

**STILLWATER BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
May 12, 2015
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 twelfth day of May, 2015. Board President, ERIC GUDGEL, called the meeting to order at 6:30 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Debra Vincent	Vice President
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STAFF AND PARTICIPANTS PRESENT:

Dr. Ann Caine	Superintendent
Dr. Terry McCarty	Assistant Superintendent
Dr. Gay Washington	Assistant Superintendent
Phillip Storm	Chief Financial Officer/Treasurer
Dr. Mike Shanahan	Human Resources Director
Annette Jones	Board Clerk
Kendra Rider	Richmond Elementary Principal
Addison Harmon	Richmond Elementary Student
Robin Stinchcomb	Richmond Elementary Asst. Principal
Kevin Calvert	Technology Director
SHS Girls Golf Students:	
Samantha Dennison	Mackenzie Enmeier
Emily Batchelder	Mara Hunziker
Mariah Brien	
Crista McCann	Middle School Teacher
Carrie Kim	OSU Postal Plaza Programming Director
Middle School Art Students:	
John Blake	Abby Woods
Emma Castro	Nicole Whitley
Tucker Barnard	Athletic Director
Dan Zeroski	High School Teacher

2. PLEDGE OF ALLEGIANCE

Richmond Elementary Student, ADDISON HARMON, led board members, staff and participants present in the Pledge of Allegiance to the American flag.

3. PREVIEW/APPROVAL OF AGENDA

Motion by DEYONG, second by CLARK, to approve the agenda as presented. The motion carried (4 – 0) with the following votes: DeYong – yes, Clark – yes, Graalman – yes, Gudgel – yes.

4. COMMUNICATIONS/PUBLIC INTEREST

A. Superintendent's Report

The following was reported by SUPERINTENDENT CAINE.

Westwood Elementary teacher Dee Atkins has been invited to participate on the Oklahoma Mathematics Standards Writing Committee. The committee's charge is to fulfill the mandate for

changes to Oklahoma's mathematics standards. Ms. Atkins was nominated for this service by colleagues who recognize her knowledge and experience in mathematics education.

Congratulations to the SHS Band, Orchestra and Choir, who were all 6A Academic State Champions again this year. This brings this year's number to 4. We have no seniors remaining that need to meet their ACE requirements for graduation. Some still need course credits, but all have met EOI testing requirements. Congratulations to this year's National Merit Finalists: David Trost, Paige Taylor, and Robert Beem. Congratulations to Adrienne Blakey who won the FFA State Speech Contest at the State FFA Convention. Congratulations to Eric Garza who won first place in the USASkills competition for Pin Design. SHS Prom was a great success. A special thanks to Allyson Mills who has been the Jr. Class sponsor for the last four years and is leaving us to move to South Carolina. Last week I attended the high school production of "Beauty and the Beast". What an amazing production! Thanks to our Fine Arts Department and their students for all of their hard work. Finally, don't forget about graduation May 22 at 8:00pm at Gallagher-Iba Arena.

Congratulations to the Stillwater Junior High School Girls' Choir for their winning performances at the Heartland Music Festival in Oklahoma City. The ladies received one trophy for straight superiors, another for Outstanding Achievement, and finally, they received the Sweepstakes Trophy for best choir at the contest with a score of 95.5.

Congratulations to Richmond staff and students! They were notified that once again they are a Great Expectations Model School. In fact, this is the 12th year they have received this honor.

Lincoln Academy recently completed a pilot program, the "Dogs of Lincoln" along with the OSU Center for Veterinary Health Sciences and the Stillwater Humane Society in which the school adopted 6 dogs that were housed and taken care of at Lincoln Academy. The teachers and students taught the dogs tricks and trained them on obedience skills to prepare the dogs to be adopted to a loving home. Lincoln Academy recently had its "Dog Graduation Ceremony" in the front lawn of the school and 3 of the dogs have been adopted and the others have applications for consideration from wonderful families. A big thanks goes to the Lincoln students and staff, Dr. Lesa Staubus, the OSU Vet students, and Jackie Ross-Guerrero for the success of the program this spring. Lincoln Academy looks forward to continuing this awesome partnership next fall.

