

# Board of Directors



## Unofficial Minutes Subject to Board Approval Supers Scheduled to Attend Board Meeting

Loren Feldkamp, Regular

Tim Marshall, Alternate

**DATE:** September 16<sup>th</sup>, 2009

**Location:** Oskaloosa School District Library, 404 Park Street, Oskaloosa

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

At 7:03 p.m., Todd Gigstad called the meeting to order. Members present: Jon Henry, Ed Courtney, Beth Kelley, Jody Lockhart, Shannon McMahon and USD #339 Board Proxy, Keith Ostrander.

Others present: Linda Aldridge, Executive Director; Rhonda Denning, Assistant Director of Special Education; Debra May, Business Manager; Linda Kilgore, Clerk of the Board; Sharon Branson, SETA representative & Keystone Vocation/Transition Coordinator; Loren Feldkamp, Superintendent; Keystone teachers: Janet McAfee, Dan Brune, Betsy Schmelzle and Kathy Young.

### Monthly Action Items

#### 1. Approval of Agenda

**ACTION:**

Shannon McMahon made a motion to approve the agenda as presented. Jody Lockhart seconded and motion carried 7-0.

### Executive Session

At 7:07 p.m., Jon Henry 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 7:22 p.m. The Executive Session included Linda Aldridge, Rhonda Denning and Loren Feldkamp. Jody Lockhart seconded and motion carried 7-0.

At 7:22 p.m. open session resumed.

At 7:22 p.m., Jon Henry 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 7:27 p.m. The Executive Session included Linda Aldridge, Rhonda Denning and Loren Feldkamp. Jody Lockhart seconded and motion carried 7-0.

At 7:27 p.m., open session resumed.

### **Monthly Action Items**

#### **1. Personnel Update**

Linda Aldridge reviewed the list of contracts and resignations.

**ACTION:** Jon Henry made a motion to approve the personnel update as presented. Shannon McMahon seconded and motion carried 7-0.

### **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 Minutes of last meeting**
- 2. Approval of Bills & Claims**
- 3. Approval of Cash Summary Report**
- 4. Approval of Monthly Fund Transfers**
- 5. Approval of Check Registers**
- 6. Approval of Treasurer's Report**

**ACTION:** Ed Courtney made a motion to approve the Monthly Consent Agenda Items. Jody Lockhart seconded and motion carried 7-0.

## Monthly Communications

### 1. Receive Communications from Visitors Present

Sharon Branson, Keystone Transition Coordinator and SETA Representative, introduced herself to the Board. The Keystone teachers in attendance also introduced themselves to the Board.

### 2. Receive General Communications

Linda Aldridge spoke about statewide changes in Medicaid. She also shared that she, Rhonda Denning and Debra May will be traveling this week to NWKESC at Oakley to gain insight into their operation.

## Action Items

### 1. Business Manual Approval

Debra May developed a business office manual for the purpose of documenting key decisions and procedures necessary to maintain sound fiscal management.

#### **ACTION:**

Jon Henry made a motion to approve the Keystone Business Office Manual with amendments made to page 6, where language changes need to reflect that unauthorized expenditures must be repaid. Jody Lockhart seconded and motion carried 7-0.

### 2. Kansas Early Learning Coalition (KELC) Grant, Fund 45 Approval

This grant, in the amount of \$53,040, was written by Cammie Braden to secure additional funding for Parents as Teachers (PAT).

#### **ACTION:**

Jody Lockhart made a motion to approve Fund 45, KELC Grant, as presented. Beth Kelley seconded and motion carried 7-0.

### 3. 2009-2010 Keystone Board Goals

Linda Aldridge presented suggested goals for 2009-2010. She explained that after reviewing the information from the Board advance meeting, there are two main goals to focus upon: A stronger organization and Budget/Finance. After some discussion, it was agreed that the Keystone Mission should be reviewed and revised. Aldridge is directed to put together a process for review and possible change of the Keystone Mission/Values/Vision statement.

