

# Board of Directors



## Unofficial Minutes Supers Scheduled to Attend Board Meeting

Scott Myers, Regular

Jon Pfau, Alternate

**DATE:** May 19<sup>th</sup>, 2010

**Location:** Oskaloosa School District Library, 404 Park St., Oskaloosa, KS

**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: Ed Courtney, Beth Kelley, Shannon McMahon, Stephan Metzger-USD #341 Board Proxy, Karen Edmonds and Jody Lockhart. Member absent: Jon Henry.

Others present: Linda Aldridge, Executive Director; Mark McBeth, Director; Jeanette Souther, Assistant Director of Special Education; Rhonda Denning, Assistant Director of Special Education; Debra May, Business Manager; Linda Kilgore, Clerk of the Board. Superintendents: Scott Myers USD #340, Jon Pfau USD #341 and Tim Marshall USD #339. Others in attendance: Terri Coughlin, JDLA Principal; Betsy Schmelzle, Jeri Fischer, Sharon Branson, Lisa Morando, Robin Courtney - Keystone employees.

### Monthly Action Items

#### 1. Approval of Agenda

**ACTION:**

Karen Edmonds made a motion to approve the agenda. Jody Lockhart 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**

**ACTION:** Shannon McMahon made a motion to approve the Monthly Consent Agenda Items as presented. Beth Kelley seconded and motion carried 7-0.

## **Monthly Communications**

1. **Receive Communications from Visitors Present**

Terri Coughlin shared a letter she recently mailed to the JDLA families, explaining John Dewey Learning Academy's collaboration with The Guidance Center, for the 2010-2011 school year.

2. **Receive General Communications**

Linda Aldridge shared there was a retirement reception prior to tonight's board meeting for three of Keystone's employees who are retiring this year: Sharon Branson, Meredith Williard and Jane Tongier. Much gratitude to the many years of service and best of luck to the recent retirees!

Todd Gigstad commented that JDLA recently graduated 10 students in a ceremony held on May 11<sup>th</sup>, 2010.

Shannon McMahon stated she enjoyed reading the letter that was sent from the parents of a recent JDLA graduating student, sent to the service center, expressing gratitude for the school and the impact it had on their son.

## **Discussion Items**

1. **Budgets**

Debra May shared progress regarding budget development as well as welcomed questions. Linda Aldridge explained that the goal is to have all budgets approved by the June meeting.

## **Action Items**

1. **Efficiency Audit**

It is proposed that Bill Sailors, from Center for Innovative School Leadership, be authorized to conduct a study involving Keystone and our seven member districts. Total cost is \$2,000, to be split across the eight agencies (the seven districts plus Keystone.).

**ACTION**

Shannon McMahon made a motion to approve the Efficiency Audit as presented, at a cost of approximately \$250.00 per agency. Karen Edmonds seconded and motion passed 7-0.

**2. Extended School Year**

It is proposed that Rhonda Denning receive a stipend of \$3,810 to provide 12 extra days of administrative coverage for the current school year. This is necessary to ensure support for teachers and students involved in mandatory ESY activities.

**ACTION**

Karen Edmonds made a motion to approve Rhonda Denning's stipend of \$3,810 to provide administrative support for ESY, for 12 extra days this school year. Ed Courtney seconded and motion passed 7-0.

**Executive Session**

At 7:40 p.m., Jody Lockhart made a motion to go into Executive Session in the meeting room for 30 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 8:10 p.m. The Executive Session included Linda Aldridge, Rhonda Denning, Jeanette Souther, Debra May, Scott Myers and Tim Marshall. Shannon McMahon seconded and motion carried 7-0.

At 8:10 p.m. open session resumed.

At 8:10 p.m., Jody Lockhart made a motion to go into Executive Session in the meeting room for 20 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 8:30 p.m. The Executive Session included Linda Aldridge, Rhonda Denning, Jeanette Souther, Debra May, Scott Myers and Tim Marshall. Shannon McMahon seconded and motion carried 7-0.

At 8:15 p.m., Debra May left Executive Session.

At 8:16 p.m., Jeanette Souther and Rhonda Denning left Executive Session.

At 8:19 p.m., Tim Marshall and Scott Myers left Executive Session.

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

At 8:30 p.m., Jody Lockhart made a motion to go into Executive Session in the meeting room for 10 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 8:40 p.m. The Executive Session included Linda Aldridge. Shannon McMahon seconded and motion carried 7-0.

At 8:31 p.m., Terri Coughlin was asked to join Executive Session.

At 8:33 p.m., Tim Marshall, Scott Myers and Jon Pfau were asked to join Executive Session.

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

At 8:40 p.m., Jody Lockhart made a motion to go into Executive Session in the meeting room for 10 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 8:50 p.m. The Executive Session included Linda Aldridge, Terri Coughlin, Scott Myers, Jon Pfau and Tim Marshall. Shannon McMahan seconded and motion carried 7-0.

At 8:46 p.m., Terri Coughlin left Executive Session.

At 8:50 p.m., open session resumed.

At 8:50 p.m., Jody Lockhart made a motion to go into Executive Session in the meeting room for 5 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 8:55 p.m. The Executive Session included Linda Aldridge, Scott Myers, Jon Pfau and Tim Marshall. Shannon McMahan seconded and motion carried 7-0.

At 8:55 p.m., open session resumed.

**Monthly Action Items, Continued**

**1. Personnel Update**

**ACTION:**  
Jody Lockhart made a motion to Non-Renew Janet Tyler’s NEKESC contract for the 2010-2011 school year. Resolutions of Non-Renewal were read aloud. Shannon McMahan seconded and motion carried 7-0.

