

**STILLWATER BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
November 14, 2017
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 fourteenth day of November, 2017. Board President, DEBRA VINCENT, called the meeting to order at 6:30 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

Debra Vincent	President
Bob Graalman	Vice President (left at 7:38 p.m.)
Marshall Baker	Member
Camille DeYong	Member

BOARD MEMBERS ABSENT:

Eric Gudgel	Member
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STAFF AND PARTICIPANTS PRESENT:

Dr. Marc Moore	Superintendent
Cathy Walker	Assistant Superintendent
Phillip Storm	Chief Financial Officer/Treasurer
Dr. Mike Shanahan	Human Resources Director
Annette Jones	Board Clerk
Bob Schaefer	Selser Schaefer Architects
Bo Gamble	Stillwater Middle School Principal
Ryan Blake	Sangre Ridge Elementary Principal
Cami Patzkowski	Sangre Ridge Elementary Assistant Principal
Gentri Watkins	Sangre Ridge Elementary Student
Brinlee Watkins	Sangre Ridge Elementary Student
Kendra Rider	Richmond Elementary Principal
Becky Szlichta	Interim Secondary Curriculum Director

2. PLEDGE OF ALLEGIANCE

GENTRI WATKINS and BRINLEE WATKINS, led board members, staff and participants present in the Pledge of Allegiance to the American flag.

3. COMMUNICATIONS/PUBLIC INTEREST

A. Superintendent's Report

The following was written and reported by SUPERINTENDENT MOORE.

Stillwater Public Education Foundation

The Stillwater Public Education Foundation (SPEF) announced grants awarded during Grant Cycle #1, which cumulatively totaled \$3,340. This year's recipients and their grant titles are as follows:

On the Ball (\$655), Kelly Worthy, Richmond Elementary
Let Your Voice Be Heard (\$725), Sue Ann Hoffman, Stillwater High School
Reaching Readers Revamp (\$300), Krystal Hagan, Sangre Ridge Elementary
Brain Builders (\$725), Hannah Jacobs, Sangre Ridge Elementary
Layers: Unique Layered Paintings on Canvas (\$480), Susan Yeager, Stillwater Junior High
Bluetooth Speaker for Pre-K Class (\$230), Mary Beth Talley, Westwood Elementary
Sensing to Learn (\$225), Larin Davis, Will Rogers Elementary

Athletics

With the fall athletic season coming to an end, several Stillwater High School athletes received statewide recognition for their performance during the season. The Oklahoma Coaches Association named Ori Clements to the 2018 Large East All-State Volleyball team; The Oklahoma Fast-Pitch Coaches Association named Taylor Tuck and Alexis Hoang to the 2018 Large East All-State Softball team and Kari Linsenmeyer as the 2018 Large East All-State coach. Vlad Munteanu finished 6th at the OSSAA Class 6A State Cross Country Meet. The Oklahoma Coaches Association also named Grace Gudgel, Sydney Weiser, and Kaitlyn Vollmer to the All-Region Cheer team.

Seven Stillwater High School seniors signed letters of intent to play collegiate sports. Dewi Blöse (University of Kansas swim), Savanna Barth (William Jewell College swim), Orianna Clements (Emporia State University volleyball), Taylor Tuck (Oklahoma State University softball), Katelyn Yee (Northern Oklahoma College Tonkawa softball), Alexis Hoang (Vernon College softball), and Brian Skillman (Hutchinson Community College baseball) signed their letters at Pioneer Fieldhouse last week.

Stillwater High School

Simon Devlin scored a perfect 36 on his ACT test, a result that occurs only once every two years at Stillwater High School.

The Stillwater FFA Chapter won numerous awards and recognitions at the National FFA Convention held last month in Indianapolis, IN. Austin Hooten finished as National Champion in the National Agriscience Fair competition, becoming Stillwater Public School's first national champion since 1978. Riley Luginbill and Kenzie McAlister competed in the National Agriscience Fair competition and both finished as National Runner-ups. Wren Cavins, Halle Lester, Kelbi Lacy, Alexis Hoang, Madison Zweiacker, and Ashlyn Dobbs formed the Stillwater High School FFA Agriculture Issues team, and they finished as National Semi-Finalist, thus earning them a Silver Emblem. The Stillwater FFA National Quiz Team, consisting of Cooper Hane, Mackenzie Gazaway, Morgan Williams, and Teegin Crosthwait, placed 8th in the nation. Hailea Hooten was awarded the National Silver Emblem in the employment skills competition, and Adyson Blakey received the National Bronze Emblem in the creed speaking competition.

