

Board of Directors



Minutes

Supers Scheduled to Attend Board Meeting

Jon Pfau, Regular

Jean Rush, Alternate

DATE: July 15th, 2009

Location: Keystone Business Office, 1220 Walnut, Oskaloosa

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

At 7:00 p.m., Todd Gigstad called the meeting to order. Members present: Jon Henry, Ed Courtney, Jenny Morgison (proxy), Jody Lockhart, Shannon McMahon (replacing Dave Jolly) and Karen Edmonds. Member absent: Beth Kelley (replacing Jenny Morgison).

Others present: Linda Aldridge, Executive Director; Mark McBeth, Director; Rhonda Denning, Assistant Director of Special Education; Debra May, Business Manager; Linda Kilgore, Clerk of the Board; Superintendents: Loren Feldkamp, Scott Myers and Denis Yoder. Arriving at 7:27 p.m., Jean Rush, Superintendent. Others in attendance: Denise Spainhower and Robin Courtney, Keystone.

Todd welcomed the new Board Members. Introductions were then made.

Election of Officers

1. Action - Election of President

Jenny made a motion to nominate Todd Gigstad as president. Jon seconded and the motion carried 6-0.

2. Action - Election of Vice President

Jody made a motion to nominate Jon Henry as Vice President. Karen seconded and motion passed 6-0.

Monthly Action Items

1. Approval of Agenda

ACTION:

Jon made a motion to approve the agenda as presented. Jenny seconded and motion carried 7-0.

Executive Session

At 7:05 p.m., Jon made a motion to go into Executive Session in the conference room for 10 minutes to discuss personnel matters of non-elected personnel, reconvening in this room at 7:15 p.m. The Executive Session included Linda Aldridge, Rhonda Denning and Superintendents Denis Yoder, Loren Feldkamp and Scott Myers. Jody seconded and motion carried 7-0.

At 7:15 p.m. open session resumed.

At 7:15 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, reconvening in this room at 7:20 p.m. The Executive Session included Linda Aldridge, Rhonda Denning and Superintendents Denis Yoder, Loren Feldkamp and Scott Myers. Jody seconded and motion carried 7-0.

At 7:20 p.m., open session resumed.

At 7:20 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, reconvening in this room at 7:25 p.m. The Executive Session included Linda Aldridge, Rhonda Denning and Superintendents Denis Yoder, Loren Feldkamp and Scott Myers. Jody seconded and motion carried 7-0.

At 7:25 p.m. open session resumed.

ACTION: Karen made a motion to add to Mark McBeth's 09-10 contract, the bonus clause that was reviewed. Jon seconded and motion carried 6-1.

Monthly Action Items

1. Personnel Update

Rhonda and Linda reviewed the list of contracts and resignations.

ACTION: Jody made a motion to approve the Personnel Update as presented. Karen 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 made a motion to approve the Consent Agenda Items as presented. Jenny seconded and motion carried 7-0.

Monthly Communications

1. **Receive Communications from Visitors Present**
There were no communications from visitors present.
2. **Receive General Communications**
None

Action Items

1. Annual Reorganization of the Board

- a. The time and place for regular Board of Directors meetings will be the third Wednesday of the month at 7:00 p.m. at a location to be determined, with an exception the month of March. The proposed dates for the 2009-2010 Board meetings are as follows:
July 15, August 19, September 16, October 21, November 18, December 16, January 20, February 17, March 10, April 21, May 19 and June 16.
- b. Clerk of the Board, Linda Kilgore
- c. Treasurer of the Board, Eric Bowser

- d. KPERS Representative, Debra May; Alternate KPERS Representative, Krystal Porter
- e. Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Krystal Porter
- f. Keystone attorney, Larry Mears
- g. Official Bank Depository, State Bank of Oskaloosa
- h. Official newspapers, Atchison Globe, Oskaloosa Independent and Valley Falls Vindicator
- i. BOE President, Business Manager and Treasurer are authorized to sign checks. (In emergency or absence of Business Manager, the Clerk of the Board has signature authorization)
- j. Early payment of certain bills, such as utility bills, can be paid prior to Board approval to avoid penalties for late payments.
- k. Reimbursement rate for mileage be at the State rate of .55 cents per mile
- l. Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office
- m. Establish student activity fund per policy DK
- n. Establish teacher substitute pay at \$85.00 daily, \$185.88 daily retroactive after 10 consecutive days
- o. Rescind all policy actions found in the minutes established during the 08-09 school year.
- p. Adopt all current written policies
- q. Adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2008-2009 – Resolution per K.S.A. 75-112a (a)

ACTION: Jenny made a motion to approve the annual reorganization of the Board with the location of the meetings to be determined. Jody seconded and motion carried 7-0.

