

**STILLWATER BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
May 10, 2016
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 tenth day of May, 2016. Board President, ERIC GUDGEL, called the meeting to order at 6:30 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

Eric Gudgel	President
Dr. Camille DeYong	Vice President
Kevin Clark	Member
Dr. Bob Graalman	Member
Debra Vincent	Member

STAFF AND PARTICIPANTS PRESENT:

Dr. Marc Moore	Superintendent	
Dr. Gay Washington	Assistant Superintendent	
Dr. Terry McCarty	Assistant Superintendent	
Phillip Storm	Chief Financial Officer/Treasurer	
Annette Jones	Board Clerk	
Kendra Rider	Richmond Principal	
Grant Gudgel	Richmond Elementary Student	
Vanessa Wedlake	Homeless Liaison	
Bob Schaefer	Selser Schaefer Architects	
SPS Retired Staff:		
Annette Downs	Michelle Hendrix	Brenda Hurst
Caryl Talley		
Seth Condley	Soccer Coach	
Soccer Team Members:		
Tyler Novotny	Tristen O'Neill	Micah Hermann
Daniel Mutai	John Saunders	Mason Bratton
Chris Tornakian	Chase Venable	Diego Marek
Jeff Rhea	Thomas Francis	Bryson Reed
Gage Knori	Caleb Thomas	

2. PLEDGE OF ALLEGIANCE

Richmond Elementary Student, GRANT GUDGEL led board members, staff and participants in the Pledge of Allegiance to the American flag.

3. PREVIEW/APPROVAL OF AGENDA

Motion by CLARK, second by GRAALMAN, to approve the agenda as presented. The motion carried (5 – 0) with the following votes: Clark – yes, Graalman – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

4. COMMUNICATIONS/PUBLIC INTEREST

A. Interim Superintendent's Report

The following was reported by ASSISTANT SUPERINTENDENT WASHINGTON.

The Oklahoma State Department of Education sent notification to the district that Westwood Elementary, Richmond Elementary, Sangre Ridge Elementary, and Stillwater Junior High are recognized as High Performing Schools for 2015-16 school year. We are proud of this distinguished honor, and we are proud of the hard work of our students, staff and parents to make it a reality.

The Westwood PTA spearheaded another fun and successful carnival and silent auction on April 1st. Proceeds totaled just over \$14,000. Some of the projects that will be funded will be a sound field for the library, development of an outdoor area in one of our courtyards and new xylophones for our music program. Other projects are in the works, too. Thank you so much to Co-presidents Sarah Dorman and Lisa Carney, president elect Amy Jameson, Treasurer Jennifer Sutherland and Secretary Meghan Brasuell for their leadership along with all the wonderful families at Westwood, local vendors and many volunteers who made the night such a success.

Mr. Nelson reported that he and the Westwood staff are so honored to have the SPS Teacher of the Year, Amy Goad. We love and appreciate her so much. We are so proud of her!

At Highland Park, 103 parents and students participated in the OKC Kids Marathon. Students ran 25 miles over the course of the school year, and completed the 26th mile of the marathon last Sunday.

The Stillwater High School Boys Soccer Teams have had an excellent season this year. Coach Seth Condley introduced the following students: Tyler Novotny, Tristen O'Neill, Micah Hermann, Daniel Mutai, John Saunders, Mason Bratton, Chris Tornakian, Chase Venable, Diego Marek, Jeff Rhea, Thomas Francis, Bryson Reed, Gage Knori, and Caleb Thomas. The boys and girls won academic all-state this year.

As the year begins to wind down, please check the website calendar for dates and times of the many activities going on in our schools. SPS is lucky to have so many talented students led by great teachers.

B. Recognition of Retiring SPS Staff

MICHAEL SHANAHAN expressed appreciation to the employees listed below for their service and dedication to the students and community of Stillwater Public Schools. These employees have officially retired at the end of the 2015-16 school year.

Michelle Hendrix – 27 years
Brenda Hurst – 20 years
Jan Johnson – 17 years (not present)
Robert Kisling – 11 years (not present)
Debbie Smith – 18 years (not present)
Caryl Talley – 29 years
Marie Wilson – 7 years (not present)
Annette Downs – 24 years

C. Public Comments

There were no public comments.

D. Board Communications

The following topics were mentioned:

- Appreciation to Dr. Gay Washington for her service as interim superintendent this past year.
- Welcome to Dr. Marc Moore who is officially superintendent of schools.
- Various upcoming school events during the month of May.
- Turning Point Ranch horse reading event at Highland Park.
- Appreciation to the community for their support of the schools.
- Congratulations to Amy Goad as 2017 Teacher of the Year.

