

Board of Directors



Minutes of the Regular Meeting

Superintendent Scheduled to Attend Board Meeting:

JB Elliott, Regular

Brad Kempf, Alternate

Date: October 18th, 2023

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 Justin Finley called the meeting to order. Members present:, Ramon Gonzalez, Kelli Bottorff, Jerry Barnes, Matt Williams, Jeff West Alternate, Caleb Clark (via Zoom arriving at 6:33, Caleb's service was intermittent and would at times be on and off), and Jana Farmer (via Zoom arriving at 6:37).

Members Absent: Tara Garrow

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 and Special Board 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 Tuition Reimbursement
8. Westat Contract

ACTION

Jerry Barnes made the motion to approve the Meeting Agenda & Monthly Consent Agenda Items as presented. Kelli Bottorff seconded and motion passed 5-0.

Monthly Communications

1. Receive Communications from Visitors Present: None

Discussion Items

1. **Keystone Priorities**—Keystone Director will provide information on the following:
 - a) Special education capacity - Doug indicated that superintendents had requested setting a limit on special education enrollment due to concerns with staff vacancies as they prepare for open enrollment next year. It was determined that suggested enrollment limits, the number of students that leads to a consideration to increase sped staff in a grade level or building would be shared with districts to use as the local boards make decisions about enrollment limits.
 - b) Building update - Doug reported continuing the search for viable buildings and receiving additional calls regarding land or possible buildings but nothing solid.
 - c) Budget -Doug shared the budget summary and the updated Keystone and Interlocal budgets.
2. **Personnel** – Assistant Directors and HR Director will provide information on the following:
 - a) Vacancy Report/New Hires -Mollee shared that we hired 9 new paras across districts. We are continuing to recruit and fill all para positions.
 - b) KASB Strategic Plan - Amy discussed the next sessions for the strategic plan are the Focus Group night which includes board members and other stakeholders on November 27th at 5:00 for dinner and then meet from 5:30-8:30. The board would then meet December 20th at 5:00 before the board meeting. Doug reported that over 200 people completed the survey and the listening sessions produced great feedback.
 - c) Scanning/Shredding service - Mollee shared that the business office is seeking estimates to scan stored documents into an electronic storage in preparation for moving the office. The Board suggested prioritizing records to make the strategy cost effective.

Executive Session

Ramon Gonzalez made the motion to go into executive session for 20 minutes at 7:25p.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 7:45p.m., and inviting Keystone Administration to join this executive session per Board discretion. Jerry Barnes seconded and the motion passed 7-0.

Open Session resumed at 7:47p.m.

Building discussion continued regarding selecting a real estate agent and doing a search for commercial property.

ACTION

Justin Finley made the motion to give Keystone administration the authority to hire a commercial real estate agent to locate potential locations for the school and offices. The motion also included a directive to consult with an agency to review locations of interest currently. And, to grant permission for the Keystone building committee to act on behalf of the board to provide a response to the lease proposal at a time determined later. Ramon Gonzalez seconded and motion passed 7-0.

Action Items

- 1. Personnel Update--Contracts and Resignations**
Approval of the October 2023 Personnel Report

ACTION

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

- 2. Updated Keystone and Interlocal Budget**
Approval of the Updated Keystone and Interlocal Budget FY 24

ACTION

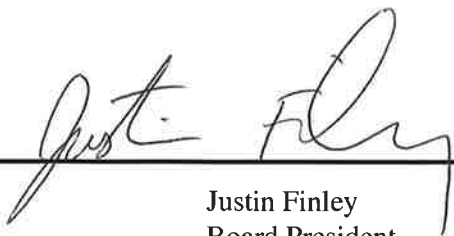
Kelli Bottorff made the motion to approve the Updated Keystone and Interlocal Budget for FY 24. Ramon Gonzalez seconded and motion passed 7-0.


- 3. Potential Property - No Action**

Miscellaneous Items from Board Members

- 1. Director’s Comments** – Doug shared a video with the board that demonstrated a successful implementation of the EdMark reading curriculum approved by the board that demonstrated the success of a student with low-incidence disabilities. Amy shared that the teacher who serves this student was enthusiastic about the success of this student.
- 2. Any Board Member Wishing to Speak** – Matt Williams discussed steps in the leadership transition at Jeff West and other board members offered their support and understanding.

Adjournment - At 8:18 p.m., the meeting was adjourned.


 Justin Finley
 Board President


 Amy Conklin
 Clerk of the Board

Date 11/15/2023

