

# Board of Directors



## Minutes SPECIAL MEETING

**DATE:** April 23<sup>rd</sup>, 2009

**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: Ed Courtney, Jenny Morgison, Karen Edmonds, Jon Henry, Dave Jolly and Jody Lockhart.

Others present: Linda Aldridge, Executive Director; Shelia Smith, Deputy Director of Special Education; Linda Kilgore, Clerk of the Board; Debra May, Business Manager; Rhonda Denning, Assistant Special Education Director; Terri Coughlin, Principal, JDLA; Jon Pfau, Superintendent; Jean Rush, Superintendent; Loren Feldkamp, Superintendent.

- **Personnel**

Linda spoke on the various scenarios regarding preliminary assessment data, maintenance of effort and re-evaluating the budget for next year as related to 09-10 staffing decisions. There were several handouts outlining the various scenarios.

- **Executive Session**

At 7:55 p.m. Dave made a motion to go into Executive Session in the conference room for 45 minutes to discuss personnel matters of non-elected personnel and Negotiations, reconvening in this room at 8:40 p.m. The Executive Session included Linda Aldridge. Karen seconded and motion carried 7-0.

At 8:40 p.m., open session resumed. Dave made a motion to go into Executive Session in the conference room for 5 minutes to discuss personnel matters of non-elected personnel and Negotiations, reconvening in this room at 8:45 p.m. The Executive Session included Linda Aldridge. Karen seconded and motion carried 7-0.

At 8:45 p.m., open session resumed. At 8:50 p.m., Dave made a motion to go into Executive Session in the conference room for 15 minutes to discuss personnel matters of non-elected personnel and Negotiations, reconvening in this room at 9:05 p.m. The Executive Session

included Linda Aldridge, Jon Pfau, Loren Feldkamp and Jean Rush. Karen seconded and motion carried 7-0.

At 9:05 p.m., open session resumed. Dave made a motion to go into Executive Session in the conference room for 15 minutes to discuss personnel matters of non-elected personnel and Negotiations, reconvening in this room at 9:20 p.m. The Executive Session included Linda Aldridge, Jon Pfau, Loren Feldkamp and Jean Rush. Karen seconded and motion carried 7-0.

At 9:18 p.m., Jon, Loren and Jean left Executive Session.

At 9:20 p.m., open session resumed. At 9:25 p.m., Dave made a motion to go into Executive Session in the conference room for 5 minutes to discuss personnel matters of non-elected personnel and Negotiations, reconvening in this room at 9:30 p.m. The Executive Session included Linda Aldridge and Shelia Smith. Karen seconded and motion carried 7-0.

At 9:28 p.m., Shelia left Executive Session.

At 9:30 p.m., open session resumed.

- **Action**

Due to inadequate state funding, Karen made a motion for intent of non-renewal for Forrest Brandt, Sharon Laverentz, Sandy Rivers and Anthony Hudson. Dave seconded and motion carried 7-0.

Due to inadequate state funding, Karen made a motion to not fill the Lecompton Elementary position that has been advertised. Ed seconded and motion carried 7-0.

- **Executive Session**

At 9:37 p.m., Dave made a motion to go into Executive Session in the conference room for 5 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 9:42 p.m. Jon seconded and motion carried 7-0.

At 9:42 p.m., open session resumed.

- **Adjournment**

At 9:43 p.m., Jody made a motion to adjourn the meeting. Jenny seconded and the motion carried 7-0.

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Todd Gigstad  
President

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Linda Kilgore  
Clerk of the Board

# Board of Directors



## Minutes

Supers Scheduled to Attend Board Meeting

Jean Rush, Regular

Denis Yoder, Alternate

**DATE:** April 15<sup>th</sup>, 2009

**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: Jon Henry, Jenny Morgison, Jody Lockhart, Dave Jolly and Karen Edmonds. Arriving at 7:02 p.m., Ed Courtney.

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; Mark McBeth, Director of Learning & Leading; Terri Coughlin, Principal, JDLA; Sharon Laverentz, Keystone; Jeri Fischer, Keystone. Arriving at 7:40 p.m., Jean Rush, Superintendent.

### Monthly Action Items

- 1. Approval of Agenda**  
Jon made a motion to approve the agenda. Jenny seconded and motion carried 6-0.
- 2. Approval of Minutes**  
Dave made a motion to approve the Minutes of the March meeting. Karen seconded and motion carried 6-0.
- 3. Approval of Bills & Claims**  
Dave made a motion to approve the Bills & Claims. Ed seconded and motion carried 7-0.

Dave made a motion to approve the 9 additional checks that were omitted from the original Bills & Claims document. Jody seconded and motion carried 7-0.

**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.

<b>Monthly Communications</b>
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**1. Receive Communications from Visitors Present**

Sharon Laverentz, Teacher Mentor for Keystone, introduced herself to the Board. Jeri Fischer, Resource Classroom teacher for Keystone, also introduced herself to the Board.