5. 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. Minutes of April 12, 2016, 5:00 p.m. Special Meeting – Approved**
- B. Minutes of April 12, 2016, 6:30 p.m. Regular Meeting – Approved**
- C. Transfer and Summary of Activity Account Funds – Approved**
- D. Activity Account Fundraising Projects – Approved**
- E. Out-of-State Travel Requests: – Approved**
 - 1) SHS Varsity Football Traveling to Springdale, AR on July 14-16, 2016**
 - 2) SMS Technology Student Association Traveling to Nashville, TN on June 27-July 2, 2016**

Motion by VINCENT, second by GRAALMAN, to approve the Consent Agenda. The motion carried (5 – 0) with the following votes: Vincent – yes, Graalman – yes, Clark – yes, DeYong – yes, Gudgel – yes.

6. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer’s Report

The Treasurer’s Report for April 30, 2016 indicates monthly revenues of \$3,862,127.45 and monthly expenditures of \$2,991,553.25. General Fund monthly interest earnings is \$4,382.44 and Bond Fund monthly earnings is \$319.59.

Motion by CLARK, second by DEYONG, to approve the April 30, 2016 Treasurer's Report as presented. The motion carried (5 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Vincent – yes, Gudgel – yes. A copy of the Treasurer’s Report is attached to and made a part of these minutes.

B. Consider and Vote to Approve Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):

- 2015-2016 General Fund Encumbrances #1068-1077 totaling \$9,044.53**
- 2015-2016 Building Fund Encumbrances #64-67 totaling \$17,311.79**
- 2015-2016 Child Nutrition Fund Encumbrances #78-80 totaling \$507.79**
- 2015-2016 Bond Fund 39 Encumbrances #350-373 totaling \$317,139.21**

Motion by CLARK, second by VINCENT, to approve the Encumbrances and Accounts Payable as listed. The motion carried (5 – 0) with the following votes: Clark – yes, Vincent – yes, Graalman – yes, DeYong – yes, Gudgel – yes.

C. Consider and Vote to Approve Change Orders (approval of encumbrance numbers as listed):

- 2015-2016 General Fund Encumbrances #76,861, 863, 903, 913, 914, 915, 991, 1048**
- 2015-2016 Child Nutrition Fund Encumbrances #22**
- 2015-2016 Bond Fund 39 Encumbrances #259**

Motion by CLARK, second by DEYONG, to approve the Change Orders as listed. The motion carried (5 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Vincent – yes, Gudgel – yes.

D. Receive Bond Expenditures and Revenue Update

The bond expenditures monthly report for April 2016 provides an overview of the \$61,500,000 General Obligation Bond Issue approved on February 8, 2011. Warrants issued for the \$61,500,000 bond issue (current proceeds of \$41,750,000) shows total expenditures of \$40,580,338.44, and total funds remaining of \$1,640,341.73. A copy of the report is included in the minutes file.

E. Consider and Vote to Award Bid(s) for Fall School Pictures for FY 2017-2019

PHILLIP STORM stated that in accordance with board policy CHE fall picture services are bid out on a three-year basis. Requests for bids were sent to interested vendors in April. Four bids were received and the administration is recommending that the bid be awarded to Oklahoma School Pictures at a 35% commission rate. Funds generated from the commissions are deposited into each sites activity fund.

Motion by CLARK, second by GRAALMAN, to award Fall School Picture bid for FY 2017-2019 to Oklahoma School Pictures. The motion carried (5 – 0) with the following votes: Clark – yes, Graalman – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

7. OPERATIONS

A. Presentation of Ten (10)-Year Long Range Facilities Plan

TERRY MCCARTY stated that the second half of the ten-year long range facilities plan consists of several additions throughout the district. Due to expected increases in enrollment, additions at the high school and the junior high school will be the main focus. Structural issues at the junior high will also be a part of the next plan. There will be ongoing renovations and maintenance projects at selected sites. It is anticipated that expenditures associated with transportation, technology, textbooks and other district maintenance projects will also be components within this plan. Cost estimates for these projects have been received, taking into account inflation and escalation values. The second half of the ten-year plan is subject to change based on enrollment and board priorities.

