

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Tim Marshall, Regular

Scott Myers, Alternate

DATE: November 19th, 2008

Location: Keystone Business Office, 1220 Walnut, Oskaloosa

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

At 7:00 p.m., Todd Gigstad, Board President, called the meeting to order. Members present: Dave Jolly, Jenny Morgison, Jon Henry, and Karen Edmonds. Arriving at 7:03 p.m., Valley Falls Proxy, LaVerne Clark. Arriving at 7:05 p.m., Ed Courtney.

Others present: Linda Aldridge, Executive Director; Shelia Smith, Deputy Director of Special Education; Jeanette Souther, Assistant Director of Special Education; Debra May, Business Manager, Sharon Branson, SETA Representative; Terri Coughlin, Principal, JDLA; Linda Kilgore, Clerk of the Board. Visitors present: Krystal Porter, Human Resources, Keystone; Cindy Malone, Speech Language Pathologist, Keystone; Kim Wheeler, Speech Language Pathologist, Keystone; Pat Vandervort, Payroll Clerk, Keystone; Janet Tust, School Psychologist, Keystone; Tim Marshall, Superintendent, JCN.

Monthly Action Items

- 1. Approval of Agenda**
Jenny made a motion to approve the Agenda. Dave seconded and motion carried 6-0.
- 2. Approval of Minutes**
Dave made a motion to approve the Minutes of the October meeting. Karen seconded and motion carried 6-0.
- 3. Approval of Bills & Claims**
Dave made a motion to approve the Bills & Claims as presented. Jenny seconded and motion carried 6-0.

- 4. Approval of Monthly Fund Transfers**
Dave made a motion to approve the monthly fund transfers as presented. Jon seconded and motion carried 7-0.
- 5. Approval of Personnel Update**
Jeanette reviewed the list of contracts and resignations. Dave made a motion to approve the list of contracts and resignations as presented. Jenny seconded and motion carried 7-0.

Monthly Communications

- 1. Receive Communications from Visitors Present**
Janet Tust discussed early childhood special education services and the importance of the first critical years of a child's life prior to kindergarten.
- 2. Receive General Communication**
Pat Vandervort asked to be a part of the Executive Session.
- 3. Receive Treasurer's Report**
Copies of the treasurer's report for the month of October were provided. Debra welcomed questions.
- 4. Receive Cash Summary Report**
Debra reviewed the cash summary report.

Discussion Items – New Business

- 1. Oskaloosa Office Handbook Approval**
Krystal Porter presented the Oskaloosa office handbook that is under development to reflect policies and procedures applicable to Keystone support, managers, project directors/coordinators, and administrators. The Board is asked to review the copy and contact Krystal with any recommendations or changes. Any recommended changes to this draft will be sent to the Board as soon as possible.
- 2. Purchase Card**
Debra presented a plan for the implementation of a purchase card system. This system increases fiscal accountability while reducing paperwork and employee time needed for wise expenditure of funds. Based upon Board input, proposed guidelines will be revised. The Board will be asked to approve the purchase card process at the December meeting.

3. Character Ed

Keystone is part of a State-wide grant initiative to implement a high school character education program. Keystone is committed to developing two coaches for this project, Linda Aldridge and Denise Selbee-Koch.

4. Timing of Paychecks

Currently, paychecks issued for 32 employees are to compensate for services performed during the month the check is issued. In accordance with State Statute 12-105b, employees are to be paid for services already performed. It is not permissible, in most instances, to pay for services in advance of performance of said services. A plan is developed to gradually correct this problem. While noncompliance with this statute is apparently a common thing in Kansas, Keystone intends to be in full compliance with all applicable statutes. Debra will speak with the individuals this will affect and bring information back to the board next month.

5. Special Ed Finance

Linda and Debra presented data regarding special education costs and assessments in past years. Review of trend data is preliminary to beginning discussions about 2009-2010 costs of special education. Budgeting issues and ideas were discussed.

