

# Board of Directors



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

Tim Beying, Regular

Mike Mathes , Alternate

**Date:** April 19th, 2023

**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), Jerry Barnes, Kim Troupe, Barb Chapman USD 377 Board Proxy, Jana Farmer, and Justin Finley (arriving at 6:34 p.m.). Member 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; Tim Beying, USD 449 Superintendent; Sarah Loquist, Keystone Attorney (arriving at 6:49 p.m.); and Jeri Fischer, Keystone Special Education Teacher (leaving at 7:42 p.m.)

### 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. IDEA VI-B Assurances

## 8. KASB Adoption Agreement and Legal Assistance Fund Contract

### ACTION

Jerry Barnes made the motion to approve the Meeting Agenda & Monthly Consent Agenda Items as presented. Jana Farmer seconded and motion passed 6-0.

### Monthly Communications

#### 1. Receive Communications from Visitors Present: None

### Discussion Items

#### 1. Keystone Priorities

- a) Keystone building update and office space needs - Doug provided an update on meetings that had occurred with Jeff West Board Members and Superintendent. He also shared that office space used in Oskaloosa was also being reclaimed by the district. In both places Keystone money had been used to renovate the occupied spaces. He indicated that no formal decisions about options for next year have been made at this time.
- b) EasyIEP/PCG system update - Doug shared concerns with the current IEP program and the inability to communicate to the state system and transfer required data. PCG has been unable to meet two implementation deadlines over the past year with no resolution in sight.
- c) Proposal for a limit of one discretionary para training day - Doug proposed budgeting one para day that districts could use at their discretion for professional development. Any additional days would need to be paid by the district.
- d) Program configuration recommending a Low Incidence Functional Education programs option - Doug reported that we are working on more flexible access to functional programming and are working with two districts to provide this including Oskaloosa and McLouth. This would be for students that require a different level of programming and support that cannot be replicated in every district.
- e) Special education responsibilities for virtual programs: amend the interlocal agreement - Doug will be working with the Superintendents to amend the interlocal agreement to include virtual programs due to Jeff West purchasing a virtual program for next school year. The amended agreement will be brought back to the board in the future.

#### 2. Budget Summary

- a) Summary Report - Doug reported on the budget including a comparison with March to last year as well as year to date comparisons.
- b) Approval process for requisitions in AptaFund - Doug shared the new process for approval of requisitions in the new system explaining that the same number of people are reviewing them but the system allows only one electronic signature.

#### 3. Personnel

- a) Vacancy Report Licensed/Classified Staff by District; New Hires by District - Mollee shared a report indicating current staff across Keystone as well as staff per district. We continue to hire for this year if we can but are also focused on hiring for next school year.
- b) Ethical behavior policy update IIBGC - Doug reported that board policy IIBGC which was adopted meets the needs regarding social media behavior.
- c) Social Work para job description proposal - Belinda indicated that due to concerns with hiring masters level social workers that we had developed a social work para job description for bachelor

level social workers. The board advised and the team agreed that a title other than “para” would be important in recruiting the professionals we want for that role.

## Executive Session

Scott Gibson made the motion for the Board to go into executive session for 10 minutes at 7:42 p.m. to discuss personnel issues pursuant to the non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 7:52 p.m., and inviting Executive Direction, Assistant Directors, and Human Resources to join this executive session per Board discretion. Barb Chapman seconded and motion passed 7-0.

Scott Gibson made the motion for the Board to go into executive session for 5 minutes at 7:52 p.m. to discuss personnel issues pursuant to the non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 7:57 p.m., and inviting Executive Direction, Assistant Directors, and Human Resources to join this executive session per Board discretion. Barb Chapman seconded and motion passed 7-0.

The board then took a 5 minute break from 7:57 p.m. -8:02 p.m..

Scott Gibson declared a conflict of interest and left the meeting at 8:02 p.m.

Barb Chapman made the motion for the Board go into executive session for 15 minutes at 8:02 p.m. to discuss potential property pursuant to the exception for preliminary discussion of the acquisition of real property under KOMA, with the open meeting resuming in the boardroom at 8:17 p.m., and inviting Keystone Administration, Superintendent Facility Team Member, and Keystone Board Attorney to join this executive session per Board discretion. Kim Troupe seconded and motion passed 6-0.

Justin Finley made the motion for the Board go into executive session for 15 minutes at 8:17 p.m. to discuss potential property pursuant to the exception for preliminary discussion of the acquisition of real property under KOMA, with the open meeting resuming in the boardroom at 8:32 p.m., and inviting Keystone Administration, Superintendent Facility Team Member, and Keystone Board Attorney to join this executive session per Board discretion. Jana Farmer seconded and motion passed 6-0.

Jana Farmer made the motion for the Board go into executive session for 15 minutes at 8:32 p.m. to discuss potential property pursuant to the exception for preliminary discussion of the acquisition of real property under KOMA, with the open meeting resuming in the boardroom at 8:47 p.m., and inviting Keystone Administration, Superintendent Facility Team Member, and Keystone Board Attorney to join this executive session per Board discretion. Barb Chapman seconded and motion passed 6-0.

At 8:47 p.m., Scott Gibson returned and open session resumed.

## Action Items

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

Approval of the April 2023 Personnel Report

#### ACTION

Jerry Barnes made the motion to approve the personnel update as presented. Jana Farmer seconded and motion passed 6-1. (Kim Troupe abstained.)

### 2. Social Work Para Job Description

**ACTION**

Jana made the motion to approve the social work para job description with a verbage change to Bachelor Level Social Worker. Kim Troupe seconded the motion and motion passed 7-0.

**3. Discretionary Para Training Day**

**ACTION**

Justin Finley made the motion to approve the discretionary para training day as presented. Barb Chapman seconded and motion passed 7-0.

**4. AptaFund Program Approval**

**ACTION**

Justin Finley made the motion to approve the approval process in AptaFund as presented. Jerry Barnes seconded and motion passed 7-0.

**5. PCG Contract**

**ACTION**

Jana Farmer made the motion to provide 30 day notice to terminate the IEP contract with PCG. Barb Chapman seconded and motion passed 7-0.

**Miscellaneous Items from Board Members**

- 1. **Director’s Comments** – Doug shared a story of a JDLA student working with our Tech department which has been beneficial to the student and staff member.
- 2. **Any Board Member Wishing to Speak** – Justin Finley brought up the meeting with the banker and his thoughts on using the money gained from that meeting towards student opportunities such as field trips.

Kim Troupe brought up the Pitt State Construction Expo that happens in the spring that may be a good opportunity for our students.

**Adjournment - At 9:02 p.m., the meeting was adjourned.**



Scott Gibson  
Board President



Amy Conklin  
Clerk of the Board

Date 05/17/2023