

# Board of Directors



## Minutes

Supers Scheduled to Attend Board Meeting

Jon Pfau, Regular

Jean Rush, Alternate

**DATE:** December 17<sup>th</sup>, 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, Jody Lockhart, Jon Henry and Ed Courtney. Members absent: Karen Edmonds and Jenny Morgison.

Others present: Linda Aldridge, Executive Director; Shelia Smith, Deputy Director of Special Education; Rhonda Denning, Assistant Director of Special Education; Debra May, Business Manager; Linda Kilgore, Clerk of the Board. Visitors present: Sharon Branson, SETA Representative; Krystal Porter, Human Resources, Keystone; Beth Steinkamp, Resource Classroom teacher, Keystone; David Hardy and Mark Heider, Commerce Bank representatives. Arriving at 7:01 p.m., Jon Pfau, Superintendent.

### Monthly Action Items

- 1. Approval of Agenda**  
Jon made a motion to approve the amended Agenda, moving Action Item Old Business #2, Purchase Card Procedures, up to Monthly Action Item #3. Dave seconded and motion carried 5-0.
- 2. Approval of Minutes**  
Jon made a motion to approve the Minutes of the November meeting. Ed seconded and motion carried 5-0.
- 3. Purchase Card Procedures**  
Debra introduced David Hardy and Mark Heider, from Commerce Bank, who spoke and answered questions regarding purchase card procedures.

## **Executive Session**

At 7:45 p.m., Dave made a motion to go into Executive Session in the conference room for 20 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:05 p.m. The Executive Session included Linda Aldridge, Shelia Smith, Krystal Porter and Jon Pfau. Ed seconded and motion carried 5-0.

At 8:05 p.m., open session resumed. Executive Session continued in the conference room for an additional 20 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:25 p.m.

At 8:25 p.m., open session resumed. Executive Session continued in the conference room for an additional 10 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:35 p.m.

At 8:35 p.m., open session resumed.

At 8:35 p.m., open session resumed. Executive Session continued in the conference room for an additional 5 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 8:40 p.m.

At 8:40 p.m., open session resumed.

Dave made a motion to pay Charlene Knapp's January single health plan. Ed seconded and motion carried 5-0.

## **Monthly Action Items, Continued**

### **4. Approval of Bills & Claims**

Dave made a motion to approve the Bills & Claims as presented. Jon seconded and motion carried 5-0.

### **5. Approval of Monthly Fund Transfers**

Dave made a motion to approve the monthly fund transfers as presented. Ed seconded and motion carried 5-0.

### **6. Approval of Personnel Update**

Shelia reviewed the list of contracts and resignations. Jon made a motion to pay Kathy Saving a \$198.00/day contract for long-term gifted sub. Jody seconded. Motion failed on a 3-2 vote. Dave would like it noted that he has a problem with the daily rate suggested, not the personnel involved. Dave made a motion to approve the resignations listed, the contracts for Lisa Morando, Megan Zeik,

Heather Slater as well as the contract changes listed. Ed seconded and motion carried 5-0.

## **Monthly Communications**

- 1. Receive Communications from Visitors Present**  
Beth Steinkamp, Keystone Elementary Interrelated teacher, expressed her appreciation to the Board members for taking time to serve and go to meetings two times a month.
- 2. Receive General Communication**
- 3. Receive Treasurer's Report**  
Copies of the treasurer's report for the month of November were provided. Debra welcomed questions.
- 4. Receive Cash Summary Report**  
Debra reviewed the cash summary report.

At 8:57 p.m., Jon Pfau left the meeting. At 8:59 p.m., Jon returned to the meeting.

## **Discussion Items – Old Business**

- 1. Learning & Leading Update**  
Mark was unable to be present to update the Board regarding expansion of services and related budget issues. Linda gave an update. Mark will be available at the January meeting.
- 2. Operations & Facilities Update**  
Linda presented an overview of progress. Paul will be available to the Board during the January meeting.  
  
Todd suggested an update be given each month on both Learning & Leading and Operations & Facilities.
- 3. Special Education Finance/Maintenance of Effort**  
Linda spoke about projected unencumbered cash balance issues, the current status of Fund 01, and projections for next school year. Shelia explained the current demand for more para positions and the subsequent budget concerns. Shelia and Linda spoke on Maintenance of Effort.

Dave made a motion to approve the para contracts as presented, but to refrain from offering any further contracts without first consulting with the board. Jon seconded and motion carried 5-0.

## **Discussion Items – New Business**

None

## **Action Items – Old Business**

### **1. Handbook Approval**

Jon made a motion to approve the Oskaloosa Handbook, with a change to make the Oskaloosa office paras eligible for the bonus compensation for unused sick leave. Dave seconded and motion carried 5-0.

## **Action Items – New Business**

### **1. None**

## **Executive Session**

At 10:15 p.m., Dave made a motion to go into Executive Session in the conference room for 10 minutes, to discuss negotiations, reconvening in this room at 10:25 p.m. The Executive Session included Linda Aldridge, Shelia Smith, Krystal Porter and Jon Pfau. Jon seconded and motion carried 5-0.

At 10:25 p.m., open session resumed.

## **Adjournment**

At 10:26 p.m., Jody made a motion to adjourn the meeting. Jon seconded and motion carried 5-0.

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Todd Gigstad  
President

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Linda Kilgore  
Clerk of the Board