

**STILLWATER BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
January 15, 2019  
6:30 p.m. Regular Business Meeting**

**1. 6:30 P.M. BOARD OF EDUCATION REGULAR SESSION CALL TO ORDER AND ROLL CALL**

The Board of Education of Independent School District No. 16 of Payne County, Oklahoma, met in regular session at the Stillwater Public Schools Administration Building, 314 S. Lewis, on the fifteenth day of January, 2019. Board President, DR. CAMILLE DEYONG, called the meeting to order at 6:30 p.m. A quorum was present.

**BOARD MEMBERS PRESENT:**

Dr. Camille DeYong	President
Dr. Bob Graalman	Vice President
Mitsi Andrews	Member
Eric Gudgel	Member
Tim Riley	Member

**STAFF AND PARTICIPANTS PRESENT:**

Dr. Marc Moore	Superintendent
Cathy Walker	Assistant Superintendent
Dana Renner	Assistant Superintendent
Dr. Michael Shanahan	Human Resources Director
Kevin Calvert	Technology Director
Jerica Dawson	Chief Financial Officer
Annette Jones	Board Clerk
David Harp	Treasurer
Mark Pruitt	Westwood Elem. Owner's Representative
Darren Nelson	Westwood Elementary Principal
Dane Sallaska	Westwood Elementary Assistant Principal
Anu Sukhdial	Westwood Elementary Community Partner
Abhimanyu Sukhdial	Westwood Elementary Student
Brian Thomas	Selser Schaefer Architects
Doyle Phillips	Nabholz Construction Company
Matt Parsel	Transportation Director

**2. PLEDGE OF ALLEGIANCE**

Westwood Elementary student, ABHIMANYU SUKHDIAL, led board members, staff and participants present in the pledge of allegiance to the American flag.

**3. COMMUNICATIONS/PUBLIC INTEREST**

**A. Westwood Elementary School Community Partner Recognition**

The following was written and submitted by DARREN NELSON.

Our community partner is Anu Sukhdial. In addition to being a committed, loving parent to two Westwood students, Abhi and Adhi, she is a wonderful volunteer in our school and community. Anu led the effort to create the first Westwood Spelling Club. This extra-curricular organization served as a creative outlet for our students who have interest and passion for spelling and language. Her efforts with the Westwood Spelling Club grew into a spelling bee at our school which was held in November. Many students participated and had a wonderful time. The winner and alternate of the spelling bee will compete in the regional spelling bee on January 29 at Stillwater Christian School.

Anu served as the Stillwater city-wide chair for the PTA Reflections Art contest. Under Anu's leadership this year, close to 160 entries were submitted by the students of Stillwater Public Schools, up 30% from last year. The entries encompassed all the six Reflections arts categories -

- visual arts, photography, literature, film/video production, music composition and dance choreography. There was great participation and success by the students at Westwood!

Anu's efforts have enhanced the experience of the students in our school system, providing opportunities for them to pursue passions, explore interests and showcase their talents. Her efforts are greatly appreciated.

## **B. OSSBA School Board Member Recognition Month – January 2019**

The Oklahoma State School Boards Association declared January as School Board Recognition Month, which provides an opportunity for communities to honor Oklahoma's more than 2,700 elected school board members for their dedication to children and schools.

In Stillwater, school board members must develop policies and make tough decisions on complex educational and social issues impacting the entire community. They bear responsibility for an annual budget, more than 6000 students, over 800 employees and ten school sites.

Members of the Stillwater Board of Education were recognized for their efforts and service to the Stillwater Public Schools and community.

## **C. Superintendent's Report**

The following was written and reported by SUPERINTENDENT MOORE.

Congratulations go to the following teachers for being named a site SPS Teacher of the Year!

Highland Park - Claire Clark  
Richmond - Julie Reuter  
Sangre Ridge - Tisha Dewitt  
Skyline - Keirstin Sexton  
Westwood - Celeste Fox  
Will Rogers - Julie Davis  
Middle School - Karyn Hutchens  
Junior High - Kaitlin Taylor  
High School - Lisa Larios  
Lincoln - Sally Buss

Stillwater High School was recently named an Oklahoma Certified Healthy School. Each designated Certified Healthy School receives one of three certifications: Basic, Merit, and Excellence. Stillwater Public Schools received the Excellence certification and will be recognized at the annual Certified Healthy Oklahoma event on March 7, 2019, in Norman.

