

Board of Directors



Minutes

Superintendent Scheduled to Attend Board Meeting

Andrew Gaddis

Pat Happer, Alternate

DATE: July 15th, 2020

Location: Keystone Learning Services, 500 E. Sunflower Blvd., Ozawkie, KS

Time: 7:00 p.m. Call Meeting to Order

At 7:00 p.m., Board President Sharon Sweeney called the meeting to order. Members present: Justin Finley, Ramon Gonzalez, John Thelen USD #340 Proxy, Robin Croxel, Barb Chapman USD #377 Proxy, Jana Farmer and Sarah Johnston. Member(s) not present: Kelli Bottorff and Scott Gibson.

Others present: Doug Anderson, Executive Director; Mary Livingston and Amy Conklin, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Andrew Gaddis, USD# 377 Superintendent; Tim Marshall, Keystone Projects Manager, Khrystyan Masters, Keystone Student Records.

Election of Officers

1. Action-Election of President through December 2020

Sarah Johnston made a motion to nominate Sharon Sweeney as president of the Keystone Board through December 2021. This motion was amended from December 2020 to December 2021 to align with the election cycle. Robin Croxel made a motion to cease nominations. Justin Finley seconded ceasing nominations and the motion passed 8-0. Jana Farmer seconded the nomination of Sharon Sweeney for Board President through December 2021 and the motion passed 8-0.

2. Action – Election of Vice President through December 2020

Sarah Johnston made a motion to nominate Scott Gibson as Vice President of the Keystone Board through December 2021. This motion was amended from December 2020 to December 2021 to align with the election cycle. Robin Croxel made a motion to cease nominations. Sarah Johnston seconded ceasing nominations and the motion passed 8-0. Barb Chapman seconded the nomination of Scott Gibson for Board Vice President through December 2021 and the motion passed 8-0.

Monthly Action Items

1. Approval of 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 Agenda

2. Approval of Minutes of Last Month's Meeting

3. Approval of Bills & Claims

4. Approval of Cash Summary Report

5. Approval of Monthly Fund Transfers

6. Approval of Check Registers

7. Keystone Handbook Approval

John Dewey Learning Academy Student/Parent Handbook, Keystone Para Handbook

ACTION

Jana Farmer made a motion to approve the Agenda & Consent Agenda Items as presented. Robin Croxel seconded and motion passed 8-0.

Discussion Items

1. Director's Update—

- a) Current budget projections—Doug shared an end of year budget summary with board members. Budget priorities include looking at ways to increase recruitment and retention of paraprofessionals. It was agreed that increasing para wages to become more competitive is crucial and adding more money toward the healthcare plan are both good starts. More information will be brought back as things develop.
- b) Keystone's response to *Navigating Change*—Doug explained that the administrators have been working with a team of Keystone educators and service providers on a plan for safely re-opening schools while continuing to provide quality education. A lot of good work has been done in preparation so staff will be better prepared going forward.
- c) KASB Britton Hart inquiry re: facilitated discussion—The board discussed the idea of meeting with KASB's Britton Hart to begin discussion about future goals for Keystone. Doug and Linda will work on finding a date and time that works for all parties involved.
- d) District phone vs. stipend—Doug inquired on the possibility of keeping his current cell phone and receiving a monthly stipend instead of being given a district cell phone for his use. The board was agreeable to this change.

2. **Back to School Inservice Update**— Amy updated the board on the 2020-2021 back to school inservices. She explained that Keystone will first seek guidance from the Jefferson County Health Department before inservices begin. The plan as of now is that Keystone’s new teacher inservice will be held in person on July 30th at Keystone. The certified teaching staff inservice will be held on August 3rd at the Oskaloosa school district, while paraprofessional inservice will be held on the morning of August 4th, also at the Oskaloosa district. On the afternoon of August 4th, the paraprofessionals will be completing 3 hours of Dyslexia training (at Oskaloosa.) Dyslexia training will continue on August 6th and 7th at Keystone. Right now, Keystone is hopeful for all inservices to be held in person but are working on contingency plans as this is subject to change.
3. **Human Resources**—
 - a. Personnel Vacancy Report—Mary updated the board on the current status of staffing. All certified staff positions have been filled. Keystone continues to work to fill open para positions.
 - b. Negotiations Update—Tim Marshall presented on proposed amendments to the negotiated agreement. The negotiated agreement will be back for board approval once the teachers agree on the proposed changes.
4. **PCG Medicaid**—The board and administration discussed moving to a contract with PCG services, who would take over all Medicaid billing for Keystone.
5. **PCG Kansas IEP Demo**—Amy gave a demonstration on the PCG IEP model currently under development. Amy explained moving to PCG would be a year out if Keystone moved to this model.

