

Board of Directors



Minutes of the Regular Meeting

Superintendent Scheduled to Attend Board Meeting

Andrew Gaddis, Regular

Jerome Johnson, Alternate

Date: September 21st, 2022

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

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

At 6:31 p.m., Board President Scott Gibson called the meeting to order. Members present: Jana Farmer, Jerry Barnes, Justin Finley, Kelli Bottorff, Caleb Clark, Kim Troupe, USD 342 Board Proxy, and Jacki Aldrich, USD 343 Board Proxy.

Others present: Doug Anderson, Executive Director; Belinda O'Dell, Assistant Special Education Director; Mollee Wilkerson, Director of HR; Amy Conklin, Board Clerk/Assistant Special Education Director; Andrew Gaddis, Atchison County Community Superintendent; and Janet McAfee, Keystone Special Education Teacher.

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 Month's Meeting
3. Approval of Bill & Claims
4. Approval of Cash Summary Report
5. Approval of Monthly Fund Transfers
6. Approval of Check Registers
7. Approval of 2022-2023 Negotiated Agreement

8. Approval of the contract between JDLA and The Guidance Center

9. Approval of the Keystone Lease Agreement with USD #340

10. Approval of the Memorandum of Understanding between Highland Community College and Keystone.

ACTION

Jerry Barnes made a motion to approve the Agenda & Consent Items as presented. Kelli Bottorff seconded and motion passed 8-0.

Monthly Communications

1. Receive Communications from Visitors Present:

None

Discussion Items

1. Keystone Priorities

- a) ~~JDLA Update — Terri Coughlin, Principal, will update the board on enrollment numbers and the structure for this year.~~ To be rescheduled at a later date. Doug shared that currently JDLA has 31 students and that the new curriculum purchased is providing standards based instruction to our students.
- b) Leavenworth Day School discussion - Doug reported that he and Chris Perry met with the Leavenworth Superintendents to discuss the possibility of helping them to create a day school option. Our Keystone Superintendents were not interested in expanding the JDLA program to districts outside of the Keystone area especially due to the new open enrollment legislation and needing to allow the student to enroll in one of our districts.
- c) Turning Point and Highland Building update - Doug indicated that the Highland Community College building has been a good location for the Turning Point program. This could be Highland's last year owning the building and USD 343 will not make a final decision on the building until HCC does. The building is in need of some major repairs such as the air conditioner over the Turning Point classroom. We will keep the board posted as this continues to develop. .

2. Budget Summary

- a) Seeking approval of Keystone Budgets - Doug reported that we were seeking approval for the Keystone Budget. We have been able to increase the cash carryover in the last three years which has been invested into salaries and other items. The main increase has been due to unfilled positions and moving forward we will not budget for as many contingencies. The Interlocal Budget is doing well.
- b) Budget Summary Report - Doug explained the budget increases that accounted for the higher cash carryover. With this additional money, we were able to increase the base pay for paras as well as raise the pay for returning paras. Doug also praised the Business staff for how they have responded with Lisa's departure.
- c) Update assigned roles for banking, KPERS, and board treasurer - Doug reported that we have taken out everyone that has departed from our banking and finance system. . We have reassigned responsibilities based on who has a need for access to the information in each system. . Scott Gibson indicated that it has been set up so that people who can pull up the account information cannot sign off on it. We are proposing that Doug Anderson and Amy Conklin replace Lisa Morando to sign off on requisitions moving forward. It was also recommended that Mollee Wilkerson be the second KPERS representative and that Doug take on the role as the Board Treasurer.

3. Personnel

- a) Introduce the new director of HR, Mollee Wilkerson - Doug shared that Mollee has been a great addition and has been supportive in finding new ways to recruit. Mollee shared that she is researching upgrades to our systems for more efficient work and is looking into different platforms for recruitment.
- b) Vacancy Report/New Hires - Mollee shared that we have hired 7 paras and have lost 4. We continue to search for a Bookkeeper. The minimum requirements for a para are high school diploma or equivalent, background check, and reference check.

Executive Session

At 7:02 p.m., Justin Finley made the motion to go into executive session for 5 minutes to discuss personnel pursuant to confidential matters for non-elected personnel under KOMA, with the open meeting resuming in the boardroom at 7:07 p.m. The Executive Session included Doug Anderson, Belinda O'Dell, Mollee Wilkerson, and Amy Conklin. Jana Farmer seconded and motion carried 8-0.

At 7:10 p.m., open session resumed.

Action Items

1. Personnel Update--Contracts and Resignations

Approval of the September 2022 Personnel Report

ACTION

Jerry Barnes made the motion to approve the personnel update as amended. Caleb Clark seconded and the motion carried 8-0.

2. Keystone Budget

Approval of the Keystone Budget FY 23

ACTION

Kelli Bottorff made the motion to approve the Keystone Budget for FY 23. Caleb Clark seconded and the motion carried 8-0.

3. Interlocal Budget

Approval of the Interlocal Budget FY 23

ACTION

Justin Finley made the motion to approve the Interlocal Budget for FY 23. Jana Farmer seconded and the motion carried 8-0.

4. Para Sub Rate - \$0.25 below the base pay

ACTION

Jerry Barnes made the motion to approve the para sub rate to be \$0.25 below the base pay. Kelly Bottorff seconded and the motion carried 8-0.

5. New Treasurer and 2nd KPERS rep

ACTION

Jerry Barnes made the motion to approve Doug Anderson as the appointed Treasurer and Mollee Wilkerson as the appointed 2nd KPERS representative. Caleb Clark seconded and the motion carried 8-0.

6. Bank Roles

ACTION

Jerry Barnes made the motion to approve the change in bank roles as presented. Kelly Bottorff seconded and the motion carried 8-0.

Miscellaneous Items from Board Members

- 1. Director's Comments** – Doug reported that we are off to a good start and are excited about the direction we are going. We were reminded this week that the last two years have taken a toll on our staff and we try to approach them with understanding and support. We have received official notice of the KDHE grant approval and now have take home tests for staff and families and funding to offset the increased cost of nursing services required during the pandemic.
- 2. Any Board Member Wishing to Speak** - Kelli Bottorff thanked Doug and Belinda for coming to the Atchison County Community Board meeting.

Jana Farmer reported that the Oskaloosa Board employed an interim superintendent and in the future will begin searching for a permanent replacement for Jon Pfau.

Scott Gibson referenced an article that indicated KDHE was offering 5 free COVID tests.

Adjournment - At 7:24 p.m, the meeting was adjourned.



Board President



Board Clerk

10/19/2022

Date