Congratulations to Becky Hammack who was selected as a runner-up for the DiscoverE Educator Awards that is sponsored by Shell Oil and ASABE. The DiscoverE Educator Awards were established to shine a spotlight on educators who are truly inspiring the next generation of innovators. She will receive a \$500 award and a 3M gift pack of classroom supplies.

We will be recognizing our retirees at the June board meeting and would love to have all of them here so that the board can say "thank you" in person. Also, don't forget the last day of school is Thursday, May 21. The new school year begins on Wednesday, August 19th. Have a safe summer!

B. SPS/Art Museum/OSU Phi Beta Kappa Partnership Presentation

A presentation by CRISTA MCCANN, SMS Art Teacher & CARRIE KIM, OSU Postal Plaza Director of Programming highlighted a partnership between school, art museum, and OSU Phi Beta Kappa that was established this school year and where the creation of an Art & Writing Workshop began. Students travel to the museum courtesy of OSU buses, discuss and explore artwork and then write narratives based on memories the artwork evokes. OSU students help in coaching through a follow-up peer editing process. Writings & drawings are published in a school anthology. A SPEF grant funded the original seed money for publication of the school anthology, which sells for \$5 at the school, museum, and Multi-Arts Center, to fund future anthologies.

The middle school students who won the end of year awards are as follows: John Blake, Abby Woods, Emma Castro, Sophia Price (not present) and Nicole Whitley.

C. Recognition of SHS Girls Golf as 6A Academic All-State Champions

The Stillwater High School Girls Golf team won the 6A Academic All-State Championship this year. The team GPA is 3.925. Team members are listed below:

Samantha Dennison Mackenzie Enmeier Emily Batchelder

D. Public Comments

DAN ZEROSKI expressed his appreciation to the board concerning his time at Stillwater Public Schools. Mr. Zeroski retires from the school district at the end of the 2014-15 school year.

E. Board Communications

BOARD MEMBERS commented on the following topics:

- High School Production of Beauty and the Beast
- Staff representation from Richmond Elementary present at board meeting
- Teacher morale issues in the district, state and nation-wide
- Art partnership as listed in item 4B

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 14, 2015, 5:00 p.m. Special Meeting** – Approved
- B. Minutes of April 14, 2015, 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 Request: Stillwater High School DECA Traveling to Orlando, FL on April 25-29, 2015** – Approved
 - Stillwater High School FCCLA Traveling to Washington, D.C. on July 3-10, 2015
 - Stillwater High School Orchestra Traveling to Fayetteville, AR on July 12-17, 2015
 - Stillwater High School Cross Country Traveling to Fayetteville, AR on October 3, 2015
- F. School-Sponsored Student Organization (Beg. 2015-2016): S.H.S. African American Student Association (AfroAm)** – Approved

Motion by CLARK, second by DEYONG, to approve Consent Agenda as presented. The motion carried (4 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Gudgel – yes.

Move to Item #7A

7. EDUCATIONAL SERVICES**A. Receive Student Achievement Update for Richmond Elementary**

KENDRA RIDER and ROBIN STINCHCOMB provided an overview of the Richmond CRT Pass Rate results for Grades 3-5 for 2014. They are as follows:

Grade	Subject	% Passing
3rd	Reading/Math	83/72
4th	Reading/Math	68/74
5th	Reading/Math/Science/Social Studies	90/76/75/95

The three focus goal areas in the School Improvement Plan which includes goals, strategies, interventions and successes are listed below.

Practice #5 – Additional Instructional Time & Teacher Collaboration

- Student performance in the bottom 25% will increase by one testing category through the use of data driven intervention.

Practice #7 – Data Review

- All grade levels will progress monitor student achievement in the areas of reading and math each quarter.

Practice #8 – School Culture

- 90% of Richmond teachers will implement Great Expectations practices 100% of the time to maintain model school status for the eleventh consecutive year.

The strategies to improve success are:

- Implementation of grade level data boards in PK to 5th
- Implementation of PLC
- Implementation of school-wide intervention time
- Focused test prep for 3rd-5th
- Data Review Team meetings
- Great Expectations
- Literacy First grant – K to 5th grade training and coaching

The Effective Practices for School Improvement Plan is included in the minutes file.

Move to agenda item 6A.

