

STILLWATER BOARD OF EDUCATION
MINUTES OF SPECIAL MEETING
April 18, 2017
10:30 a.m. Special Meeting

1. 10:30 A.M. BOARD OF EDUCATION CALL TO ORDER AND ROLL CALL

The Board of Education of Independent School District No. 16 of Payne County, Oklahoma, met in special session at the Meridian Technology Center for Business Development Training Room 104, 1414 S. Sangre Road, on the eighteenth day of April, 2017. Board President, DEBRA VINCENT, called the meeting to order at 10:36 a.m. A quorum was present.

BOARD MEMBERS PRESENT:

Debra Vincent	President
Dr. Bob Graalman	Vice President
Dr. Marshall Baker	Member
Dr. Camille DeYong	Member
Eric Gudgel	Member

STAFF AND PARTICIPANTS PRESENT:

Dr. Marc Moore	Superintendent
Dr. Gay Washington	Assistant Superintendent
Dr. Terry McCarty	Assistant Superintendent
Phillip Storm	Chief Financial Officer
Dr. Mike Shanahan	Human Resources Director
Kevin Calvert	Technology Director
Annette Jones	Board Clerk
Beverly Len	Deputy Clerk
Mike Buchert	OSU Long Range Facilities Planning Dept.
Phil Thomas	OSU Long Range Facilities Planning Dept.

PURPOSE OF THE MEETING

- Discuss Stillwater Public Schools Strategic Plan
- Discuss the use of an Owner's Representative or Alternative Options for the Management of Bond Construction Projects
- Discuss Long-Term Goals and Initiatives for Stillwater Public Schools
- Meet in Executive Session to Discuss the Purchase or Appraisal of Real Property, and the Confidential Evaluation of the Employment Performance of the Superintendent of Schools
- Reconsider April 11, 2017 Tabled Item for Real Estate Purchase Contracts and Occupancy Agreements
- Discuss Board Development and Self-Evaluation

2. APPROVAL OF AGENDA

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

3. DISCUSSION OF STRATEGIC PLAN FOR STILLWATER PUBLIC SCHOOLS

The Board of Education reviewed the 2015-2016 SPS Strategic Plan. The board talked about modifying the current document to come up with something new and ways of communicating it to the public. Several members liked the framework of core values/beliefs, strategic aims, targets and key actions sections. Other discussions included:

- The progression of the targets and key actions
- How to communicate the plan
- How to use the plan in business meetings
- How to get others to connect to the vision and mission
- Goal achievement and accountability
- How to use the document to drive daily decisions
- Involving others in establishing core values

- Examining what the district excels in

The board discussed holding similar study sessions throughout the year to continue to address this item.

4. CONSIDERATION AND CONTINUED USE OF AN OWNER'S REPRESENTATIVE IN THE MANAGEMENT OF BOND CONSTRUCTION PROJECTS AND DISCUSSION REGARDING ALTERNATIVE OPTIONS

MIKE BUCHERT and PHIL THOMAS with the OSU Long Range Facilities Department reported on the use of an owner's representative for construction projects. Mr. Buchert reported that the owner's representative is on-site on a daily basis to make sure that projects are successfully executed in the areas of work performed, schedules and budgeting. The owner's representative role is to be a part of the exchange between the architect and contractor. He stated that it is desirable to have the owner's representative in place prior to the projects going out to bid so that they can manage the entire project in the best interest of the district.

Other options are to merely use a construction manager and architect without the owner's representative.

Marshall Baker left between 1:22-1:24 p.m.

The board took a brief break between 1:25-1:35 p.m.

5. BOARD AND CABINET STUDY SESSION ON LONG-TERM GOALS AND INITIATIVES FOR STILLWATER PUBLIC SCHOOLS

The board and cabinet had a roundtable discussion of the current district initiatives and where they would like to be in 5 years. Topics of the discussion included:

- Construction of new facilities and intentions for current facilities
- Student growth/class sizes/redistricting **
- Staff recruiting, retention and programs
- Continued improvement of curriculum/preparing students for future **
- Grade reconfiguration **
- Public relations-messaging
- Trust and communication/staff and community **
- Long-term funding/creativity
- Funding instability
- Technology
- Programs and partnerships
- Board meeting culture
- Customer service
- District initiatives/direction

** Noted as a discussion high priority

6. PROPOSED EXECUTIVE SESSION TO DISCUSS THE FOLLOWING:

- **The Purchase or Appraisal of Real Property identified as: 517 S. Willis, 507 S. Willis, 2015 W. 5th, 2011 W. 5th, 504 S. McFarland, 423 S. Willis, 2014 W. 5th, 2006 W. 5th, 2002 W. 5th, 401 S. Willis, 2011 W. 4th, 402 S. McFarland, as Authorized by OKLA. STAT. tit. 25 Section 307(B)(3), and**
- **Confidential Evaluation of the Employment Performance of the Superintendent of Schools as Authorized by OKLA. STAT., tit. 25, Section 307(B)(1)**

A. Vote to Convene in Executive Session

Motion by GRAALMAN, second by DEYONG, to convene in Executive Session at 3:52 p.m. The motion carried (5 – 0) with the following votes: Graalman – yes, DeYong – yes, Baker – yes, Gudgel – yes, Vincent – yes.

B. President's Acknowledgement of the Return of the Board to Open Session

PRESIDENT VINCENT acknowledged the return of the Board to Open Session at 4:43 p.m.

