

Board of Directors



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

JB Elliott, Regular

Brad Kempf, Alternate

Date: June 19th, 2024

Location: Keystone Office, 500 E. Sunflower Blvd., Ozawie, 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: Jerry Barnes, Terry Reiling, Kelly Midgley, Kelli Bottorff (via Zoom)
Members Absent: Ramon Gonzalez, Jesse Nickelson, Jana Farmer
Others present: Doug Anderson, Executive Director; Belinda O'Dell, Assistant Special Education Director; Amy Conklin, Board Clerk/Director of Special Education; Mollee Wilkerson, Human Resources Director; and Connie Euler, Business Office.

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 that the Meeting Agenda & Monthly Consent Agenda Items be approved as presented. Terry Reiling seconded and motion passed 5-0.

Monthly Communications

1. Receive Communications from Visitors Present: None

Discussion Items

1. Keystone Priorities

- a. Budget summary - Doug reviewed the budget summary with bank balances and funds available at the end of the year.
- b. Cash carryover estimate - Doug discussed our target of \$1.2 million in cash carryover for payroll before the first state aid payment comes in October. Estimates predict that we will end lower this year as a result of lost ESSER funds. Adjustments will be made in the budget next year to compensate.
- c. Memorandum of Understanding - Virtual student calculation - Doug reviewed the Interlocal agreement and how virtual students are calculated. The MOU would waive virtual students for the next three years. This would be reconsidered at the end of the three year cycle or if another district chooses to add a virtual program.

2. Personnel

- a. Update on new hires [Ast Dir Nikki Heiman; Bookkeeper Brian Pekarek] - Doug announced the hiring of Nikki Heiman, coming to us with special education administration experience, and Brian Pekarek, coming to us with school finance knowledge and experience. Mollee also reviewed staffing needs from last month and currently. She shared two para flyers and encouraged our board to share.
- b. Tuition Reimbursement - Amy reviewed the need to raise our budgeted amount for tuition reimbursement in order to support local people who are interested in gaining special education certification.
- c. Summer office hours proposal - Mollee proposed the adjustment of our hours during the summer months to 8:00-3:00 Monday-Friday explaining that it will provide flexibility for start and stop times without reducing total hours worked.
- d. Worker's compensation report - Mollee shared the injuries our staff have had out in the districts and the number of claims this school year.

Executive Session

Kelly Midgley made the motion for the Board to go into executive session for 30 minutes at 7:00 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 7:30 p.m., and inviting Keystone Administration to join this executive session per Board discretion. Terry Reiling seconded and the motion passed 5-0.

Kelly Midgley made the motion for the Board to go into executive session for 5 minutes at 7:30 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 7:35 p.m., and inviting Keystone Administration to join this executive session per Board discretion. Terry Reiling seconded and the motion passed 5-0.

Kelly Midgley made the motion for the Board to go into executive session for 15 minutes at 7:37 p.m. to discuss negotiation topics pursuant to the employer-employee negotiations exception under KOMA, with the open meeting resuming in the boardroom at 7:52 p.m., and inviting Keystone

Administration to join this executive session per Board discretion. Terry Reiling seconded and the motion passed 5-0.

Kelly Midgley made the motion for the Board to go into executive session for 5 minutes at 7:52 p.m. to discuss negotiation topics pursuant to the employer-employee negotiations exception under KOMA, with the open meeting resuming in the boardroom at 7:57 p.m., and inviting Keystone Administration to join this executive session per Board discretion. Terry Reiling seconded and the motion passed 5-0.

Kelly Midgley made the motion for the Board to go into executive session for 5 minutes at 7:57 p.m. to discuss negotiation topics pursuant to the employer-employee negotiations exception under KOMA, with the open meeting resuming in the boardroom at 8:02 p.m., and inviting Keystone Administration to join this executive session per Board discretion. Terry Reiling seconded and the motion passed 5-0.

Kelly Midgley made the motion for the Board to go into executive session for 5 minutes at 8:02 p.m. to discuss negotiation topics pursuant to the employer-employee negotiations exception under KOMA, with the open meeting resuming in the boardroom at 8:07 p.m., and inviting Keystone Administration to join this executive session per Board discretion. Terry Reiling seconded and the motion passed 5-0.

Terry Reiling made the motion for the Board to go into executive session for 5 minutes at 8:07 p.m. to discuss a personnel issue pursuant to non-personnel exception under KOMA, with the open meeting resuming in the boardroom at 8:12 p.m., and inviting Keystone Administration to join this executive session per Board discretion. Kelly Midgley seconded and motion passed 5-0.

Open Session resumed at 8:12 p.m.

Action Items

1. Personnel Update--Contracts and Resignations

Approval of the June 2024 Personnel Report

ACTION

Kelly Midgley made the motion to approve the personnel update as presented. Terry Reiling seconded and motion passed 5-0.

2. KASB Policy Updates (Copies in Board Packet)

ACTION

Terry Reiling made the motion to approve updates to the policies listed below:

[BBG (Consultants), BCBK (Executive Session and Sample Motions), CJ (Use of Consultants), CL (Administrative Teams), EBBG (Cardiac Emergency Response Planning), EE (Food Service Management), GARIA (Parental, Family, or Marital Status and Pregnant and Parenting:Employees), GAAC (Sex Discrimination), IF (Textbooks Instructional Materials and Media Center), JBE (Truancy-Waiver of Compulsory Attendance), JGEC (Sex Discrimination), JGECAA (Parental, Family, or Marital Status and Pregnancy or Related Conditions:Students), JGFGA (Administration of Emergency Opioid Antagonist), JH (Student Activities), and KK (Disposal of District Property)].

Kelly Midgley seconded and motion passed 5-0.

3. Memorandum of Understanding - Virtual student calculation

ACTION

Terry Reiling made the motion to approve the Memorandum of Understanding for the calculation of virtual students as presented. Jerry Barnes seconded and motion passed 5-0.

4. Summer hours

ACTION

Kelly Midgley made the motion to alter phone and door coverage from 7:30 to 8:00 in the morning and from 4:30 to 3:00 in the afternoon from June 1st to July 15. Jerry Barnes seconded and motion passed 5-0.

5. Tuition Reimbursement

ACTION

To address the number of staff vacancies, Kelly Midgley made the motion to increase the amount of money in the tuition reimbursement fund from \$10,000 to \$35,000 per year starting FY2025. Jerry Barnes seconded and the motion passed 5-0.

6. Personnel Resignation

ACTION

Terry Reiling made the motion to impose the fee as specified in the negotiated agreement for Katherine Schmelzle who resigned after the period established by state statute in the amount of \$750 for liquidated damages. Kelly Midgley seconded and the motion passed 5-0.

7. Oskaloosa Property -

ACTION

Jerry Barnes made the motion to allow the director to contract with DCS to move forward with the development of the property after closing. Kelly Midgley seconded and motion did not pass at 4-1.

The Board engaged in additional discussion regarding the cost and benefits of a project manager.

Jerry Barnes made the motion to allow the director to contract with DCS to move forward with the development of the property after closing. Kelly Midgley seconded and the motion passed 5-0.

Miscellaneous Items from Board Members

- 1. Director's Comments** – Doug shared that next week is the KSDE leadership conference and everyone but Belinda will be going to the conference.
- 2. Board Member's Comments** – Terry Reiling brought up the Title IX training coming up in July through KASB and encouraged board members to attend if interested..

Adjournment - At 8:30 p.m., the meeting was adjourned.

Justin Finley

Justin Finley
Board President

Amy Conklin

Amy Conklin
Clerk of the Board

Date 07/17/2024