

# Board of Directors



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

**JB Elliott, Regular**

**Denise Jennings, Alternate**

**Date: June 15<sup>th</sup>, 2022**

**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 Scott Gibson called the meeting to order. Members present: Ramon Gonzalez, Justin Finley, Kim Troupe, USD 342 Board Proxy, Jerry Barnes, Kelli Botorff, and Caleb Clark. Member absent: Jana Farmer.

Others present: Doug Anderson, Executive Director; Belinda O'Dell and Amy Conklin Assistant Special Education Directors; Lisa Morando, Business Manager; Linda Chalker, Clerk of the Board; J.B. Elliott, USD 343 Superintendent; Denise Jennings, USD 339 Superintendent; and Janet McAfee (arriving at 6:35 p.m.), Keystone Teacher.

### 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**

Justin Finley made the motion to approve the Agenda & Consent Agenda Items as presented. Ramon Gonzalez seconded and motion passed 7-0.

## Monthly Communications

### 1. Receive Communications from Visitors Present:

None

## Discussion Items

### 1. Keystone Priorities

- a) **Accessible Van Update** - Doug indicated that Keystone purchased an accessible van which came in much lower than the budgeted amount of \$40,000.
- b) **District Corrective Action Plan** - Doug reviewed that we had four districts on a District Corrective Action Plan last year and this year are down to one. We anticipate with the structures and policies put into place that we will have no action plans next year.
- c) **CASE Legislative Summit** - Doug will be attending the CASE Legislative Summit in Alexandria, Virginia in July. This trip is paid for by a travel stipend by KSDE and will provide coaching on how to work with legislators as well as time to speak with legislators.
- d) **Destruction of Records** - Doug discussed that IEP paperwork should be destroyed five years after a student graduates or completes their program. We have a statement in the IEP that provides notice of destruction of records meeting the legal requirement; however, we will run an ad in the newspaper and put information on our website providing notice before they are destroyed.
- e) **Food Bid Process** - Doug indicated that we are the broker for 7 districts for their food vendor and that every five years we have to go through a bid process. We are currently in this process. We have reviewed the bids proposed by 4 vendors and will post the results this Friday. The awarded vendor will be on the list of contracts presented for approval next month.

### 2. Budget Summary

- a) **Summary Report** - Doug reviewed the budget information for the month of June.
  - a. **Health Insurance** - Doug discussed that we did receive a bid from Blue Cross Blue Shield that was better than the bid developed by Aetna. It was recommended to change our contract for health insurance to Blue Cross Blue Shield.
  - b) **Medicaid/Categorical aid final amounts** - Doug indicated that categorical aid came back higher than budgeted and this money will be used to reduce assessments and staff salaries. Medicaid State Replacement was below the budgeted amount but overall medicaid revenue was comparable to FY 21.
  - c) **Reallocations considered to balance the budget** - Doug reviewed how Keystone carefully analyzed the budget to offset costs.

### 3. Personnel

- a) **Vacancy Report Licensed/New Hires by District** - Belinda went over the vacancy/new hire report indicating that we hired one early childhood teacher, one JDLA teacher, and have a teacher interview next week. We interviewed candidates for early childhood, gifted facilitator, and school psychologist but offers were declined. We have 3 teaching, 2 school psychologists, 1 social worker, and 1 speech/language pathologist vacancies remaining.
- b) **Plans considered for covering vacancies** - Amy discussed the plans for coverage of our open positions. We are planning to seek long-term substitutes for our teaching positions, utilize contracting services for school psychology, social worker, and speech/language pathologist. In contracting services using teleservice, we will need to hire primary support workers to provide the necessary onsite support for the teleservice providers.

## **Executive Session**

At 7:22 p.m., Scott Gibson made the motion to go into executive session in the meeting room for 20 minutes to discuss pay and benefits pursuant to the exception for employer-employee negotiations under KOMA, with the open meeting resuming in the boardroom at 7:42 p.m.. The executive session included Doug Anderson, Belinda O'Dell, Amy Conklin, and Lisa Morando. Justin Finley seconded and motion carried 7-0.

At 7:42 p.m., open session resumed.

At 7:42 p.m., Scott Gibson made the motion to go into executive session in the meeting room for 5 minutes to discuss pay and benefits pursuant to the exception for employer-employee negotiations under KOMA, with the open meeting resuming in the boardroom at 7:47 p.m.. The executive session included Doug Anderson, Belinda O'Dell, Amy Conklin, and Lisa Morando. Justin Finley seconded and motion carried 7-0.

At 7:47 p.m., open session resumed.

At 7:48 p.m., Scott Gibson made the motion to go into executive session in the meeting room for 5 minutes to discuss pay and benefits pursuant to the exception for employer-employee negotiations under KOMA, with the open meeting resuming in the boardroom at 7:53 p.m.. The executive session included Doug Anderson, Belinda O'Dell, Amy Conklin, and Lisa Morando. Justin Finley seconded and motion carried 7-0.

At 7:53 p.m., open session resumed.

At 7:53 p.m., Scott Gibson made the motion to go into executive session in the meeting room for 5 minutes to discuss pay and benefits pursuant to the exception for employer-employee negotiations under KOMA, with the open meeting resuming in the boardroom at 7:58 p.m.. The executive session included Doug Anderson, Belinda O'Dell, Amy Conklin, and Lisa Morando. Justin Finley seconded and motion carried 7-0.

At 7:58 p.m., open session resumed.

## **Action Items**

### **1. Personnel Update--Contracts and Resignations, June 2022**

#### ***ACTION***

Jerry Barnes made the motion to approve the June 2022 personnel update as presented. Justin Finley seconded and motion passed 7-0.

### **2. Blue Cross Blue Shield Insurance Company Contract**

#### ***ACTION***

Jerry Barnes made the motion to approve the Blue Cross Blue Shield Health Insurance Contract for the 2022-2023 school year as presented. Ramon Gonzalez seconded and motion passed 7-0.

## **Miscellaneous Items from Board Members**

1. **Director's Comments** – Doug shared that his two years with Keystone have gone fast, however, they have been challenging and yet the happiest he has been in his professional career. He is excited to bring the LETRS statewide administrative training to Keystone. He also discussed the administrative retreat planned for next week to focus on priorities and next steps.
2. **Any Board Member Wishing to Speak** – Jerry Barnes appreciated the level of communication and collaboration demonstrated by the leadership at Keystone. Justin Finley indicated that this was Denise Jennings last board meeting and he has appreciated her dedication and support. Scott Gibson stated that Jefferson County is losing a lot of administrative experience and leadership this year and he wishes the new leadership well.

**Adjournment** - Meeting adjourned at 8:09 p.m.



Scott Gibson  
President



Linda Chalker  
Clerk of the Board

Amy Conklin

Date

7/20/2022