2. Raises

ACTION: Jody made a motion to rescind the motion from the June meeting, authorizing a 2% raise. Jenny seconded and motion carried 7-0.

3. Para Contracts

Linda explained that because the budget is so tight, relief is needed this year for district assessments. In order to reduce this year's budget by the goal of \$165,000, it was recommended to initially issue all para contracts at 31 hours/week. After review of para schedules and student needs, para contracts will be adjusted as necessary.

ACTION: Karen made a motion to issue para contracts at 31 hours to all school classroom paras, with revisions brought back for Board approval. Jenny seconded and motion carried 5-2.

At 8:30 p.m., Ed left the meeting and returned at 8:31 p.m.

4. Budgets

Debra and Linda presented the Special Education (01) budget. This budget reflects a 10.2% increase and a projected cash balance of 17.5%. This budget also projects an assesment increase of 20% for the 2010-2011 school year, if spending and revenue patterns remain constant. Fund 10 (Service Center) budget was distributed, but not discussed.

ACTION: Jon made a motion to adopt the Special Education budget (Fund 01) at \$6,985,588, with a 10.2% increase in assessments to districts, for the 2009-2010 school year. If the reduction in the budget (reduction goal at \$165,000) is not met, this budget must come back to the board in September for re-assessment. Ed seconded and motion carried 7-0.

5. Purchase Cards

Previously, the Board adopted procedures for a purchase card system. Debra explained the terms of agreement by Commerce Bank and welcomed questions.

ACTION: Jenny made a motion that Keystone enter into an agreement with Commerce Bank, as presented, for the purpose of establishing a purchase card system. Jody seconded and motion carried 7-0.

6. BOE Retreat

Linda recommended that a Keystone Board retreat be planned to clarify roles, communication issues, and responsibilities regarding the Board and the Superintendent Advisory Council. She explained that this will best be accomplished if Keystone Board members, appointed proxies, superintendents, and SPED administrators are present.

ACTION:
Karen made a motion to hold a Special Keystone Board meeting/retreat on September 2nd, 2009, at 6:00 p.m., at the Oskaloosa School district library, if allowed. Jon seconded and motion carried 7-0.

7. Handbook Approval

The following handbooks were recommended for approval: JDLA, Teacher, Para, and Oskaloosa Office Personnel. Rhonda explained the changes made to the handbooks for the 2009-2010 school year. The handbooks are located online for review at <http://www.keystonelearning.org/BoardApproval/index.html>.

ACTION:

Jon made a motion to approve the following 09-10 Keystone handbooks as presented: JDLA, Teacher, Para and Oskaloosa Office Personnel. Shannon seconded and motion carried 7-0.

Discussion Items

1. Non-Educational Staff

Linda discussed positions not directly related to instructional support. She reviewed data regarding responsibilities, cost, and consequences should the position be eliminated. Questions were welcomed.

2. Bills & Claims Approval

During the May meeting, questions arose regarding our process for approval of bills and claims. It was suggested that if a Board member has questions prior to the Keystone Board meetings, contact Debra to set up a meeting time. As always, Board members are encouraged to call or email regarding questions, or to bring up concerns at the meeting.

3. Interactive/Serial Meetings

New legislation was passed regarding Interactive or Serial meetings. It is important that the Board be aware of this legislation, to maintain a positive and democratic approach to decision making. Also, penalties associated with violations of this statute can be severe.

Adjournment

At 9:47 p.m., Karen made a motion to adjourn the meeting. Jody seconded and motion carried 7-0.

Todd Gigstad
President

Linda Kilgore
Clerk of the Board