



Board of Directors

Minutes

Superintendent Scheduled to Attend Board Meeting: Steve Lilly; Alternate: Volora Hanzlicek

Date: January 20th, 2021

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: Jana Farmer, Robin Croxel, Justin Finley, Scott Gibson, Ramon Gonzalez and Kelli Bottorff. Member absent: Sarah Johnston.

Others present: Doug Anderson, Executive Director; Mary Livingston and Amy Conklin, Special Education Assistant Directors; Linda Chalker, Clerk of the Board; Lisa Morando, Business Manager; Volora Hanzlicek, USD 338 Alternate Superintendent Representative.

Monthly Action Items

1. Approval of Agenda

ACTION

Scott Gibson made a motion to approve the Amended Agenda, adding Discussion Item #4, Meeting Time for Monthly Board Meetings. Justin Finley seconded and motion passed 7-0.

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

7. Approval of CBIZ Property Insurance

ACTION

Scott Gibson made a motion to approve the Consent Agenda Items as presented. Justin Finley seconded and motion passed 7-0.

Monthly Communications

- 1. Receive Communications from Visitors Present—None**

Discussion Items

- 1. Director's Update**—January is Board Appreciation Month and Doug thanked members, recognizing their contribution and effort serving on the Keystone board. Doug also expressed appreciation for their hard work and commitment to Keystone. Doug shared a photograph titled, “The Leaf” that one of the JDLA students took in their art class. The JDLA art teacher, Mary St John, recently submitted this entry in the Eastern Kansas Scholastic Art Awards where the photo received Honorable Mention.
 - a. iWave Air Purifier**— Doug shared that over the Christmas break, the Keystone building had an iWave air purifier system installed throughout the building.
 - b. Chris Huffman of *Huffman Corridor Consulting/Martens Appraisal*** has initiated the report for the assessed market value of the building. Doug will bring back further information once the appraisal is finalized. The final report should be back by early February.
 - c. Response to Families First Coronavirus Relief Act (FFCRA) ending**—Doug reported that he spoke with superintendents at their council meeting on how they are handling the attendance/sick leave policy with relief having ended on December 31st. Keystone plans to be consistent with districts. A copy of Keystone’s extended leave policy during the pandemic was shared with the board.
 - d. Service Center Mileage Rate Change**—As indicated in Policy GAN (Travel Expenses) Keystone will reduce mileage reimbursement to align with the new state rate of .56/mile effective January 2021.
- 2. Budget**
 - a. Quarterly Report Revenue and Expenditures ESSER Funding**-- A 2nd quarterly report was shared with the council that included reports on revenue, expenditures, Moby Max (a program purchased to help support remote learning,) Medicaid and the (Covid-related) ESSER funding. Lisa Morando also updated the board on HR matters, explaining that the open assistant special education director position is currently posted, but applications will no longer be accepted after February 5th. Interviews will be conducted the following week.
- 3. Personnel Update**
 - a. Vacancy Report/New Hires**—Amy Conklin shared that a school social worker has been hired and will begin work next week. Para interviews are ongoing.
 - b. Keystone Dyslexia Committee**—Amy shared that in an effort to align with the Dyslexia Task Force requirements and local districts’ curriculum, a reading committee was formed comprised of members of the Keystone teaching staff, one teacher from each district. This

committee met on Monday, January 18th to take an in depth look at our current curriculum to see where unmet needs are. Amy reports that the meeting went very well and she would like to meet again to go over the new curriculum materials from different companies.

c. **Process for determining employee needs in the member districts**—A copy of a projection report from a recent staff survey shows areas of need for paras and teachers based on student caseload. This report is to help predict next year’s staffing needs. Once finalized, this report will be shared with superintendents to show areas of anticipated needs. Doug explained that in anticipating for the future, Keystone might want to begin looking at adding a coordinator level instructional coach.

4. **Keystone Monthly Board Meeting Time Change**—The board was asked if meeting at an earlier time each month would be more convenient for members. In February, the board will vote on amending the start time from 7:00 p.m. to 6:30 p.m.

Executive Session

At 7:37 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 non-elected personnel under KOMA, with the open meeting reconvening in the board room at 7:52 p.m. The executive session included Doug Anderson. Justin Finley seconded and the motion passed 7-0.

At 7:41 p.m., Doug Anderson left the meeting.

At 7:52 p.m., open session resumed.

Action Items

1. **Personnel Update--Contracts and Resignations**
Approval of the January 2021 Personnel Report

ACTION

Scott Gibson made a motion to approve the January personnel update as presented. Justin Finley seconded and motion passed 7-0.

2. **Policy Updates**

ACTION

Scott Gibson made a motion to approve policies EBBD (Evacuations & Emergencies), GAR (Communicable Diseases), JGCA (Local Health & Wellness), JGCA Plan (Health & Wellness Revised Plan), JGCC (Communicable Diseases) and JHCAA (Gang Intimidation) as presented. Kelli Bottorff seconded and motion passed 7-0.

Miscellaneous Items from Board Members

Sharon thanked Keystone for the board appreciation cards that members received. She also thanked the board members for their dedication.

Adjournment

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

Sharon Sweeney
President

Linda Chalker
Clerk of the Board