

Board of Directors



Minutes of the Regular Meeting

Superintendent Scheduled to Attend Board Meeting

John Hamon

Alternate: Jason Crawford

Date: July 20th, 2022

Location: Keystone Office, 500 E. Sunflower Blvd., Ozawkie, KS 66070

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

At 6:30 p.m., Board President Scott Gibson called the meeting to order. Members present: Ramon Gonzalez, Justin Finley, Kim Troupe, USD 342 Board Proxy, and Jana Farmer. Member absent: Caleb Clark, Kelli Bottorff, and Jerry Barnes.

Others present: Doug Anderson, Executive Director; Belinda O'Dell, Assistant Special Education Director; Lisa Morando, Business Manager; Amy Conklin, Board Clerk/Assistant Special Education Director; and John Hamon, Valley Falls Superintendent.

Election of Officers

1. Action - Election of Keystone Board President

Ramon Gonzalez made a motion to nominate Scott Gibson as President, Jana Farmer seconded and the motion passed 5-0.

2. Action - Election of Keystone Board Vice-President

Scott Gibson nominated Ramon Gonzalez as Vice President, Justin Finley seconded and the motion passed 5-0.

Monthly Action Items

ACTION

1. Approval of Meeting 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 Meeting Agenda

2. Approval of Minutes of Last Meeting

3. Approval of Bill & Claims

4. Approval of Cash Summary Report

5. Approval of Monthly Fund Transfers

6. Approval of Check Registers

7. Keystone Handbook Approval

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

ACTION

Justin Finley made a motion to approve the Agenda & Consent Items as presented. Ramon Gonzalez seconded and motion passed 5-0.

Monthly Communications

1. Receive Communications from Visitors Present: Doug introduced John Hamon, Valley Falls Superintendent, to the board.

Discussion Items

1. Keystone Priorities

- a. KDHE Grant update – Time to renew for year-2 of the \$990,000 grant providing COVID supplies, personnel, and PPE for school testing if needed. It is a three-year grant. Doug indicated that he will work closely with the Superintendents to ensure that the grant supports the needs of the districts participating.
- b. Proposal for Supporting New Sped Teachers – Doug reported that statewide 20% of new teachers are not fully licensed and this year Keystone is close to 25%. Belinda then shared the proposal to support our new staff through cohort meetings with our Instructional Coach one time per month in the member districts. This support would be in addition to mentoring.
- c. Keystone Admin participation in Board Meetings and District Level Administrative Meetings – Doug shared that Keystone Administration would like to attend at least one District Board meeting per year as well as attending administrative meetings within the districts. During the Keystone Administrative Retreat, we also discussed a regular schedule for Keystone Administration to be out in the districts to support our staff. Doug plans to visit every district every month.

Plan to attend District Board Meetings:

August – USD 497, September – USD 377, October – USD 339, November – USD 340, December – USD 341, January – USD 342, February – USD 343, May – USD 338

2. Budget Summary Update

- a. Summary Update – Lisa reviewed the budget for this month emphasizing that we are on track but are cautious regarding next year due to estimated lower categorical aid from the state and no additional special education funding.
- b. ESSER II —Doug discussed the use of the remaining ESSER II funds to be used for a retention bonus, however, given the number of staff it would be a minimal amount. Instead, the moneys

will be used to purchase other approved materials including computers.

- c. Check signing – Lisa explained that Keystone has required 3 check signers but the bank only requires 2. Current staffing assignments have resulted in a reduction of approved people onsite who are eligible to sign. The board agreed that 2 Keystone employees could approve a check rather than extending the responsibility to the executive director or the director of finance.

3. Personnel Update

- a. Vacancy Report Licensed/New Hires by District – Belinda shared that we have had 4 teacher interviews, have offered a position to 2, 1 has accepted at JWHS; 3 para interviews, 2 have accepted 1 for PRES and 1 for JWES; 3 administrative assistant interviews, 1 utilized for the JDLA Administrative Assistant/Food Service. We currently still have vacancies for 1 Social Worker, 2 School Psychologists, 5 Special Education Teachers, and a half time Nurse.
- b. Recruiting Efforts

Executive Session

At 7:11 p.m. Justin Finley made the motion to go into executive session for 20 minutes at to discuss pay and benefits pursuant to the exception for employer-employee negotiations exception under KOMA, with the open meeting resuming in the boardroom at 7:31 p.m.. The Executive Session included Doug Anderson, Belinda O'Dell, Amy Conklin, and Lisa Morando. Ramon Gonzalez seconded and motion carried 5-0.

