

# Board of Directors



## Minutes

Superintendent Scheduled to Attend Board Meeting: Pat Happer  
Alternate: Andrew Gaddis

**Date:** November 18<sup>th</sup>, 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: Robin Croxel, Justin Finley, Scott Gibson, Ramon Gonzalez and Kelli Bottorff. Arriving at 7:10 p.m., Sarah Johnston. Member absent: Jana Farmer.

Others present: Doug Anderson, Executive Director; Mary Livingston and Amy Conklin, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Pat Happer, USD #340 Superintendent; Marcie Cottrell.

### 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 Meeting
3. Approval of Bills & Claims
4. Approval of Cash Summary Report
5. Approval of Monthly Fund Transfers
6. Approval of Check Register

### ACTION

Scott Gibson made a motion to approve the Agenda & Consent Agenda Items as presented. Ramon Gonzalez seconded and motion passed 6-0.

## Monthly Communications

- 1. Receive Communications from Visitors Present**—Sharon received a thank you card from KASB's Britton Hart, who facilitated last month's board goals review meeting. Dr. Hart expressed his thanks for leading the discussion and wished the board luck for the future.

## Discussion Items

- 1. Director's Update**—Doug Anderson provided information on the following items:
  - a. Budget Summary Report**—Doug reviewed a budget summary of this past month's revenue and expenses. In reviewing general business, Doug shared that the Keystone offices will be closed November 25, 26 and 27 for the Thanksgiving holiday break.
  - b. Employee assistance program costs/benefits**—Doug shared information on an employee assistance program by New Horizon. If approved by the Board, this program would be available to all Keystone employees and their immediate family members, including those who do not participate in the Keystone health insurance plan. This confidential program would promote the well-being of individuals and provide help in areas such as mental health and financial counseling to anyone in need. Doug reported that the superintendents supported the proposal when it was discussed at last week's council meeting.
  - c. Plan to acquire the current building**—Doug gave an update on the recent discussion with the superintendent council regarding plans to acquire the current building in Ozawkie. Jefferson West superintendent Pat Happer and Board Member Scott Gibson shared that the Jeff West board is receptive to the idea of selling the building and are interested in beginning talks regarding next steps. These next steps include determining how Keystone would pay for the building, the cost, and a timeline for acquiring the building.
  - d. Board Packets**—Doug explained that the monthly Board materials will be posted online beginning with an agenda on the Wednesday prior to the meeting. As documents are finalized and updates are made, they will be posted, by the Friday prior to the meeting. There may be special circumstances, i.e., late resignations or initial contracts that arrive after Friday that may still be added. These will be added to the shared folder for review.
- 2. Human Resources**—Discuss matters pertaining to personnel
  - a. Personnel Vacancy Report**—Mary gave a personnel update explaining progress on filling open para positions. Interviews are ongoing.
  - b. Evaluation of service rates per provider and district**—An October 2020 service rates per provider spreadsheet was shared. Amy explained that there are various factors that can temporarily affect these numbers. However, this snapshot helps Keystone administration analyze and identify the places where there is the greatest need for paras to be assigned in classrooms. Keystone administrators plan to continue these snapshots in a consistent manner in order to better meet student needs.
- 3. Personnel**—Vacancy Report/New Hires
  - a. Professional development updates**—Covered above.
  - b. Principal meetings**—Easton's Board member, Sarah Johnston shared that she has had very positive feedback from her building administrators that attended these meetings.

- c. **Staff Zoom meetings**—Keystone administration have been meeting with the teaching staff regularly to share information on how to keep students motivated and engaged.

## Executive Session

At 7:34 p.m., Scott Gibson made a motion to go into Executive Session in the meeting room for 15 minutes, to discuss confidential personnel matters pursuant to the exception for employer-employee negotiations under KOMA, with the open meeting reconvening in the board room at 7:49 p.m. The executive session included Doug Anderson, Mary Livingston and Amy Conklin. Justin Finley seconded and the motion passed 7-0.

At 7:49 p.m., open session resumed.

## Action Items

1. **Personnel Update--Contracts and Resignations**  
Approval of the November 2020 Personnel Report

### ACTION

Scott Gibson made a motion to approve the November 2020 personnel update as presented. Ramon Gonzalez seconded and motion passed 7-0.

2. **Employee Assistance Program**

### ACTION

Scott Gibson made a motion to approve the funds to support an Employee Assistance Program by New Horizons at the cost of \$1.53/month for each Keystone Employee as presented. Ramon Gonzalez seconded and motion passed 7-0.

## Miscellaneous Items from Board Members

Scott Gibson shared that he read an article in the Lawrence Journal World regarding a technology initiative for Kansas teachers (provided by the Two Screens for Teachers initiative) that supplies K-12 teachers with an additional computer monitor to help better connect with students during the pandemic. Scott wondered if our teachers would be interested. [Two Screens for Teachers Initiative](#)

## Adjournment

At 7:55 p.m., the meeting was adjourned.

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Sharon Sweeney  
President

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Linda Chalker  
Clerk of the Board