Several community members assisted Stillwater Middle School with its inaugural career day on Dec. 18. Over 40 individuals from the Stillwater community spoke to the students about different careers available to them as well as the foundational skills and aptitudes needed to succeed in these careers. This event aligns with the Individualized Career Academic Plan (ICAP) program implemented by the Oklahoma State Department of Education. During the event, students heard from professionals from a wide range of careers in the areas of Environmental & Agricultural Systems, Health Sciences, Communication & Information Systems, Industrial Manufacturing & Engineering Systems, Business, Marketing & Management, and Human Services & Resources. Additionally, students heard from representatives from the United States Air Force and Army. Middle School Counselors Johnna Hayes and Krissi Morton along with Assistant Principal Carl Treat were instrumental in making the day a success.

## **D. Board Communications**

The following topics were mentioned:

- Board member seat number 4 will open in April
- The fine and penalty for passing a school bus
- Dr. Moore is the recipient of the 2019 Oklahoma Youth Expo (OYE) Chairman Award
- Board members enjoyed the recent holiday concerts

## **E. Public Comments**

There were no public comments.

## **4. CONSENT AGENDA**

All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:

- A. December 11, 2018, 4:30 p.m. Special Meeting Minutes – Approved**
- B. December 11, 2018, 6:30 p.m. Regular Meeting Minutes – Approved**
- C. Transfer and Summary of Activity Account Funds – Approved**
- D. Activity Account Fundraising Projects – Approved**
- E. Encumbrances and Accounts Payable (approval of encumbrance numbers as listed): - Approved**
  - 2018-2019 General Fund Encumbrances #827-865 totaling \$19,468.07**
  - 2018-2019 Building Fund Encumbrances #32-34 totaling \$3,139.99**
  - 2018-2019 Child Nutrition Fund Encumbrances #54-55 totaling \$1,662.50**
  - 2018-2019 Bond Fund 31 Encumbrances #271-278 totaling \$11,469.11**
- F. Change Orders (approval of encumbrance numbers as listed): - Approved**
  - 2018-2019 General Fund Encumbrances #193, 217, 499, 507, 585, 756, 806, 816**
  - 2018-2019 Bond Fund 31 Encumbrances #251, 269**
- G. Second Reading and Approval of the Following SPS Policy Revisions: – Approved**
  - 1) DBD Conflicts of Interest**
  - 2) DE Salaries and Expenses**
- H. 2018-2019 Second Quarter Student Suspension Report**
- I. Educational Services 2018-19 Contracts: – Approved**
  - 1) University of Oklahoma Anne & Henry Zarrow School of Social Work (Student Internship)**
  - 2) Oklahoma State University Professional Education Unit (Field Clinical Experiences)**
  - 3) Oklahoma State University (Concurrent Enrollment)**
  - 4) Western Governors University (Student Internship)**
- J. Architect’s Report and 2017 Bond Update**
- K. BuyBoard National Purchasing Cooperative (Interlocal Participation Agreement)– Approved**
- L. Electrical Easement Agreement with City of Stillwater for New Westwood Elementary – Approved**
- M. Annual Student Dropout Report in Accordance with OAC 210:35-25-3**

Motion by ANDREWS, second by RILEY, to approve Consent Agenda as presented. The motion carried (5 – 0) with the following votes: Andrews – yes, Riley – yes, Gudgel – yes, Graalman – yes, DeYong – yes.

## **5. BUSINESS/FINANCE**

### **A. Consider and Vote to Approve Treasurer’s Report**

The Treasurer’s Report for December 31, 2018 indicates monthly revenues of \$4,407,309.26 and monthly expenditures of \$3,517,184.87. General Fund monthly interest earnings is \$2,897.94 and Bond Fund monthly interest earnings is \$3,250.34.

