

# Board of Directors



## Minutes of the Regular Meeting

Superintendent Scheduled to Attend Board Meeting

Jason Crawford

Alternate: Andrew Gaddis

**Date:** July 19<sup>th</sup>, 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 Vice President Ramon Gonzalez called the meeting to order. Members present: Jana Farmer, Pam Carelton, Kelly Midgley USD 340 Board Proxy, Caleb Clark, Jerry Barnes, Kelli Bottorff (via Zoom), and Justin Finley (arriving at 6:31 p.m.).

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; Jason Crawford, USD 340 Superintendent; Marlene Jolly, Keystone Paraeducator (leaving at 7:48 p.m.).

### Election of Officers

**1. Action - Election of Keystone Board President**

Ramon Gonzalez made the motion to nominate Justin Finley for Keystone Board President. Jerry Barnes seconded and motion passed 8-0.

**2. Action - Election of Keystone Board Vice-President**

Jerry Barnes made the motion to nominate Ramon Gonzalez for Keystone Board Vice President. Jana seconded and motion passed 8-0.

### 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 Learning Services Personnel Policies and Procedures Handbook, John Dewey Learning Academy Student/Parent Handbook, John Dewey Learning Academy Staff Handbook, Keystone Teacher Addendum, Keystone Para Addendum, Turning Point Handbook, Keystone Professional Development Plan)

## **ACTION**

Caleb Clark made the motion to approve the Meeting Agenda & Monthly Consent Agenda Items as presented. Ramon Gonzalez seconded and motion passed 8-0.

## **Monthly Communications**

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

## **Discussion Items**

1. **Building Committee** - The Keystone Building Committee including Ramon Gonzalez, Justin Finley, and Jerry Barnes updated the board on the progress. The meetings with the Jeff West Building Committee had been positive with tentative agreements between both groups. We are awaiting the lease agreement from Jeff West at this time which is being drafted by their attorney.
2. **Keystone Priorities**
  - a) KASB proposal for setting board goals - Doug reached out to Britton Hart at KASB at the board's recommendation. Britton suggested listening sessions at each district including district administration, general education staff, and special education staff. Parent information may be collected through a survey. The listening groups will occur this fall with the board meeting to review the information and create new goals by the end of December.
  - b) State Performance Plan/Annual Performance Report update - Amy reviewed the SPP/APR data from the 8 Keystone districts and highlighted areas of concern. LRE data was an area of concern for 3 districts resulting in discussions of robust MTSS programs for behavior and challenging staff who try to provide preemptive services as students get older.
  - c) Displaced programs and people - Doug discussed our plans for the Turning Point program for the 2023-2024 school year.
3. **Budget Summary Update**
  - a) Fiscal Summary - Doug reviewed the treasurer report highlighting that we are in a similar spot that we were last year and overall doing well.
  - b) Form 120 and District Assessments - Doug discussed how district percentages for assessments were developed from data from the state.

- c) Fund 10 retention pay for business office - Doug requested that business office staff be included in the retention pay that was agreed upon for the TASN projects since business office employees receive some of their funding through the grant funding. This proposed increase will not influence district assessments or be paid by district funds.

#### 4. Personnel Update

- a) Vacancy Report Licensed/New Hires by District - Mollee provided a report district by district for vacancies. We have filled 97% of certified positions and 79% of classified positions.
- b) Summer services report including ESY, summer school, and early childhood evaluations - Belinda provided a summary of the staffing that was provided by 27 Keystone staff members for 84 students.
- c) Office closure over holidays - Amy discussed a proposal to officially close the Keystone office for a total of 5-days during Thanksgiving and Christmas on days when all district offices are closed and project staff are on vacation. These days will be reevaluated each year.

### Executive Session

1. Ramon Gonzalez made the motion for the Board to go into executive session for 5 minutes at 7:48 p.m. to discuss a personnel issue pursuant to non-personnel exception under KOMA, with the open meeting resuming in the boardroom at 8:03 p.m. The Executive Session included Doug Anderson, Belinda O'Dell, Amy Conklin, and Mollee Wilkerson. Caleb Clark seconded the motion and motion passed 8-0.
2. Ramon Gonzalez made the motion for the Board to go into executive session for 10 minutes at 7:53 p.m. to discuss negotiations pursuant to the exception for salary negotiations for non-elected personnel under KOMA, with the open meeting resuming in the boardroom at 8:03 p.m.. The Executive Session included Doug Anderson, Belinda O'Dell, Amy Conklin, and Mollee Wilkerson. Caleb Clark seconded the motion and motion passed 8-0.

Open session resumed at 8:03 p.m.