6. OPERATIONS

A. Receive District Athletics Program Report

TUCKER BARNARD presented information concerning athletic staffing, and programs. The Athletic Department includes four employees. Mr. Barnard is the full-time athletic director and varsity football coach. Trent Worley is a half-time teacher and receives an extra-duty stipend to manage the athletic facilities in the district. Brian Warwick is a full-time assistant principal at the junior high school and also manages athletic and activities at the junior high school. Tracy Sodowsky is a full-time secretary to the athletics department.

Stillwater is a Class 6A participant in the Central Oklahoma Athletic Conference (COAC) in baseball, basketball (B/G), cross country (B/G), cheer, football, golf (B/G), pom, soccer (B/G), softball, swimming (B/G), tennis (B/G), track (B/G), volleyball and wrestling. The junior high is a member of the Metro Middle School Athletic Conference (MMSAC).

Stillwater has fourteen (14) varsity athletic options, thirteen (13) sport options in the 9th grade, and ten (10) sport options in the 8th grade. There are six (6) sport choices in the 7th grade that will be expanded along with the grade reconfiguration to ten (10) options.

Stillwater participation totals are listed below:

- 483 high school students participating in athletics (only) – 49.7% of student body
- 508 junior high students participating in athletics (only) – 41.2% of student body

Recent (past 2 years) program successes include the following:

- Girls Swim – State Champions (Kurt Goebel, Coach of the year)
- Girls Swim – Academic State Champions
- Wrestling Dual State – State Champions (Doug Chesbro, Coach of the year)
- Wrestling – COAC Champions
- Football – Varsity, 7th grade, 8th grade COAC Champions
- Girls Golf – Academic State Champions
- State playoff qualifiers in B/G Basketball, Baseball, Cross Country, Football, B Golf, B/G Tennis, B/G Track, Softball, Volleyball
- Individual college athletic signings in baseball (2), football (6), softball (1), track (1), and wrestling (4).

B. Receive Technology Services Departmental Update

KEVIN CALVERT reported that during the 2014-15 year the district changed to Onenet for Internet services. The pre-discount price for Internet was \$3,795/month for 500Mbps and will move next year to \$2,879/month for 1Gbps. The Internet speed will be twice as fast.

He stated that the future planning will be to upgrade the network and wireless systems in order to support the growing needs for staff with the teacher evaluation (TLE) systems in place, and for students with the increase of 35 student devices per classroom as stated in the key actions of the district's Strategic Plan. This upgrade should be supported by E-Rate with a 60% discount on equipment.

The Oklahoma Universal Service Fund (OUSF) provides Internet/WAN credits based upon the number of buildings with classrooms. The reporting requirements increased in 2014-15. The district currently has 36 building credits which pay for the remainder of our Internet/WAN connections.

C. Consider and Vote to Approve or Disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2015-2016. This Resolution Authorizes Filing of the Form 471 Applications for Funding Year 2015-2016 and the Payment of the Applicant's Share upon Approval of Funding and Receipt of Services.

KEVIN CALVERT reported that E-Rate provides funding for discounts to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services.

Motion by GRAALMAN, second by DEYONG, to approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2015-2016 and authorize the filing of FCC Form 471 applications for funding year 2015-2016 and the payment of applicant's share upon approval of funding and receipt of services. The motion carried (4 – 0) with the following votes: Graalman – yes, DeYong – yes, Clark – yes, Gudgel – yes.

D. Receive Grade Reconfiguration Update

TERRY MCCARTY reported that the high school restroom and elevator construction is on schedule to begin after school is out. The contracts are being prepared to present to the board for consideration. The transitions committees are continuing to meet.

Move to agenda item 7B

7. EDUCATIONAL SERVICES

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

GAY WASHINGTON reported that 376 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. The increased participation is due to the added course offerings within the program.

The English Language Learner Program includes 287 students. There are 458 students identified as bilingual. The program continues to offer after school tutoring and 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 six faculty who work with ELL students district-wide.

The Title VII Indian Education Program has a population of 736 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.

8. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer's Report

The Treasurer's Report for April 30, 2015 indicates monthly revenues of \$3,621,087.99 and monthly expenditures of \$3,009,877.19. General Fund monthly interest earnings is \$4,419.96 and Bond Fund monthly earnings is \$249.04.

