

Board of Directors



Minutes of the Regular Meeting Superintendent Scheduled to Attend Board Meeting:

Mike Mathes, Regular

Tim Beying, Alternate

Date: December 21st, 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 (via Zoom), Kim Troupe, USD 342 Board Proxy, Jerry Barnes, Kelli Bottorff (via Zoom), Jana Farmer (via Zoom) and Justin Finley (via Zoom joining at 6:55 p.m.). Members Absent: Caleb Clark.

Others present: Doug Anderson, Executive Director; Belinda O'Dell, Assistant Special Education Director; Mollee Wilkerson, Human Resources Director; Amy Conklin, Board Clerk/Assistant Special Education Director; Mike Mathes, Oskaloosa Interim Superintendent; and Sadie Beecham, Keystone Accounts Receivable.

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. Kim Troupe seconded and motion passed 6-0.

Monthly Communications

1. Receive Communications from Visitors Present:

None

Discussion Items

1. Keystone Priorities

- a. Highland Building Proposal - Doug updated the board regarding the Highland Community College building in Perry that is currently for sale. Keystone completed a walk through and provided an estimated cost for what would cost if the building was purchased to move in. He also reported that Jeff West is doing a facilities review to be completed by March which should provide us with additional information on what the plan is for the current building in Ozawkie. The board felt it was best to wait until March to make any further decisions.
- b. Narcan Policy Update - Doug indicated that the Narcan Policy was reviewed by Luke Sobba at KASB. He was comfortable with how it was written and reported that KASB is working on an updated version policy that will come out in June 2023.

2. Budget Summary

- a. Summary Report - Doug shared the treasurer's report which reflects current budget balances and percent remaining compared to last year. We are comfortable with where we are with the special ed and TASN project budgets. He also shared the budget notes showing the invoices and dollar value that were submitted for the projects in the month of November.
- b. Budget priority- Doug indicated that we will be completing the MOE report by January 12th and have our audit January 14th.
- c. FAQ Sped budget document - Doug discussed a FAQ document that was prepared by KASEA in collaboration with KASB and USA regarding Special Education funding. It was developed to provide answers to common questions board members may be asked about special education funding.

3. Personnel

- a. Executive Director Evaluation - Amy shared the google survey that will be used for the Executive Director's evaluation this year. It will be sent to board members tomorrow and they are asked to complete it by January 6th. Scott will then go over the evaluation with Doug the week of January 9th and it will come to the board meeting in January. Doug encouraged the board to interview their superintendents and or the assistant directors if they need more information to respond to questions on the evaluation.
- b. Vacancy Report Licensed/Classified Staff by District; New Hires by District - Mollee reported the total vacancies across Keystone and broke it down by the districts. We currently have 27 openings including paraeducators and teaching positions that are covered by long-term substitutes. She also shared the number of new hires per month.
- c. Individual Education Plan Reviewer Job Description - Doug reported that due to the number of DCAPs for IEP requirements and timely and accurate data reporting, we would like to add an IEP reviewer to provide timely feedback to our staff for corrections. This position is part time to full time and could involve some work from home.
- d. Long-Term Substitute - Amy discussed the need to provide clarification to our long-term substitutes regarding work expectations and benefits in lue of being under the negotiated agreement. Our long-term substitutes are filling year long vacancies and not just shorter segments such as maternity leave. The board recommended clarification that the 6 days of leave awarded after the sub has worked 20 days is for the year not 6 for every 20 days. And, add that the leave could be used for snow days.

- e. Employee Conduct Policy - Doug shared that Mollee had written a policy to cover staff conduct that may jeopardize the school's or communities trust. We have taken this policy to our attorney Sarah Loquist and will update the board next month.

Action Items

- 1. Personnel Update--Contracts and Resignations**
Approval of the December 2022 Personnel Report

ACTION

Jerry Barnes made the motion to approve the personnel update as presented. Kim Troupe seconded and motion passed 7-0.

- 2. Long-Term Substitute**
Approval of the agreement with our long-term substitutes

ACTION

Jerry Barnes made the motion to approve the long-term substitute agreement with corrections discussed. Jana Farmer seconded and motion passed 7-0.

- 3. Employee Conduct Policy**
Approval of the employee conduct policy

ACTION

Waived until the next meeting.

- 4. Individual Education Plan Reviewer**
Approval of the position

ACTION

Jerry Barnes made the motion to approve the Individual Education Plan Reviewer as presented. Ramon Gonzalez seconded and motion passed 7-0.

Miscellaneous Items from Board Members

- 1. Director's Comments** – Doug told the board Merry Christmas and presented the gifts and indicated that we would work with those not in attendance to deliver the gifts. He also shared that he appreciates everyone's hard work and dedication especially this time of year. Doug introduced Sadie Beecham to the board. Sadie was originally brought on as the administrative assistant but has also taken on accounts receivable. She has done a fabulous job in both roles. Doug also welcomed Mike Mathes, the Oskaloosa Interim Superintendent. He reported going to the Oskaloosa Board meeting on Monday to present.
- 2. Any Board Member Wishing to Speak** – Jana Farmer wanted to welcome Mr. Mathes and to thank him for the leadership he has already provided to Oskaloosa. She also thanked Doug and Amy for presenting at the Oskaloosa board meeting on Monday. She reported that Oskaloosa was continuing their search for Superintendent.

Ramon Gonzalez wanted to thank the board and staff for an awesome 2022.


Justin Finley reported that two weeks ago there was an Artificial Intelligence launched named ChatGPT. He encouraged everyone to look more into how this could be used by our students.

Scott Gibson wanted to thank the board for everything they do and wished everyone a Merry Christmas.

Adjournment – At 7:33 p.m., the meeting was adjourned.



Scott Gibson
President



Amy Conklin
Clerk of the Board

Date 01/18/2023