6. Negotiations

Board members were invited to share ideas regarding Keystone negotiations. A copy of the negotiated agreement was provided for review.

Karen made a motion to appoint Dave Jolly as chief negotiator for Keystone Learning Services for 2009-2010. Jenny seconded and motion carried 6-1, with Dave abstaining.

7. LEA Application

The Local Education Agency application is an important document that demonstrates Keystone compliance with State and Federal mandates. One requirement is that the LEA application be available for public review. Therefore, this document is on the agenda for the November Board of Directors meeting.

8. Payroll Tax Penalties

Linda and Debra informed the Board of issues associated with payroll late tax penalties.

Karen made a motion for payment to be made to the federal government for the accrued payroll tax penalties. Jon seconded and motion carried 7-0.

Debra gave the board a brief audit update explaining that preliminary results will be in by mid-December and that an auditor will be in attendance to update the board at the January meeting.

At 9:15 p.m., Cindy and Kim left the meeting.

Discussion Items – Old Business

1. Promethean Board

Keystone will provide all services related to Promethean Board purchase, installation, and staff workshops. Mark can work with administration/staff to determine needs and put together cost estimates. He is also available to teach staff how to use the boards. Dan and Tom attended a four-day workshop this month to become official installers.

At 9:17 p.m., Jeanette left the meeting. At 9:23 p.m., Jeanette returned to the meeting.

At 9:25 p.m., Janet left the meeting.

Action Items – New Business

1. None

Action Items – Old Business

1. Keystone Sign

The Board previously requested information regarding illumination of the Oskaloosa monument sign to be placed along the highway. Linda provided information regarding solar power versus battery power, permit issues, internal illumination and electrical issues.

Jenny made a motion to approve the additional cost of \$2,275.00 to internally light the sign. Karen seconded and motion carried 6-1.

At 9:42 p.m., Ed left the meeting. At 9:46 p.m., Ed returned to the meeting.

Executive Session

At 9:45 p.m., Jenny made a motion to go into Executive Session in the conference room for 15 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 10:00 p.m. The Executive Session included Linda Aldridge, Shelia Smith, Krystal Porter and Debra May. Jon seconded and motion carried 6-0.

At 9:48 p.m., Krystal, Shelia and Debra left Executive Session.

At 10:00 p.m., open session resumed. Executive Session continued in the conference room for an additional 10 minutes to continue discussing personnel matters of non-elected personnel, reconvening in this room at 10:10 p.m.

At 10:04 p.m., the Board invited Pat Vandervort into Executive Session.

At 10:10 p.m., open session resumed. Executive Session continued in the conference room for an additional 5 minutes to continue discussing personnel matters of non-elected personnel, reconvening in this room at 10:15 p.m.

At 10:15 p.m., open session resumed. Executive Session continued in the conference room for an additional 10 minutes to continue discussing personnel matters of non-elected personnel, reconvening in this room at 10:25 p.m.

At 10:24 p.m., Pat left the meeting.

At 10:25 p.m., open session resumed. Executive Session continued in the conference room for an additional 45 minutes to continue discussing personnel matters of non-elected personnel, reconvening in this room at 11:10 p.m.

At 11:10 p.m., open session resumed. Executive Session continued in the conference room for an additional 5 minutes to continue discussing personnel matters of non-elected personnel, reconvening in this room at 11:15 p.m.

At 11:15 p.m., open session resumed.

Karen made a motion to terminate Pat's contract with two week's notice. Jon seconded and motion carried 6-1.

At 11:22 p.m., Karen made a motion to go into Executive Session for 15 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 11:37 p.m. Dave seconded and motion carried 7-0. The Executive Session included Linda Aldridge and Shelia Smith.

At 11:37 p.m., open session resumed.

Adjournment

At 11:38 p.m., Jenny made a motion to adjourn the meeting. Jon seconded and motion carried 7-0.

Todd Gigstad
President

Linda Kilgore
Clerk of the Board