**ACTION:**

Jon Henry made a motion to approve the goals for 2009-2010. Shannon McMahon seconded and motion carried 7-0.

**Discussion Items**

**1. Budget/Finance**

Linda Aldridge provided an update regarding Benefits Savings, Para Hours, Analysis of Service Center subsidy of Special Education, Medicaid review and the '01 Budget. She explained that the savings from the reduced Para hours and the Benefits savings is going to exceed the goal of \$165,000. There is no need to change the budget.

**2. Mileage/Vehicle Pool**

Debra May shared thoughts regarding the viability of a Keystone vehicle pool as a tool for reducing costs. There was discussion on the purchase of a vehicle for Keystone use & the pros and cons of the cost of a vehicle compared to paying out mileage to employees. Debra May will continue to investigate. Ed Courtney shared information on the purchase of a used vehicle for JDLA transportation.

**Adjournment**

At 9:00 p.m., Jon Henry made a motion to adjourn the meeting. Jody Lockhart seconded and motion carried 7-0.

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Todd Gigstad  
President

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Linda Kilgore  
Clerk of the Board



# Board of Education

## *Special Board 'Advance' Meeting*

Special Meeting  
Unofficial Minutes Subject to Board Approval

**Date: September 2nd, 2009**

**Location: USD #341 Oskaloosa School Library, 404 Park Street, Oskaloosa**

**Time: 6:00 p.m. Dinner and Call Meeting to Order**

At 6:20 p.m., Todd Gigstad, President, called the meeting to order. Members present: Todd Gigstad, Beth Kelley, Karen Edmonds, Ed Courtney, Jody Lockhart, Shannon McMahan and Jon Henry.

Others present: Linda Aldridge, Executive Director; Larry Mears, Attorney; Jeanette Souther, Assistant Special Education Director; Rhonda Denning, Assistant Special Education Director; Mark McBeth, Director, Learning & Leading; Jon Pfau, Superintendent; Steve Wiseman, Superintendent; Denis Yoder, Superintendent; Tim Marshall, Superintendent; Jean Rush, Superintendent; Loren Feldkamp, Superintendent; Steve Meeks, USD 377 Board Proxy; Linda Kilgore, Clerk of the Board; Debra May, Business Manager.

### **1. Introductions**

Todd Gigstad welcomed everyone in attendance and introduced the 2 new board members, Shannon McMahan and Beth Kelley.

### **2. Finding Ways to Work Through Critical Issues**

Larry Mears shared with the committee a powerpoint presentation on the various issues of Boardsmanship, the Keystone Vision/Mission/Values, and the increasing demands combined with the decreasing resources all districts and Keystone are facing. He spoke on change, and that we need to be better prepared to communicate and resolve critical educational issues with respect to funding. The issues of 'who we are' and 'what do we want to do' were addressed. Questions on how we will provide the same services with less staff were brought up as well as what we can do to prepare ourselves. An ethics handout was reviewed. Larry stressed that the focus needs to be on the overall educational goals and missions of Keystone, not personal agendas. Larry noted that the Keystone Board should function as a unit. The importance of members understanding the legal rules affecting the Board, such as those pertaining to the Open Meetings Act and the Open Records Act, was included.

**3. Overview of 08-09 goals and plan**

Linda Aldridge reviewed the 2008-09 Goals, referencing progress in the overall goals being met. She clarified that Keystone will continue to improve upon and strive to meet these former goals while looking toward future goals.

**4. Goal Setting 2009-2010**

Ideas on the vision for next year were discussed. Questions on how to tackle the problems ahead in regards to the financial issues were similarly addressed.

Larry had the committee break into groups to discuss goals for Keystone, and then write down 3-5 of the goals that the Board wants to accomplish. Linda Aldridge will review the goals with the Superintendents at next week's Advisory Council meeting, September 8<sup>th</sup>. She then will take these to the Board in order to establish Keystone's main focus for 09-10.

**5. Adjourn**

Larry adjourned the meeting at 8:08 p.m.

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Todd Gigstad  
President

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Linda Kilgore  
Clerk of the Board