B. Consideration and Vote to Approve Five (5)-Year Long Range Facilities Plan

TERRY MCCARTY presented an overview of the Long Range Plan for district facilities, finance and operations for the 2017 bond. The committee, formed in September 2014, spent an approximate 18 months touring and meeting about the future needs of the district. A recommendation was made to the Board of Education in April 2016 that included a list of building projects, textbook funding, band/orchestra, technology and security, and transportation and maintenance needs. The bonding capacity through the year 2014 is \$71,000,000. Contents of the Five-Year Master Plan is as follows:

New elementary school to replace Westwood	\$24,000,000
Junior High classroom addition	\$10,000,000
Middle School classroom/gym addition	\$ 9,000,000
Sangre Ridge addition/renovation	\$ 5,000,000
Operations (maintenance, technology, child nutrition)	\$16,000,000
Transportation	\$ 2,700,000
Safety and Security	\$ 500,000
Instructional (textbooks, band/orchestra/vocal equip.)	\$ 3,800,000
Total	\$71,000,000

Motion by GRAALMAN, second by CLARK, to approve District Five-Year Long Range Facilities Plan. The motion carried (5 – 0) with the following votes: Graalman – yes, Clark – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

C. Consider and Vote to Approve Revisions to Current School District Attendance Boundaries (SPS Policy AAB-E2)

MATT PARSEL provided a written description of the proposed boundaries approved in February 2016, along with minor adjustments to the recently approved boundaries in the Meridian Technology campus and along Stillwater Creek North of Babcock Park.

Motion by DEYONG, second by CLARK, to approve school district Attendance Boundary revisions and written descriptions for policy AAB-E2. The motion carried (5 – 0) with the following votes: DeYong – yes, Clark – yes, Graalman – yes, Vincent – yes, Gudgel – yes.

8. EDUCATIONAL SERVICES

A. Receive School Improvement Plan Update for Richmond Elementary

KENDRA RIDER gave an overview of the Richmond 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.

B. Receive Update for Gifted and Talented, English Language Learners and Indian Education Programs

GAY WASHINGTON reported that 1,251 students district-wide are in the Gifted and Talented Program. Students who participate in the program must score at or above 97% on a nationally standardized test of intellectual ability. There are a variety of high-level course offerings within the program.

The English Language Learner Program includes 309 students and 95 monitored students. There are 466 students identified as bilingual and 120 as Immigrant. The program continues to offer summer school free of cost. Interpreters are provided for parent conferences and a class is offered once a week for non-English speaking parents. There are eight faculty who work with ELL students district-wide.

The Title VII Indian Education Program has a population of 676 students. Services offered include in-school and resource tutoring, counseling, Native American resources at each site library, gardening, ACT/AP class fees, and Career and College Ready Program. Indian Student Association Clubs are currently in place at the middle school, junior high, Lincoln and high school. Cultural, educational trips and activities are offered for students in grades 6-12.

C. Receive Homeless Student Report

VANESSA WEDLAKE gave a presentation on students in the district who are considered homeless, understanding the McKinney-Vento definition of homeless, the services and community partners the district uses as we serve the approximate 450 homeless students in the district. A copy of the PowerPoint is included in the minutes file.

9. OTHER REPORTS/RECOMMENDATIONS

A. Receive Second Reading and Consider Approval of Policy Revisions:

- **COA** **Wellness Policy**
- **DCAB** **Teacher Residency Program**
- **DNAA** **Evaluation for Administrative Personnel**
- **FFAC** **Administering First Aid to Students**
- **GF** **Public Concerns and Complaints**
- **GF-E** **Public Complaints (Form)**

Motion by CLARK, second by VINCENT, to approve revisions to policies COA, DCAB, DNAA, FFAC, GF, and GF-E. The motion carried (5 – 0) with the following votes: Clark – yes, Vincent – yes, Graalman – yes, DeYong – yes, Gudgel – yes.

B. Receive First Reading of New or Revised SPS Policies:

- **CHA** **Purchasing and Distribution**
- **DBD** **Conflicts of Interest (New)**

KEVIN CLARK reviewed edits to the policies above that were recommended to the Policy Review Committee. This is a first reading only. A second reading is required prior to approval.

10. ADJOURNMENT

A. Vote to Adjourn

Motion by VINCENT, second by DEYONG, to adjourn at 8:29 p.m. The motion carried (5 – 0) with the following votes: Vincent – yes, DeYong – yes, Clark – yes, Graalman – yes, Gudgel – yes.

STILLWATER BOARD OF EDUCATION

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Eric Gudgel, 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 (posted May 9, 2016 at 2:00 p.m.).

Witness my hand and seal of the Stillwater School District on May 10, 2016.

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