Motion by CLARK, second by GRAALMAN, to approve the April 30, 2015 Treasurer's Report as presented. The motion carried (4 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – 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):

2014-2015 General Fund Encumbrances #1182-1210 totaling \$31,346.95
2014-2015 Building Fund Encumbrances #36-37 totaling \$3,066.24
2014-2015 Child Nutrition Fund Encumbrances #103-106 totaling \$230.15
2014-2015 Bond Fund 39 Encumbrances #351-394 totaling \$156,528.85

Motion by GUDGEL, second by DEYONG, to approve the Encumbrances and Accounts Payable as listed. The motion carried (4 – 0) with the following votes: Gudgel – yes, DeYong – yes, Clark – yes, Graalman – yes.

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

2014-2015 General Fund Encumbrances #73, 81, 95, 474, 520, 654, 855, 893
2014-2015 Building Fund Encumbrances #25
2014-2015 Bond Fund 39 Encumbrances #173, 299

Motion by CLARK, second by GRAALMAN, to approve the Change Orders as listed. The motion carried (4 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes, Gudgel – yes.

D. Receive Bond Expenditures and Revenue Update

The bond expenditures monthly report for April 2015 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 \$37,750,000) shows total expenditures of \$36,782,719.79, and total funds remaining of \$1,301,031.77. A copy of the report is included in the minutes file.

E. Consider and Vote to Award Bid and Approve Contract for Auditing Services

PHILLIP STORM reported that the Board of Education is required by State Law to contract with an independent auditor annually. The State Department of Education requires that a completed copy of the required audit contract be submitted to the State Department of Education by June 30, 2015.

District policy requires the district request bids for auditing services every three years. Pursuant to this policy, an RFP for auditing services for the next three years was sent out on March 13, 2015 to 24 firms which were on the State's approved Auditor list. Bids were received through April 24, 2015. Two bids were received. The lowest and best bid was submitted by the firm of Putnam and Company at a bid price of \$14,000 for the first year and \$15,000 for each of the next two years.

Motion by CLARK, second by DEYONG, to award the auditing services bid to Putnam and Company as the lowest and best bid received and to approve the audit contract for the 2014-2015 fiscal year audit with Putnam and Company. The motion carried (4 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Gudgel – yes. A copy of the bids and contract are included in the minutes file.

9. OTHER REPORTS/RECOMMENDATIONS

A. Receive Update for School District Culture Audit

In December 2014 and January 2015, Dr. Anthony Muhammad worked with the district to conduct a climate and culture audit. All certified staff were surveyed, and Dr. Muhammad visited the ten schools and the administration building. His observations and the results of the survey were shared with administrators, SEA and Dr. DeYong in a conference call on January 12. The results were then shared with all staff members. Dr. Caine, along with members of the cabinet, visited every faculty meeting between February and March, gathering input from them about the culture audit. They also solicited suggestions at the faculty meetings for ways to improve our culture going forward. In April, Dr. Caine met with representatives from all sites to review the consolidated list of suggestions. Committee members are: Joy Cawood, Marsha Nash, Laura Gordon, Angela Smith, Jamie Pratz, Kendra Rider, Heather Newman, Janice Cox, Julie Farrington, Andrea Rains,

Kristin Francis, Emily Deason, Ryan Blake, George Horton, Searcy Crow, Kyle Lucas, Andrea McClemore, Anastasia Mendoza, Cindy Petree, Cathy Walker, Kris Fowler, Trent Swanson, Dana Edwards, Amanda Grimes, Darren Nelson, Carolyn Gomez, Rollinda Saunders and Susie Popplewell. Using group processing, the committee identified three main concepts from the culture audit.

The three main concepts are:

1) Communication

- Communication will be addressed in all areas of the SPS Strategic Plan
- All SPS employees are responsible for improving communication
- We will work on timely feedback
- We will work on greater transparency
- We will work on improving a culture of trust and mutual respect by all
- Ask questions

2) Equity

- Will be included in the following areas of the Strategic Plan: “Achieving academic excellence for all schools” and “Student/Teacher ratio in the top 25% of the state”
- Learning for all
- District initiatives: expectations/non-negotiables (ex. PLC district-wide)
- Ensure district initiatives are implemented consistently at all sites
- Work for equity in student populations at all sites
- Reflective practice

3) Diversity

- Will be implemented in the following areas of the Strategic Plan: “Implement a comprehensive recruitment plan”, “Increase retention rate of faculty and staff”, “Academic excellence of all students”, and “PLC implementation”
- Constantly review our awareness of multicultural groups, including children of poverty
- Work on diversity among all students and staff.