At 7:31 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 2022-2023 Board of Directors meetings are as follows:
- b) July 20, August 17, September 21, October 19, November 16, December 21, January 18, February 15, March 22 (a week later to accommodate districts on Spring Break), April 19, May 17 and June 21.
- c) Clerk of the Board, Amy Conklin, Deputy Clerk of the Board, Belinda O'Dell
- d) Treasurer of the Board, Lisa Morando
- e) KPERS Representative, Karla Bradford; Alternate KPERS Representative, Lisa Morando
- f) Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Doug Anderson.
- g) Keystone attorneys: Kansas Association of School Board legal services and/or Sarah Loquist
- h) Official Bank Depository, Denison State Bank
- i) Official Newspaper, Oskaloosa Independent
- j) The Keystone Board Clerk, Board President, Board Vice President and the Assistant Directors of Special Education are authorized to sign checks.
- k) 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
- l) Reimbursement rate for mileage will follow the State rate (58.5 cents per mile)
- m) Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office per policy DJB
- n) Establish student activity fund per policy DK

- o) Establish teacher substitute pay at an \$125.00 daily for teachers in the districts, \$150.00 daily for teachers serving JDLA, the long-term sub rate will be based upon BS + 0 daily rate on the salary schedule retroactive after 10 consecutive days for all positions.
- p) Rescind all policy actions found in the minutes established during the 2021-2022 school year, per policy BDA
- q) Adopt all current written policies per policy BDA
- r) Adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2022-2023 – Resolution per K.S.A. 75-112a (a)
- s) Food Service Program Representative, Jennifer Caldwell
- t) Approval of the 2022-2023 Procurement Plan Child Nutrition Program for JDLA.
- u) Approve federal state assurances for special education programs.
- v) Approval of the 2022-2023 JDLA student and adult meal prices - Student Breakfast = \$1.70 Lunch = \$2.75, Adult Breakfast = \$2.55 Lunch = \$4.35.
- w) Adopt the 2022-2023 Keystone Calendar
- x) Adopt the 2022-2023 JDLA Calendar

ACTION

Justin Finley made the motion to approve the Annual Reorganization of the Board, items a through u, as presented. Jana Farmer seconded and motion passed 5-0.

2. Personnel Resignation

ACTION

Scott Gibson made the motion to impose the fee as specified in the negotiated agreement for Andrea King who resigned after the period established by state statute in the amount of \$1000 for liquidated damages. Jana Farmer seconded and motion passed 5-0.

3. Personnel Update

ACTION

Ramon Gonzalez made the motion to approve the personnel update as presented. Justin Finley seconded and motion passed 5-0.

4. Approval of Updated Board Policies

ACTION

Jana Farmer made the motion to approve the updates to policies (BBE, BDA, CEC, CM, CMA, DB, DC, DFAB, DFAC, EBA, ED, EDAA, GAA, GBRJ, GCRG, IDAE, ING, JA, JCAC, JHC, KGA, KGC, GAAF) and their accompanying forms and procedures (GAAF ESI Documentation). Ramon Gonzalez seconded and motion passed 5-0.

<h2>Miscellaneous Items from Board Members</h2>
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1. **Director's Comments** – Doug shared information regarding the Keystone Administration Retreat. The team analyzed assignments, roles, and responsibilities to best meet the needs of staff and students. During the retreat, the team discussed attending district board meetings, attending district administrative meetings, and being more present in the districts. Doug also shared information regarding his trip to Washington D.C. funded by KSDE which provided information on how to grow the KASEA

membership and time to meet with legislators regarding school mental health, special education funding, and the national teacher shortage.

2. Any Board Member Wishing to Speak – Ramon Gonzalez asked if a risk assessment had been completed at Keystone. Scott Gibson indicated that a risk assessment was going to be conducted at Jeff West and perhaps Keystone could partner in with their assessment. Doug indicated that the team had engaged in conversation just this week about safety and security. Justin Finley shared that Jefferson County North did have the Sheriff Department out to get acquainted with the buildings in case of an emergency. Ramon Gonzalez also shared that the Police Department in Perry has an office at Perry/Lecompton High School with maps of all the buildings. Ramon also indicated that Perry/Lecompton has numbers on the classroom windows to support police involvement if needed.

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

Scott Gibson
President

Amy Conklin
Clerk of the Board

Date _____