

# Board of Directors



## Minutes of the Regular Meeting

Superintendent Scheduled to Attend Board Meeting:

Jason Crawford, Regular

Andrew Gaddis, Alternate

**Date:** November 16<sup>th</sup>, 2022

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

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

At 6:33 p.m., Board President Scott Gibson called the meeting to order. Members present: Ramon Gonzalez, Justin Finley, Kim Troupe, USD 342 Board Proxy, Kelli Bottorff, Caleb Clark (via Zoom) and Jana Farmer (via Zoom).

Others present: Doug Anderson, Executive Director; Belinda O'Dell, Assistant Special Education Director; Mollee Wilkerson, Human Resources Director; and Amy Conklin, Board Clerk/Assistant Special Education Director.

### 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

## **ACTION**

Jerry Barnes made the motion to approve the Meeting Agenda & Monthly Consent Agenda 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) Administrative Center/JDLA security updates/Narcan Policy - Doug reported that we are moving along with the security updates and an itemized list with cost would be sent out. We are around \$2,000 in cost, all materials have been purchased, and our maintenance personnel are able to complete the installation. We have also developed a Narcan Policy based upon other districts containing the necessary requirements and laws. The board would like this to be reviewed by legal counsel.
- b) Summary of District Corrective Action Plans (DCAPs) - Doug provided a description of the different DCAPs that we currently have. Belinda shared that most errors seem to be single errors and not systemic and we address the errors through training with our staff. Doug indicated that we have discussed hiring a classified person to read through IEPs to provide immediate feedback to resolve the errors before they appear on a file review.
- c) AptaFund proposal review and recommendation- Doug indicated that Keystone had been provided a demo of AptaFund and the cost is similar to the current cost of the outdated system with an additional increase for training. The new system would allow individuals to access information anytime and anywhere, allow the projects access to needed reports, and would allow personnel access to their information as well as a clock in, clock out system. The time frame for full implementation would be around a year and would phase it in over that year.
- d) Highland Community College Building in Perry - Doug received a phone call from the Highland President regarding purchasing the building in Perry. Highland is wanting to sell the building to an educational entity and the price was \$50,000 but negotiable. The board agreed that it was worth doing a walk through and examining the repairs and updates needed for the use of the building.

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

- a) Summary Report - Doug reported that the balance is slightly lower than in 2021 due to timing of deposits and invoices. The percentage of the budget spend is similar to last year for both funds. Maintenance of Effort reports are due by the districts for December 31st and Keystone will then need to complete it by January 14th.
- b) Board Clerk Supplemental Contract - Doug summarized the process used to determine Amy's supplemental contract for Board Clerk Duties. It was based upon 12 hours of work monthly and Amy's hourly rate.
- c) Differential Pay for Classified Staff/Advance option for new employees - Doug and Mollee shared the information about increasing para pay overall versus allowing districts to differentiate pay and pay Keystone back for the difference. The board agreed with allowing districts to move forward with differential pay based upon the individual district's needs and location. Doug also discussed potential circumstances in which new employees may not receive a paycheck for up to 6 weeks and asked the board to consider allowing a payroll advance to reduce the time to receive some compensation.

- d) TIP funding - Doug discussed that portions of the TIP grant should address concerns found in our District Corrective Action Plans. We are currently using the money for these efforts. A portion of these funds are also set aside to send individuals to the Tri-State Law Conference. Amy and Belinda were able to go in person this year.

### 3. Personnel:

- a) Vacancy Report Licensed/Classified by District; New Hires by District - Mollee reported the vacancies per district for paraeducators. We continue to have around 20 vacancies but have recently had more applicants thanks to the advertising occurring out in the districts. Belinda reported that we were able to hire a Social Worker for Effingham and found two long-term substitute teachers to fill our teacher vacancies.
- b) January Inservice Planning - Belinda discussed that we are planning to partner with TASN Autism and Tertiary Behavior Supports Project to provide a Special Education 101 training to the general education staff in our districts. We discussed several options with the superintendents and have decided to provide an elementary and secondary zoom that will be recorded. Districts then have the option to watch live or to watch at a time that is convenient for them.

## Executive Session

At 8:20 p.m., Scott Gibson made the motion to go into executive session for 10 minutes at 8:25 p.m. to discuss a personnel issue pursuant to non-personnel exception under KOMA, with the open meeting resuming in the boardroom at 8:35 p.m. The Executive Session included Doug Anderson, Belinda O'Dell, Amy Conklin, and Mollee Wilkerson. Ramon Gonzalez seconded and motion carried 8-0.

At 8:35 p.m., open session resumed.

## Action Items

### 1. Personnel Update--Contracts and Resignations

Approval of the November 2022 Personnel Report

#### ACTION

Jerry Barnes made the motion to approve the personnel update as presented. Kelli Bottorff seconded and motion passed 8-0.

### 2. Teacher Resignation

#### ACTION

Kelli Bottorff made the motion to approve the teacher resignations submitted by Anna Thompson and Sandra Bowen with the payment amount of \$1,000. Ramon Gonzalez seconded and the motion passed 8-0.

### 3. AptaFund Adoption

#### ACTION

Justin Finley made the motion to approve the adoption of AptaFund as presented. Kim Troupe seconded and motion passed 8-0.

### 4. Supplemental Contract

**ACTION**

Jerry Barnes made the motion to approve the supplemental contract for Amy Conklin as Board Clerk as presented. Ramon Gonzalez seconded and the motion passed 8-0.

**5. Narcan Policy**

**ACTION**

Jerry Barnes made the motion to approve the Narcan Policy pending legal approval. Justin Finley seconded and motion passed 8-0.

**6. Advance Pay Option**

**ACTION**

Jerry Barnes made the motion to approve the payroll advance option for new Keystone employees in an amount not to exceed \$1,000. Ramon Gonzalez seconded and the motion passed 8-0.

**Miscellaneous Items from Board Members**

- 1. **Director’s Comments** – Doug discussed being able to attend the budget hearing last Thursday. The committee proposed options including fully funding special education, or shifting at-risk funds and renaming special education. He indicated that there was some confusion with the calculation of excess costs. The committee would like to see the federal government fund special education at 40% which has never been met. If special education continues to decrease at the current rate, we still have an obligation to meet maintenance of effort and this money would need to come from the general fund.
- 2. **Any Board Member Wishing to Speak** – Scott Gibson reported that he is optimistic about funding for special education. Ramon Gonzalez said it will be interesting to see which direction legislators go.

**Adjournment** - At 8:45 p.m., the meeting was adjourned.

Scott Gibson  
Board President

Amy Conklin  
Clerk of the Board

Date \_\_\_\_\_