At 8:01 Mary Livingston left the meeting. At 8:03 Mary returned to the meeting.

Executive Session

At 8:08 p.m., Justin Finley made a motion to go into Executive Session in the meeting room for 15 minutes, to discuss personnel issues pursuant to the non-elected personnel exception under KOMA, reconvening in this room at 8:23 p.m. The Executive Session included Doug Anderson and Andrew Gaddis. Jana Farmer seconded and motion carried 8-0.

At 8:23 p.m., open session resumed.

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 7:00 p.m. at Keystone Learning Services, 500 E. Sunflower Blvd., Ozawkie, KS, unless otherwise noted. The proposed dates for the 2020-2021 Board of Directors meetings are as follows:
 - July 15, August 19, September 16, October 21, November 18, December 16, January 20, February 17, March 17, April 21, May 19 and June 16

- b. Clerk of the Board, Linda Chalker
- c. Treasurer of the Board, Lisa Morando
- d. KPERS Representative, Lisa Morando; Alternate KPERS Representative, Jenny Carter
- e. Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Doug Anderson
- f. Official Bank Depository, **Denison State Bank**
- g. Official newspaper, **Oskaloosa Independent**
- h. The Keystone Board Clerk, Board President, Board Vice President, Assistant Directors of Special Education, and Executive Director of Keystone are authorized to sign checks
- i. 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
- j. Reimbursement rate for mileage will follow the State rate (currently \$.575/mile)
- k. Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office per policy DJB
- l. Establish student activity fund per policy DK
- m. Establish teacher substitute pay at \$100.00 daily, \$185.88 daily, retroactive after 10 consecutive days
- n. Adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2020-2021– Resolution per K.S.A. 75-112a (a)
- o. Food Service Program Representative, Doug Anderson
- p. Approve federal state assurances for special education programs
- q. Approve contracted services for 2020-2021 for: Kansas School for the Deaf, Kansas School for the Blind, Infinitec, Topeka ENT, USD 341 Oskaloosa Rental Agreement, USD 342 McLouth-Preschool, USD 343 Perry Lecompton Rental Agreement.

ACTION

Justin Finley made a motion to approve the Annual Reorganization of the Board items a-q, excluding the USD #341 Rental Agreement contract with Oskaloosa under item q. Jana Farmer seconded and motion passed 8-0.

2. Personnel Update—Contract and Resignations, July 2020

ACTION

Barb Chapman made a motion to approve the July 2020 personnel update as presented. Robin Croxel seconded and motion passed 8-0.

3. Approve Contract with PCG for Medicaid Services for School Year 2020-2021

ACTION

Sarah Johnston made a motion to approve the contract with PCG for Medicaid Services for School Year 2020-2021. Ramon Gonzalez seconded and motion passed 8-0.

4. Approve Negotiated Agreement for School Year 2020-2021

Tabled

5. Approve District Assessment Increase for 2020-2021

ACTION

Barb Chapman made a motion to approve the assessment increase of \$145,000 to districts for school year 2020-2021. Sarah Johnston seconded and motion passed 8-0.

Miscellaneous Items from Board Members

Sharon and the board welcomed Doug to the organization and to his first board meeting with Keystone.

Ramon and Jana asked if Doug and Amy would come to one of their district board meetings this year.

Adjournment

At 8:32 p.m., the meeting was adjourned.

Sharon Sweeney
President

Linda Chalker
Clerk of the Board