C. Statement of Executive Session Minutes

The following statement was made by MARSHALL BAKER. During the Executive Session the following people were present: Debra Vincent, Dr. Bob Graalman, Dr. Marshall Baker, Dr. Camille DeYong, Eric Gudgel, Dr. Marc Moore, Terry McCarty (between 3:52-4:00 p.m.), Phillip Storm (between 3:52-4:00 p.m.), and Beverly Len (between 3:52-3:53 p.m.). In the Executive Session the Board discussed the purchase or appraisal of real property identified as: 517 S. Willis, 507 S. Willis, 2015 W. 5th, 2011 W. 5th, 504 S. McFarland, 423 S. Willis, 2014 W. 5th, 2006 W. 5th, 2002 W. 5th, 401 S. Willis, 2011 W. 4th, and 402 S. McFarland as authorized by Title 25 OKLA. STAT. Section 307(B)(3), and the confidential evaluation of the employment performance of the Superintendent of Schools as authorized by Title 25 OKLA. STAT. Section 307(B)(1). Nothing else was discussed in Executive Session. No votes were taken in the Executive Session. This will constitute the minutes of the Executive Session.

7. RECONSIDER APRIL 11, 2017 TABLED ITEM: DISCUSSION, CONSIDERATION AND VOTE TO APPROVE THE FOLLOWING REAL ESTATE PURCHASE CONTRACTS AND OCCUPANCY AGREEMENTS:

<u>Seller</u>	<u>Address</u>
• Wes and Angela Nipper	517 S. Willis St.
• JDF Company, LLC	507 S. Willis St.
• Isaac J. Williams	2015 W. 5 th Ave.
• William N. Sweet	2011 W. 5 th Ave.
• Theda Ruth Schutt	504 S. McFarland St.
• John and Cindy Millirons	423 S. Willis St.
• CB Enterprises of Stillwater, LLC	2014 W. 5 th Ave.
• John A. and Jana R. Curtis	2006 W. 5 th Ave.
• Curtis W. and Sharon S. Conrad	2002 W. 5 th Ave.
• **Lance Bumpass	401 S. Willis St.
• **Steven L. and Lourie Lee Bleem	2011 W. 4 th Ave.
• Jerod Millirons	402 S. McFarland St.

****Denotes a Separate Occupancy Agreement is Associated with the Contract**

Motion by BAKER, second by GUDGEL, to remove item 7 from the table. The motion carried (5 – 0) with the following votes: Baker – yes, Gudgel – yes, DeYong – yes, Graalman – yes, Vincent – yes.

Main Motion by DEYONG, second by GRAALMAN, to approve the Real Estate Purchase Contracts and Occupancy Agreements as listed.

<u>Seller</u>	<u>Property Address</u>	<u>Purchase Price</u>
1) Wes and Angela Nipper	517 S. Willis St.	\$211,200
2) JDF Company, LLC	507 S. Willis St.	\$180,000
3) Isaac J. Williams	2015 W. 5 th Ave.	\$168,000
4) William N. Sweet	2011 W. 5 th Ave.	\$153,000
5) Theda Ruth Schutt	504 S. McFarland St.	\$145,000
6) John and Cindy Millirons	423 S. Willis St.	\$240,000
7) CB Enterprises of Stillwater, LLC	2014 W. 5 th Ave.	\$185,000
8) John A. and Jana R. Curtis	2006 W. 5 th Ave.	\$192,500
9) Curtis W. and Sharon S. Conrad	2002 W. 5 th Ave.	\$205,000
10) Lance Bumpass	401 S. Willis St.	\$230,000
• Includes Occupancy Agreement		
11) Steven L. and Lourie Lee Bleem	2011 W. 4 th Ave.	\$195,000
• Includes Occupancy Agreement		
12) Jerod Millirons	402 S. McFarland St.	\$309,000

The motion carried (5 – 0) with the following votes: DeYong – yes, Graalman – yes, Baker – yes, Gudgel – yes, Vincent – yes.

8. DISCUSSION REGARDING BOARD DEVELOPMENT AND SELF-EVALUATION

Materials from the National School Board Association Conference held in March were distributed as a reference of discussion to this agenda item. These materials included a Board of Education Member Handbook and powerpoint presentation from the Berlin Public Schools. Stillwater Public Schools policy BBF – Code of Ethics was also provided as a resource.

Board members talked about the possibility of putting a policy and/or handbook in place to support topics such as:

- Board member code of ethics
- How to efficiently conduct business meetings
- Conducting board member evaluations
- How to be an effective board
- How to conduct yourself in a meeting
- How to educate yourself about information that comes to a board member

PRESIDENT VINCENT asked board members to review the materials in order to develop a handbook that would set a positive culture of the board. The board discussed holding similar study sessions throughout the year to address this item.

Bob Graalman left between 5:03-5:08 p.m. Camille DeYong left between 5:44-5:46 p.m.

9. VOTE TO ADJOURN

Motion by BAKER, second by GRAALMAN, to adjourn at 5:47 p.m. The motion carried (5 – 0) with the following votes: Baker – yes, Graalman – yes, DeYong – yes, Gudgel – yes, Vincent – yes.

STILLWATER BOARD OF EDUCATION

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Debra Vincent, President

Annette Jones, Minutes Clerk

I, the undersigned Clerk of the Stillwater Board of Education, District I-16, of Payne County, Oklahoma, certify that notice of the time, date, and place of this special meeting was faxed (April 11, 2017 at 10:35 a.m.) at least 48 hours prior to the meeting to the County Clerk of Payne County, Oklahoma.

I also certify that at least 24 hours prior to this special meeting, excluding Saturday, Sunday, 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, at the Meridian Technology Center for Business Development Training Room 104, 1414 S. Sangre Rd., and on the school district’s website located at www.stillwaterschools.com on April 17, 2017 at 10:00 a.m.

Witness my hand and seal of the Stillwater School District on April 18, 2017.

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