Motion by GUDGEL, second by GRAALMAN, to approve the December 31, 2018 Treasurer's Report. The motion carried (5 – 0) with the following votes: Gudgel – yes, Graalman – yes, Andrews – yes, Riley – yes, DeYong – yes. A copy of the Treasurer’s Report is attached to these minutes.

### **B. Receive Bond Expenditures and Revenues Report**

The monthly Bond Expenditures and Revenues report for December 2018 provides an overview of the \$61,500,000 General Obligation Bond Issue approved on February 8, 2011 and the \$74,000,000 General Obligation Bond Issue approved on February 14, 2017. Warrants issued for

the \$61,500,000 bond issue (current proceeds of \$61,500,000) equal \$61,355,006.16 with total funds remaining of \$391,997.35. Warrants issued for the \$74,000,000 bond issue (current proceeds of \$20,000,000) equal \$7,079,074.35 with total funds remaining of \$12,822,000.53. A copy of the report is included in the minutes file.

## **6. EDUCATIONAL SERVICES**

### **A. Receive Westwood Elementary School Plan for Excellence**

DARREN NELSON gave an overview of the Westwood Elementary Effective Practices for School Improvement Plan which includes goals, strategies, interventions and successes. A copy of the PowerPoint is included in the minutes file.

## **7. OPERATIONS**

### **A. Receive Westwood Elementary Owner's Representative Report**

The following was written and submitted by MARK PRUITT.

Overview of services rendered - As per contract, I executed my Owner's Rep Scope of Services, through January 9, 2019, as follows:

- Review of Contract Documents – ongoing
- Participated in OAC meetings:
  - 12/12/2018
  - The 12/26/2018 OAC meeting was cancelled due to holidays.
  - 1/9/2019
- Reviewed updates on solutions to the default of the Window/Glazing subcontractor. Nabholz is working with the surety to purchase materials directly and procure a new sub for installation labor. SPS should acquire no additional cost.
- Reviewed and approved requests for payments
- Reviewed RFIs/ASIs/PCOs/Proposal Requests/Changes/Change Orders
  - Reviewed RFI logs and submittal logs from 12/12/18 and 1/9/19 OAC meetings;
  - Reviewed Architect's Proposal requests
- Site visits
  - Averaged 2 site visits per week for the last month.

#### Project Quality

- In December I read and analyzed all the third-party testing agency test reports regarding the quality of fresh and cured concrete, mortar, grout, rebar and steel used on site. All 7 and 28-day PSI strength tests continue to meet or exceed their respective design specifications. I also reviewed the welding reports and the crack monitor reports.
- The temporary "mock" retaining wall that was constructed has yet to receive its application of stain(s) for architect's review and approval.
- Slab-on-grade separation cracks are still being monitored and appear to be dormant lately.

Project Budget – One budget issue this month; the architects and SPS are asking for a cost reduction in the bid-price for lowering the city water main due to scope reduction in that sub-contract.

#### Project Update

- Overall construction activities are progressing as shown in the Architect's latest Field Reports.
- Erection of light gauge steel roof trusses has begun; Light gauge steel stud wall construction continues both at the exterior and interior. The final portions of the first-floor slab-on-grade were cast in December.
- December saw continuing progress from the following trades:
  - Electricians keep running conduit and raceways throughout the building and have installed most of the electrical panels and interior transformers. The main panels are now 'hot' and power to the building is turned on.
  - HVAC technicians continue installing their systems.

- Plumbers continue to rough-in above slab drainage-waste-&-vent systems and storm drains.
- Site Utilities sub lowered the water main along 6th avenue over the holidays. Storm line construction has resumed in the SW corner of the site, where we are dealing with more differing site conditions, thus causing yet another re-design of the pond outfall.
- The city has re-opened a dialogue with our civil engineer, asking for SPS to produce more offsite sanitary sewer design.
- Roofers completed roof insulation and membrane installation over the north wing and the central (gym/cafeteria) wing.
- A new on-site sanitary sewer line was installed along the north side of the site in December as per plans and specs.