### 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 2023-2024 Board of Directors meetings are as follows:  
July 19, August 16, September 20, October 18, November 15, December 20, January 17, February 21, March 20, April 17, May 15 and June 19
- b. Clerk of the Board, Amy Conklin; Deputy Board Clerk, Belinda O'Dell
- c. Treasurer of the Board, Doug Anderson
- d. KPERS Representative, Karla Bradford; Alternate KPERS Representative, Mollee Wilkerson
- e. Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Doug Anderson.
- f. Keystone attorneys: Kansas Association of School Board legal services and/or Sarah Loquist
- g. Official Bank Depository, Denison State Bank
- h. Official newspaper, Oskaloosa Independent

- i. The Keystone Board Clerk, Board President, Board Vice President and the Assistant Directors of Special Education are authorized to sign checks.
- j. 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
- k. Reimbursement rate for mileage will follow the State rate
- l. Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office per policy DJB
- m. Establish student activity fund per policy DK
- n. 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.
- o. Rescind all policy actions found in the minutes established during the 2022-2023 school year, per policy BDA
- p. Adopt all current written policies per policy BDA
- q. Adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2023-2024 – Resolution per K.S.A. 75-112a (a)
- r. Food Service Program Representative, Doug Anderson
- s. Approve federal state assurances for special education programs
- t. Adopt the 2023-2024 Keystone Calendar
- u. Adopt the 2023-2024 JDLA Calendar

### **1. Annual reorganization of the Keystone Board of Directors.**

#### **ACTION**

Jerry Barnes made the motion to approve the Annual Reorganization of the Board, items “a” through “u,” as presented. Jana Farmer seconded and motion passed 8-0.

### **2. Personnel Update-- Contracts and Resignations**

Approval of the July 2023 Personnel Report

#### **ACTION**

Jana Farmer made the motion to approve the personnel update as presented.. Caleb Clark seconded the motion and motion passed 8-0.

### **3. Teacher Resignation**

#### **ACTION**

Jana Farmer made the motion to approve the teacher resignation discussed during executive session with the payment amount of \$1,000. Ramon Gonzalez seconded the motion and motion passed 8-0.

### **4. Salary Schedule and Benefits**

#### **ACTION**

Jana Farmer made the motion to approve the salary schedule and benefits of \$1,500 on the base, \$1.00 raise to paraeducators, and the increase in the board contribution to insurance for the 2023-24 school year as discussed in negotiations. Ramon Gonzalez seconded the motion and motion passed 8-0.

### **5. Fund 10 retention pay**

#### **ACTION**

Caleb Clark made the motion to approve the Fund 10 retention pay for the business office staff as presented. Ramon Gonzalez seconded the motion and motion passed 7-1.

## 6. Building Lease

No Action was taken.

## 7. Keystone Business Office Addendum - Office Closure over holidays

### ACTION

Kelli Bottorff made the motion to approve the Keystone Business Office Addendum including the closure over the holidays as presented. Caleb Clark seconded the motion and motion passed 8-0.

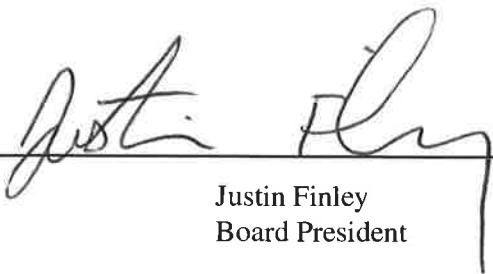
## Miscellaneous Items from Board Members

1. **Director's Comments** – Doug shared that the team is looking forward to attending the KSDE leadership conference in Wichita next week. Doug wanted to thank JCN, Valley Falls, and Perry for working with Keystone on being a potential location for one of our early childhood programs. He also noted the decrease in available funds next year with the last of the ESSER funds already committed. Doug also thanked the board for the discussion and noted that it is safe to disagree at the board table.

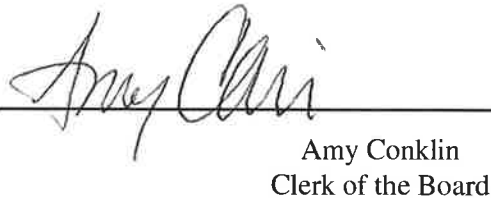
Belinda welcomed our two new board members Pam Carelton, McLouth and Kelly Midgley, Jeff West and Doug invited them to come visit with us regarding how Keystone operates and more information about the projects.

2. **Any Board Member Wishing to Speak** – Jerry Barnes wanted to thank Kris, Kelly, and John from Jeff West as well as Ramon and Justin for being on the building committee and doing good work indicating that the conversation stayed positive and productive throughout.

**Adjournment** - At 8:13 p.m., the meeting was adjourned.



Justin Finley  
Board President



Amy Conklin  
Clerk of the Board

Date 08/16/2023

