

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Jean Rush, Regular

Denis Yoder, Alternate

DATE: September 17th, 2008

Location: Keystone Business Office, 1220 Walnut, Oskaloosa

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

At 7:01 p.m., Todd Gigstad, Board President, called the meeting to order. Members present: Dave Jolly, Ed Courtney, Jody Lockhart, and Jon Henry. Arriving at 7:02 p.m., Karen Edmonds. Arriving at 7:09 p.m., Jenny Morgison.

Others present: Linda Aldridge, Executive Director; Shelia Smith, Deputy Director of Special Education; Jeanette Souther, Assistant Director of Special Education; Denis Yoder, Superintendent; Debra May, Business Manager, Sharon Branson, SETA Representative; Terri Coughlin, Principal, JDLA; Linda Kilgore, Clerk of the Board.

Monthly Action Items

- 1. Approval of Agenda**
Jody 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 regular August meeting as well as the Minutes of the Special August meeting. Jon seconded and motion carried 6-0.
- 3. Approval of Bills & Claims**
Dave made a motion to approve the Bills & Claims as presented with an exception of \$6,455.00 to Tallgrass Studios. Ed 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**
Sheila 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**
Terri Coughlin presented cloth bags and reusable cups to the board that will be handed out to all students in Jefferson County schools this year in an effort to save the environment. The JDLA students plan to educate Jefferson County students in the harmful effects of plastic bags and Styrofoam cups. The goal is to ban all plastic bags in Jefferson County grocery stores within the year.
- 2. Receive General Communication**
Linda and Shelia discussed the 2007-2008 Strategic Plan Status Report. Copies of the report were provided.
- 3. Receive Treasurer's Report**
Copies of the treasurer's report for the month of August were provided.
- 4. Receive Cash Summary Report**
Debra reviewed the cash summary report.

At 7:34 p.m., Jeanette left the meeting. At 7:35 Jeanette returned to the meeting.

At 7:35 p.m., Rhonda Denning, Assistant Special Education Director, arrived.

Discussion Items – Old Business

- 1. Early Childhood Grant**
Rhonda gave a progress report regarding the Early Childhood Grant application, due September 22nd.

At 7:40 p.m., Rhonda left the meeting.

Discussion Items – New Business

None

Action Items – Old Business

1. **Keystone Marketing**

Linda updated the Board regarding progress made in signage and development of a promotional video. Karen made a motion to approve the signage contract and promotional video if kept within the budget. Jody seconded and motion carried 6-1.

2. **Strategic Plan 08-09**

Linda presented the 2008-2009 strategic plan for Board approval. Jenny made a motion to approve the 2008-2009 strategic plan as presented. Karen seconded and motion carried 7-0.

Action Items – New Business

1. **Optometric Association Grant**

Tabled until next month.

2. **Staffing Needs**

Linda requested Board approval of a new position to support the business office and Keystone expansion projects. The job description for this new position was passed to members. Dave made a motion to approve the new position at approximately \$12.00/hour with a progress update in December to the board, Karen seconded and motion carried 6-1.

3. **Budget Approval**

Debra presented budgets for Funds 23-Carl Perkins; 31-Continuous Improvement; 24-JDLA/Revised; 33-Medicaid/Revised; 42-Learning & Leading/Revised. Dave made a motion to approve the budgets as presented. Jenny seconded and motion carried 7-0.

4. **State Farm Grant Approval**

Terri Coughlin presented information on a State Farm grant, which will be submitted October 3rd, and a National Civic Engagement Project grant, which was submitted on September 12th. Jody made a motion to approve JDLA applying for the State Farm grant as presented and the National Civic Engagement Project grant, already submitted. Jon seconded and motion carried 7-0.

Executive Session

At 8: 55 p.m., Dave made a motion to go into Executive Session in the conference room for 30 minutes to discuss personnel matters of non-elected personnel, with possible action to follow, reconvening in this room at 9:25 p.m. The Executive Session included Linda Aldridge. Jon seconded and motion carried 7-0.

At 9:25 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 9:35 p.m.

At 9:28 p.m. Ed Courtney left the meeting.

At 9:35 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 9:40 p.m.

At 9:40 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 9:45 p.m.

At 9:45 p.m., open session resumed.

Jenny made a motion to compensate Dan Hinrichsen \$1,000.00 for the month of August, 2008, and \$1,000.00 for the month of September, 2008, for his work on the online enrollment system. Karen seconded and motion carried 6-0.

Adjournment

At 9:47 p.m., Karen made a motion to adjourn the meeting. Jenny seconded and motion carried 6-0.

Todd Gigstad
President

Linda Kilgore
Clerk of the Board