Schedule – Like last month, some portions of the project are still running slightly behind the most recent schedule, while other parts of the job are ahead of that schedule. Last month’s updated schedule turned out to be a ‘typo’ and was retracted by Nabholz. The current schedule still shows an August 1, 2019 date of substantial completion for the school building and an August 16, 2019 date for completing the Phase 2 site improvements. Nabholz continues to encourage the subs to increase their rate of output.

One Month Look-Ahead – For January and into February we should see continued work on roof trusses allowing for shingle installation, as well as roof insulation and membrane installation on the remainder of the flat roofs. Wall framers should reach completion of exterior walls and interior partitions. Hopefully the new window sub will have started glass and glazing installations. Mechanical-Electrical-&-Plumbing trades should continue to make steady progress. The retention pond and storm structures should be complete sometime next month.

## **B. Receive Sangre Ridge Elementary Owner’s Representative Report**

The following was written and submitted by KEVIN CALVERT.

A summary of the current project status:

### Phase 1: Cafeteria, Kitchen, Kindergarten Restrooms, Roofing, Classroom #121 and Office #124

- Punch list items are being addressed.

### Phase 2: Admin Offices

- Punch list items are being addressed.
- Delivery of electronic door hardware is delayed by subcontractor. Nabholz has installed a secure temporary solution.
- Work continues on adjustments to canopy.

### Phase 3: Gym

- ONG gas line installation is complete.
- Major roofing work complete and gym is dried in. Coping remains to be installed.
- Perimeter wall framing is complete.
- Electrical panel installed in PE Office.
- Structural steel at stage has been installed.
- Delivery of Tectum panels scheduled for later this month.
- Earthwork for driveway is in progress.
- SPS Technology has added interior gym construction camera for public. Viewable at <https://bond.stillwaterschools.com/construction/>.

### Phase 4: Existing Media Center and Media Center Addition

- The majority of demolition is completed.
- Framing and drywall install is in progress.
- Underground plumbing in Boy’s Restroom has been installed.
- Electrical rough-in at Media Center is in progress.

## **C. Receive Stillwater Middle School Owner’s Representative Report**

The following was written and submitted by MARK PRUITT.

Overview of services rendered - As per contract, I executed my Owner's Rep Scope of Services, through January 9, 2019, as follows:

- Review of Contract Documents – ongoing
- Participated in the following meetings:
  - 11/13/2019 – Participated in “Expectations” meeting
  - 12/12/2018 OAC
  - The 12/26/2018 OAC meeting was cancelled due to holidays.
  - 1/8/2019 Participated in bid opening for re-bid of canopies.
  - 1/9/2019 OAC
- Reviewed GMP Documents
- Reviewed and approved requests for payments
- Reviewed RFIs/ASIs/PCOs/Proposal Requests/Changes/Change Orders
  - Reviewed RFI logs and submittal logs from 12/12/18 and 1/9/19 OAC meetings;
  - Reviewed Architect's Proposal Requests - N/A this month
- Site visits
- Averaged 1.5 site visits per week for the last month.

Project Quality – In December I read and analyzed all the third-party testing agency test reports regarding soil densities and moisture content. All building pad compaction tests and trench backfill tests have passed.

Project Budget – The allotted Owner's Contingency has already been expended to cover costs associated with the lowering of the school's existing gas and waterlines. The contractor's contingency is yet to be tapped.

#### Project Update

- Overall construction activities are progressing as shown in the Architect's latest Field Reports.
- The contractor has made good progress in the first two months of construction.
- December saw substantial progress from the following trades:
  - Cut and fill has begun for both the new classroom and new performing arts building pads.
  - Storm line construction has been completed on the south, east, and west sides of the existing building.
  - The city is requiring 2 additional manholes to be installed in the existing sanitary sewer line along Sangre Rd. as a condition to tapping said line.
  - Demolition of existing exterior wing walls and entry canopies has been completed.
  - Plumbers have re-routed rain drains in the existing building to accommodate the new construction.
  - Waterline and gas lines have been lowered to accommodate the grade of the new east bus lane.
- We lived through two natural gas leaks on the site this past month.
  - On 12/14 Nabholz accidentally cut an existing gas line along Sangre Road. It was repaired the same day.
  - A small leak was detected on Jan. 4 when a new line was being tested. Crews spent the next three days searching the entire site before the situation was resolved by ONG.
- The OAC team has studied emergency egress routes for schoolchildren for each phase of construction and met with the city Fire Marshall on 1/10/2019 to verify all such routes.

