

Board of Directors



Minutes of the Regular Meeting

Superintendent Scheduled to Attend Board Meeting:

Andrew Gaddis, Regular

Brad Neuenswander, Alternate

Date: November 15th, 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 Justin Finley called the meeting to order. Members present: Ramon Gonzalez (via Zoom), Jana Farmer, Jerry Barnes, Kelly Midgley, Kelli Bottorff (via Zoom), and Tara Garrow (via Zoom).

Members Absent: Caleb Clark

Others present: Doug Anderson, Executive Director; Belinda O'Dell, Assistant Special Education Director; Amy Conklin, Board Clerk/Assistant Special Education Director; Marlene Jolly, Paraeducator; and Andrew Gaddis, USD 377 Superintendent.

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. Approval of Web Hosting Agreement with Technology Consortium, Inc.

ACTION

Jerry Barnes made the motion to approve the Meeting Agenda & Monthly Consent Agenda Items as presented. Jana Farmer seconded and motion passed 7-0.

Monthly Communications

1. Receive Communications from Visitors Present: None

Discussion Items

1. Keystone Priorities

- a) Building update - Doug has reached out to different realtors given the minimum amount of space we would need either in one building or two buildings. He also plans to meet with the banker to discuss options available for purchase of a building. Doug also reported continued conversation with Jeff West regarding the future of the Ozawkie building.
- b) Budget summary - Flow-through payments were received from 7 districts and federal funds were requested. We are behind in revenue for the TASN projects due to delayed payments from the state.
- c) Summary of District Corrective Action Plans (DCAPs) - Amy reports that 3 out of the 4 districts reviewed had violations noted in the IDEA/Gifted File Review for failure to include frequency, location, duration for accommodations and modifications. We hired an IEP reviewer in March 2023 who will catch these mistakes moving forward. We also have 2 DCAPs for Indicator 11 due to the 60 day extension form being signed outside of the 60 day window.

2. Personnel – Assistant Directors and HR Director will provide information on the following:

- a) Vacancy Report/New Hires - Belinda shared we are looking for a teacher, social worker, and 16 paras. We have 8 pending applicants. New advertisements have resulted in an increase in applicants.
- b) Aptafund update - Belinda reported hearing from staff regarding concerns with the new system and time clock. We found we have staff at varied levels of comfort with technology. Have been doing additional training. The business office is currently monitoring time cards but are preparing supervising teachers to assume this responsibility as they did with the paper version.
- c) KASB Strategic Plan - Stakeholder night Nov. 27th at 5:30 p.m. - Belinda reminded the board about this stakeholder night and that Justin Finley had tasked every member to bring 3 people. Doug reported getting a good response from our surveys and focus groups in order to build the new Board Goals.

Executive Session

Justin Finley made the motion for the Board to go into executive session for 20 minutes at 6:55 p.m. to discuss personnel issues pursuant to non-elected personnel exception under KOMA, with the open meeting resuming in the boardroom at 7:15 p.m. and inviting Keystone administrators to join this executive session per Board discretion. Jana Farmer seconded and the motion passed 7-0.

Open session resumed at 7:15 p.m.

Action Items

1. Personnel Update--Contracts and Resignations

Approval of the November 2023 Personnel Report

ACTION

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

2. IEP Writer

Approval of the position

ACTION

Jerry Barnes made the motion to approve the IEP Writer job description as presented. Jana Farmer seconded and motion passed 7-0.

3. Teacher Resignation

ACTION


Jerry Barnes made the motion to approve the teacher resignation submitted by Kyla Owens with the payment amount of \$1,000. Jana Farmer seconded and motion passed 7-0.

Miscellaneous Items from Board Members

- 1. Director's Comments** – Doug indicated that we met with superintendents yesterday and discussed possible payment to districts when a student is sent for specialized instruction based on needs of the student. Staff shortages particularly for low-incidence positions makes it difficult to provide all services in each district. Superintendents asked Doug to talk to other directors to see how other organizations compensate districts that host speciality programs. Doug will bring a proposal to the superintendents at the next meeting and update the board. Doug also invited the board to the JDLA Thanksgiving Lunch tomorrow at 12:00 p.m.
- 2. Board Members** – Jerry wanted to congratulate the building completion by donors at ACC. He also reported that Pleasant Ridge ordered two new buses that will not be delivered until 2026 and the prices continue to go up.
Jana Farmer congratulated Perry/Lecompton on passing their bond.

Adjournment - At 7:25 p.m., the meeting was adjourned.


Justin Finley
Board President


Amy Conklin
Clerk of the Board

Date 12/20/2023