**2. Receive General Communication**

Linda congratulated all who participated or helped at the Job Olympics, held on April 8<sup>th</sup>. A slide show of the day's activities was shown as the Board arrived. Linda passed around a handout outlining the outcome and success of the day.

Terri Coughlin invited everyone to a recognition ceremony on Friday, April 17<sup>th</sup> at 11:00 a.m. at the LCEA, with lunch to follow. JDLA is receiving an award for being selected as a Kansas Service Learning Leader School. This is a wonderful honor for the school in celebration of Service Learning. (Rain date is April 24<sup>th</sup>.)

**3. Receive Treasurer's Report**

Copies of the treasurer's report for the month of March were provided. Debra welcomed questions.

**4. Receive Cash Summary Report**

Debra reviewed the cash summary report.

<b>Discussion Items – Old Business</b>
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**1. Audit**

Debra spoke on the advantages of seeking a new auditing firm. She will bring bid quotes to the May meeting for Board consideration.

**2. Budget Issues**

Linda discussed 09-10 budget issues. A handout with proposed cuts was given to the Board. Linda explained she recommends no further cuts in staffing for next year.

<b>Executive Session</b>
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A 8:00 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, reconvening in this room at 8:30 p.m. The Executive Session included Linda Aldridge, Shelia Smith and Jean Rush. Karen seconded and motion carried 7-0.

At 8:30 p.m., open session resumed.

At 8:30 p.m. Dave made a motion to go into Executive Session in the conference room for 5 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 8:35 p.m. The Executive Session included Linda Aldridge, Shelia Smith and Jean Rush. Karen seconded and motion carried 7-0.

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

### **Monthly Action Items, Continued**

**5. Approval of Personnel Update**

Jon made a motion to approve the Personnel Update. Jenny seconded and motion carried 6-1.

At 8:40 p.m., Jenny left the meeting.

### **Discussion Items – New Business**

**1. District Status Reports**

Shelia discussed the district status reports and responded to questions. Shelia explained the strategies being utilized to continue to improve on the math and reading assessments.

**2. Para Wage Scale**

The new wage scale that was brought in this year to determine para rates of pay was reviewed. There was also a discussion on Intensive Duty Hours (IDH) pay.

### **Action Items – Old Business**

**1. Mission, Vision, Values Statement**

Dave made a motion to adopt the Keystone Mission, Vision and Values Statements. Ed seconded and motion carried 6-0.

**2. Location of MS Cluster Program**

Dave made a motion to move the Middle School Cluster Program currently located in ACCS to JDLA. Karen seconded and motion carried 6-0.

**3. Purchase Cards**

Karen made a motion to approve the purchase card procedures. Ed seconded and motion carried 6-0.

## Action Items – New Business

### 1. Job Descriptions

Dave made a motion to approve the change in job descriptions for the Executive Director/Director of Special Ed and Director of Learning & Leading for the 2009-2010 school year with an amendment, adding “Preferred background in finance/accounting” to the Executive Director/Director of Special Ed position under “Education Required”. Jon seconded and motion passed 6-0.

### 2. Company Imposed Wait Period

Jon made a motion to approve the 30-day employee benefit waiting period as proposed. Ed seconded and motion carried 6-0.

### 3. Grant Approvals

Dave made a motion to approve the tiny k and Parents as Teachers Target grants as presented. Jody seconded and motion carried 6-0.

## Executive Session

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

At 10:00 p.m., open session resumed.

Debra left the Executive Session at 10:00 p.m.

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

At 10:15 p.m., open session resumed.

At 10:15 p.m., Jon made a motion to go into Executive Session in the conference room for 5 minutes, to discuss personnel matters of non-elected personnel and Negotiations, reconvening in this room at 10:20 p.m.

At 10:20 p.m., open session resumed.

At 10:20 p.m., Jon made a motion to go into Executive Session in the conference room for 5 minutes to discuss personnel matters of non-elected personnel and Negotiations, reconvening in this room at 10:25 p.m.

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

Jon left the meeting at 10:26 p.m. and returned at 10:28 p.m.

Karen made a motion to extend Terri Coughlin's contract 2 years, for the 2010-2011 school years. Ed seconded and motion carried 5-0.

Dave made a motion to extend Rhonda Denning and Jeanette Souther's contracts for an additional year, for the 2010-2011 school years. Jody seconded and motion passed 6-0.

Dave made a motion to approve Mark McBeth's contract for the 2009-2010 school year, with language to be determined at a later date. Jon seconded and motion carried 6-0.

Jon made a motion to hold a Special Board Meeting on Thursday, April 23<sup>rd</sup>, 2009 at 7 p.m. with executive sessions to discuss personnel matters of non-elected personnel and Negotiations, and for possible action items regarding personnel. Jody seconded and motion passed 6-0.

## **Adjournment**

At 10:35 p.m., Karen made a motion to adjourn the meeting. Jody seconded and motion carried 6-0.

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Todd Gigstad  
President

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Linda Kilgore  
Clerk of the Board