Schedule: Nabholz's preliminary project phasing schedule, from “Expectations” meeting of 11/13/18, for Middle School:

- Phase I – Dec. 1, 2018 to Spring Break 2019
  - Long lead items – tilt up panels, steel, stairs, canopies.
  - Nabholz is looking to install the storm piping that feeds the detention pond as part of phase I during Christmas break, pending weather allows for it.
- Phase II – Spring Break 2019 to Aug 2019 (School Starting)
  - Admin, interior renovation areas.
- Phase III – August 2019 (school starts) to January 2020

One Month Look-Ahead – For January and into February we should see continued work on building pads, site utilities, and road beds. Foundation work at the classroom should be well under way. Casting beds should be in place for tilt-wall construction. Work should start soon on the new east bus lane.

Groundbreaking Ceremony has been re-scheduled for January 23.

**D. Receive Presentation from Selser Schaefer Architects on the Schematic Design and Budget for the Stillwater Junior High Renovation and Expansion Project – Phase 1 and the Conceptual Design and Budget for the Stillwater Junior High Renovation and Expansion Project – Phase 2**

BRIAN THOMAS stated that this project is a two-phase project. The Phase 1 program goals are as follows:

- Expansion of performing arts wing
- Increased capacity of cafeteria/multi-purpose area
- Classroom space additions

The budget for Phase 1 is \$9,791,516, which is \$35 less than the previously October 9, 2018 approved budget of \$9,791,551. The cost estimate includes an Owner contingency of \$91,598 (1.11%) and a CM contingency of \$825,205 (10%). The estimated construction time is twenty months.

The additional Alternates included in the Executive Summary from Nabholz are as follows:

Alternate 1 – Replace Existing Sprinkler Heads per Code Requirement	\$177,775
Alternate 2 – Replace Base Bid Vinyl Tile in Corridors to Johnsonite iQ Optima Vinyl Tile	\$11,557
Alternate 3 – Replace Base Bid Vinyl Tile in Corridors to Terrazzo Tile Fritz Tile 12” x 12” x 3/16” C521571 “Verona”	\$118,867
Alternate 4 – Replace Base Bid Vinyl Tile in Cafeteria/Multi-Purpose Areas to Johnsonite iQ Optima 12” x 12” Vinyl Tile	\$12,381
Alternate 5 – Preplace Base Bid Vinyl Tile in Cafeteria/Multi-Purpose Areas to Terrazzo Tile Fritz Tile 12” x 12” x 3/16” C521571 “Verona”	\$127,334
Alternate 6 – Energy Improvements Lighting	\$207,672
Alternate 7 – Energy Improvements HVAC	\$63,339

The Phase 2 program goals are:

- Improvement of site circulation and secure front entry
- Expansion of the administration area
- Increase wrestling and art room spaces
- Relocation of media center and special education classrooms

The phase 2 cost estimate from Nabholz Construction for the standalone project areas are listed below. The budget allows for a 10% construction contingency.

• Area A1 Science Classrooms Based on 3,083sf. Construction duration is 21 weeks.	\$884,742
• Area A2 Administration Area Based on 8,694sf. Construction duration is 30 weeks	\$2,696,190
• Area A3 Front Drive Construction duration is 4 months	\$1,307,954
• Area A4 SPED Drive Construction duration is 1 month	\$309,359
• Area A5 Bus Loop Construction duration is 3 weeks	\$186,219
• Area B1 Wrestling Gym Based on 2,393sf. Construction duration is 23 weeks	\$598,250
• Area B2 Art Room Based on 1,880sf. Construction duration is 4 weeks	\$378,343
• Area C1 Corridor	\$871,613

- Based on 4,876sf. Construction duration is 5 weeks
- Area C2 Restrooms \$269,957  
Based on 422sf. Construction duration is 3 months
- Area D1 Media Center \$911,528  
Based on 4,088sf. Construction duration is 3 months
- Area D2 SPED Classrooms \$797,994  
Based on 3,406sf. Construction duration is 2 months

**E. Consider and Vote to Approve Schematic Design and Budget for Stillwater Junior High Renovation and Expansion Project – Phase 1**

DOYLE PHILLIPS stated that the budget for Phase 1 is \$9,791,516, which is \$35 less than the previously October 9, 2018 approved budget of \$9,791,551. The cost estimate includes an Owner contingency of \$91,598 (1.11%) and a CM contingency of \$825,205 (10%). The estimated construction time is twenty months.