B. Receive Name Change Recommendations for the Following SPS Properties:

GAY WASHINGTON reported that in accordance with board policy CW – Naming Schools and Facilities a committee met to discuss the naming and re-naming of the properties. They reviewed a list of building names for each of the properties from peer districts around the state.

The committee discovered that most of the district offices around the state were named Administration Building, Board of Education, or Education Service Center. They felt that since the employees at the district offices were for the most part performing duties for the Board of Education to all employees that the name “SPS Administration Building” was appropriate.

The committee came up with names that would center around the services provided at the warehouse facility on Richmond Road; child nutrition services, facilities and warehouse services, and in the future transportation, technology services and professional development activities. The name that was recommended by the committee is “SPS Operations and Educational Support (OES)”.

The committee talked about the grades configurations that would be at each of the school sites and recommended they be renamed as follows:

- Grades 5/6 (2200 S. Sangre Rd.) Stillwater Intermediate School
- Grades 7/8 (1900 N. Skyline) Stillwater Middle School

Both schools will plan to retain the “Pioneers” mascot and logo.

This is a first reading only. A second report will follow prior to approval.

C. Receive First Reading of the Following SPS Policies:

- **CE Annual Budget**
- **CFA School Finance**
- **CFC Auditor**
- **CHAA Reimbursement for Out-of-District Travel Expenses**

- **CMAB** Textbooks: Distribution and Care Of
- **DAA** Nondiscrimination
- **DBCA** Standards of Performance and Conduct for Teachers
- **DC** Employment Practices
- **DCBB** Advertising and Posting Vacancies
- **EEI** School Volunteers
- **EEI-E2** Volunteer Application Form
- **EEI-E4** Volunteer Confidentiality Policy
- **EEI-R1** School Volunteer Program, Regulation
- **EHAI** AIDS Prevention Education for Students
- **EHBDB** Title I Parent Involvement
- **EHBE** Limited English Proficiency Instruction
- **EIAE** Proficiency Based Promotion
- **EIB** Homework Policy
- **EIED** Graduation Requirements
- **EK** Testing Survey Program
- **EK-R1** Testing Program, Student Surveys, Regulation
- ~~EMG~~ ~~Animals In School~~ (not included in packet)
- **FFAAC** Pandemic/Epidemic Emergencies
- **GVA** Research Other Agencies
- **GVA-E** Research Study Request
- **GVA-P** Research Proposals, Procedures, and Guidelines

The administration is working to keep local school board policies updated as needed. Policies require a first and second reading while corresponding regulations and exhibits only require a first reading prior to board approval. The regulations, exhibits, and procedures that have a main policy revision are being held together as a group and therefore will be presented to the board for first and second readings. Policy EMG was not presented for a first reading.

D. Consider Approval of the Following SPS Policy Regulations:

- **COA-R3** Physical Activity
- **COA-R6** Drug Prevention and Mental Wellness
- **FFAA-E1** School Health Guidelines for Contagious Diseases and Head Lice
- **FFAC-E3** Student Accident Report Form
- **FFAC-E4** Student Health Information Form
- **FLE-E1** Consent for Release of Confidential Information

The administration is working to keep local school board policies updated as needed. Board policy regulations, guidelines, and exhibits require only one reading and may be considered at the board meeting in which they are presented.

Board members asked to make the following edits:

COA-R3 Item 2, sentence 2 should read; In addition “there shall be” an average of sixty (60) minutes each week of physical activity, which may include, but not limited to , physical education, exercise programs, fitness breaks, recess and classroom activities, and wellness and nutrition education.

Motion by CLARK, second by DEYONG, to approve revisions to the policies listed above with the edit mentioned in policy COA-R3. The motion carried (4 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Gudgel – yes.

10. ADJOURNMENT

A. Vote to Adjourn

Motion by DEYONG, second by CLARK, to adjourn at 8:49 p.m. The motion carried (4 – 0) with the following votes: DeYong – yes, Clark – yes, Graalman – yes, Gudgel – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

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 11, 2015 at 10:00 a.m.).

Witness my hand and seal of the Stillwater School District on May 12, 2015.

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