marshall from the account, and approve adding the assistant special education director Belinda O'Dell and Vice President Ramon Gonzalez as check signers to this account, as per the approval from the board at the July, 2021 reorganizational meeting. Caleb Clark seconded and motion passed 6-0.

### 5. Ford Fusion

#### **ACTION**

Ramon Gonzalez made a motion to approve the purchase of a 2016 Ford Fusion from Town & Country Motors as an addition to the Keystone fleet of vehicles. Kelli Bottorff seconded and motion passed 6-0.

## Miscellaneous Items from Board Members

1. **Director's Comments**—Doug thanked the board members for their part in the executive director evaluation process, explaining that this feedback is critical for him to have in order to do his job well. He also let the board know how much he enjoys this role and that this is a great place to work. Doug thanked all the staff for stepping up and filling in where needed during this time where many are out due to Covid.

- 2. Any Board Member Wishing to Speak**—Scott Gibson welcomed the newest member of the Keystone board, Caleb Clark from Valley Falls. Caleb shared that he is a long-time resident of Valley Falls and he is also a new member of the Valley Falls board.

Ramon Gonzalez thanked everyone, saying this is an awesome board and administration. He also expressed congratulations to Caleb on becoming a board member.

- 3. Other**— Keystone recognized Board Appreciation Month with thank you notes and a bag of candy.

## Adjournment

At 8:00 p.m., the meeting was adjourned.

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Scott Gibson  
President

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Linda Chalker  
Clerk of the Board

Date \_\_\_\_\_