Motion by GUDGEL, second by ANDREWS, to approve the Schematic Design and Budget in the amount of \$9,791,516 for Stillwater Junior High Renovation and Expansion Project – Phase 1. The motion carried (5 – 0) with the following votes: Gudgel – yes, Andrews – yes, Riley – yes, Graalman – yes, DeYong – yes.

**8. OTHER REPORTS/RECOMMENDATIONS**

**A. Student Dress Code Update**

SUPERINTENDENT MOORE reported that he met with the group of parents who addressed the board concerning the student dress code at the November board meeting. A meeting was held on December 7th. Dr. Moore met with the secondary principals on January 7th. He stated that there could be a few minor changes to the dress code, but that he is continuing to work with the parents and administrators to work out a new policy. A final report is expected in March. This was information only.

**B. Consider and Vote to Approve SPS Elementary Attendance Zone Review Committee Proposal**

MATT PARSEL, Chairman of the Elementary Attendance Zone Redistricting Committee, provided information about the committee’s work to look at the current boundary zones. The committee consisted of the elementary principals and one parent and teacher from each site. The committee followed the board policy FC – Redistricting Guidelines for School Attendance Zones, in its effort to rezone.

Dr. Moore will be holding two community and five school site meetings. The meeting dates are as follows:

- |           |             |   |
|-----------|-------------|---|
| 5:15 p.m. | January 22  | Skyline Elementary (site meeting)               |
|           | January 31  | Sangre Ridge Elementary (site meeting)          |
|           | February 5  | Westwood Elementary (site meeting)              |
|           | February 19 | Richmond Elementary (site meeting)              |
|           | February 21 | Highland Park Elementary (site meeting)         |
| 7:00 p.m. | January 31  | Stillwater Middle School (community meeting #1) |
|           | February 19 | Stillwater High School (community meeting #2)   |

The district will receive input from these meetings and report back to the Board of Education prior to final approval.

Motion by GUDGEL, second by RILEY, to approve the SPS Elementary Attendance Zone Review Committee proposal. The motion carried (5 – 0) with the following votes: Gudgel – yes, Riley – yes, Andrews – yes, Graalman – yes, DeYong – yes.

**9. ADJOURNMENT**

**A. Vote to Adjourn**



Motion by GUDGEL, second by ANDREWS, to adjourn at 8:49 p.m. The motion carried (5 – 0) with the following votes: Gudgel – yes, Andrews – yes, Riley – yes, Graalman – yes, Deyong – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

\_\_\_\_\_  
Dr. Camille F. DeYong, President

\_\_\_\_\_  
Annette Jones, Minutes Clerk

I, the undersigned Clerk of the Stillwater Board of Education, District I-16, of Payne County, Oklahoma, certify that prior to December 15 of the last calendar year, the date, time, and place of the regular meetings were filed in the office of the County Clerk of Payne County, Oklahoma.

I also certify that at least 24 hours prior to this meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, place, and agenda of this meeting was posted in prominent public view at the Stillwater Public Schools Administration Building, 314 S. Lewis, and on the school district's website located at [www.stillwaterschools.com](http://www.stillwaterschools.com) (posted January 14, 2019 at 3:00 p.m.).

Witness my hand and seal of the Stillwater School District on January 15, 2019.

STILLWATER BOARD OF EDUCATION

(SEAL)

\_\_\_\_\_  
Annette Jones, Clerk

These minutes were officially approved by the Stillwater Board of Education on \_\_\_\_\_.

\_\_\_\_\_  
Annette Jones, Clerk  
Stillwater Board of Education