**ACTION**  
Shannon McMahan made a motion to approve the personnel update, with the following amendments: Nicole Hill’s salary be adjusted to \$12.00/hour; the resignation of Denise Spainhower; and the hiring of Drew Burkey as a JDLA Special Education Teacher at a salary of \$36,867. Jody Lockhart seconded and motion carried 7-0.

## **Executive Session**

At 9:00 p.m., Jody Lockhart made a motion to go into Executive Session in the meeting room for 10 minutes to discuss negotiations, reconvening in this room at 9:10 p.m. The Executive Session included Linda Aldridge, Scott Myers, Jon Pfau and Tim Marshall. Shannon McMahon seconded and motion carried 7-0.

At 9:10 p.m., open session resumed.

## **Adjournment**

At 9:12 p.m., Jody Lockhart made a motion to adjourn the meeting. Shannon McMahon 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 Directors

## *Special Board Meeting*

Unofficial Minutes Subject to Board Approval

**Date: May 3<sup>rd</sup>, 2010**

**Location: Keystone Learning Services, 1220 Walnut, Oskaloosa**

**Time: 6:30 p.m. Call Meeting to Order**

At 6:32 p.m., Board President Todd Gigstad called the meeting to order. Members present: Jon Henry, Jody Lockhart, Shannon McMahon, Karen Edmonds and USD #343 Board Proxy Jenny Morgison. At 6:38 p.m., Ed Courtney arrived.

Others present: Linda Aldridge, Executive Director; Rhonda Denning, Assistant Special Education Director; Linda Kilgore, Clerk of the Board. Superintendents: Loren Feldkamp, USD #338; Jean Rush, USD #342; Tim Marshall, USD #339 and Jon Pfau, USD #341; Denise Jennings, Principal, USD #339; Sharon Branson, SETA Representative/Keystone.

### **Executive Session**

1. At 6:34 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 30 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:04 p.m. The Executive Session included Linda Aldridge, Jon Pfau, Tim Marshall, Jean Rush and Loren Feldkamp. Shannon McMahon seconded and motion passed 6-0.

At 7:04 p.m., open session resumed.

At 7:04 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 30 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:34 p.m. The Executive Session included Linda Aldridge, Jon Pfau, Tim Marshall, Jean Rush and Loren Feldkamp. Shannon McMahon seconded and motion passed 7-0.

At 7:34 p.m., open session resumed.

At 7:34 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:39 p.m. The Executive Session included Linda Aldridge, Jon Pfau, Tim Marshall, Jean Rush and Loren Feldkamp. Shannon McMahon seconded and motion passed 7-0.

At 7:38 p.m., Jon Pfau, Tim Marshall, Loren Feldkamp and Jean Rush left Executive Session.

At 7:39 p.m., open session resumed.

At 7:39 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 2 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:41 p.m. The Executive Session included Linda Aldridge. Shannon McMahon seconded and motion passed 7-0.

At 7:41 p.m., open session resumed.

At 7:41 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 2 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:43 p.m. The Executive Session included Linda Aldridge. Shannon McMahon seconded and motion passed 7-0.

At 7:43 p.m., open session resumed.

At 7:43 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 2 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:45 p.m. The Executive Session included Linda Aldridge. Shannon McMahon seconded and motion passed 7-0.

At 7:45 p.m., open session resumed.

At 7:45 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 2 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:47 p.m. The Executive Session included Linda Aldridge. Shannon McMahon seconded and motion passed 7-0.

At 7:47 p.m., open session resumed.

At 7:47 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 5 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:52 p.m. The Executive Session included Linda Aldridge. Shannon McMahon seconded and motion passed 7-0.

At 7:52 p.m., open session resumed.

At 7:52 p.m., Jon Henry made a motion to go into Executive Session in the meeting room for 2 minutes, to discuss personnel matters of non-elected personnel, reconvening in this room at 7:54 p.m. The Executive Session included Linda Aldridge. Shannon McMahon seconded and motion passed 7-0.

At 7:54 p.m., open session resumed.

<b>Action</b>
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Jody Lockhart made a motion to approve the personnel report as amended, with the exception of Jane Tongier. Shannon seconded and motion carried 7-0.

Jody Lockhart made a motion for the board to grant Jane Tongier's retirement request and pay her for 40 days of sick leave, \$3,400, due to health concerns. Ed Courtney seconded and motion carried 7-0.

Jon Henry made a motion to appoint Tim Marshall as interim Executive Director of Keystone Learning Services, beginning September 1<sup>st</sup>, 2010. Jenny Morgison seconded and motion carried 7-0.

Jon Henry made a motion to appoint Rhonda Denning as Director of Special Education beginning July 1<sup>st</sup>, 2010. In addition, Rhonda is appointed as Acting Executive Director of Keystone Learning Services for the period beginning July 1<sup>st</sup>, 2010 until August 31<sup>st</sup>, 2010. Jody seconded and motion carried 7-0.

Jon Henry made a motion to rescind last month's (April) motion on the Janet Tyler resolution and read the new resolution to Non-Renew Janet Tyler's NEKESC contract for the 2010-2011 school year. Resolutions of Non-Renewal were read aloud. Jody Lockhart seconded and motion carried 7-0.

## **Adjourn**

At 8:05 p.m., Jody Lockhart made a motion to adjourn. Jenny Morgison seconded and motion carried 7-0.

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Todd Gigstad  
President

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Linda Kilgore  
Clerk of the Board