Congratulation also goes to FFA instructors Robby Branscum and Tanner Nipper and the entire Stillwater FFA program on being named a National 3-Star Chapter and for being named a Premier Chapter Finalist.

Stillwater Middle School and Stillwater Junior High

Several Stillwater Middle School 7th grade orchestra students made the North Central Honor Orchestra, a group of outstanding student musicians from school orchestras in the north central region of Oklahoma who were selected based on performance at an audition. The SMS students named this year are as follows: Brian Yang, Janice Ku, Aaron Habhachen, Ella Parsons, Owen Su, Joshua Thibodeau, Joshua Dillin, Ethan Hammer, Elizabeth Johnson, and Autumn Lindsley.

The Stillwater Middle School and Stillwater Junior High Indian Education Academic Teams placed 2nd and 1st, respectively, in the 2017 Oklahoma Indian Challenge Bowl, an academic competition covering Oklahoma tribal history, customs, traditions, and languages. Students enrolled in grades 7th-12th across Oklahoma participate in the event.

B. Public Comments

There were no public comments.

C. Board Communications

The following topics were mentioned:

- National FFA Convention
- Congratulations to Pioneer Football team for a successful year
- Superintendent's future goals and vision
- Approved Stillwater Board of Education and Stillwater Education Association agreement in early session for compensation for temporarily-combined classes
- Administration Building accident

D. Recognition of Sangre Ridge Elementary and Stillwater Middle School Community Partners

Sangre Ridge Elementary and Stillwater Middle School Community Partner information as reported by BO GAMBLE and RYAN BLAKE.

Sangre Ridge Elementary recognizes DuPree Sports for their continued support of Sangre Ridge teachers, students and families. DuPree Sports have been long-time corporate partners for the annual walk-a-thon fundraiser that generates much needed funds for Sangre Ridge projects. Additionally, owners (Jeff and Chad Watkins) have always been quick to donate new shoes and clothing items for Sangre students who need assistance. The Watkins families have had numerous children attend Sangre Ridge and Stillwater Public Schools over the past 20 years. The faculty, staff and students would like to say thank you for being such an amazing community partner.

Stillwater Middle School recognizes Ms. Judy Sessions as its community partner. Ms. Sessions is employed by Payne County Youth Services and serves as a behavior interventionist during her time at Stillwater Middle School. Her current focus is working with students in the AIM program. She provides support for students as they work to improve in all areas associated with school; including attendance, academics, behavior, and social aspects. Ms. Sessions has been a true asset for students, the AIM program, and Stillwater Middle School.

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. Minutes of October 10, 2017, 4:00 p.m. Special Meeting – Approved**
- B. Minutes of October 10, 2017, 6:30 p.m. Regular Meeting – Approved**
- C. Minutes of October 30, 2017, 5:30 p.m. Special Meeting – Approved**
- D. Transfer and Summary of Activity Account Funds – Approved**
- E. Activity Account Fundraising Projects – Approved**
- F. Encumbrances and Accounts Payable (approval of encumbrance numbers as listed): - Approved**
 - 2017-2018 General Fund Encumbrances #566-647 totaling \$104,753.07**
 - 2017-2018 Building Fund Encumbrances #28-29 totaling \$1,023.85**
 - 2017-2018 Child Nutrition Fund Encumbrances #51-55 totaling \$5,794.50**
 - 2017-2018 Bond Fund 31 Encumbrances #175-205 totaling \$63,924.68**
 - 2017-2018 Bond Fund 39 Encumbrances #23-29 totaling \$21,778.38**
- G. Change Orders (approval of encumbrance numbers as listed): - Approved**
 - 2017-2018 General Fund Encumbrances #59, 511**
 - 2017-2018 Bond Fund 39 Encumbrances #4**
- H. Resolution Calling for Annual School Board Election on February 13, 2018 – Approved**
- I. Regular Board Meeting Schedule for Calendar Year 2018 – Approved**
- J. Out-of-State Travel Request: SHS Cheer Squad Traveling to Orlando, FL on February 8-12, 2018 – Approved**
- K. Educational Services Agreement with Oklahoma State University PEU for Field Clinical Experiences - Approved**

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

5. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer’s Report

The Treasurer’s Report for October 31, 2017 indicates monthly revenues of \$2,036,671.51 and monthly expenditures of \$3,342,224.62. General Fund monthly interest earnings is \$2,654.63 and Bond Fund monthly interest earnings is \$2,230.45.

Motion by BAKER, second by GRAALMAN, to approve the October 31, 2017 Treasurer's Report. The motion carried (4 – 0) with the following votes: Baker – yes, Graalman – yes, DeYong – yes, Vincent – yes. A copy of the Treasurer's Report is attached to and made a part of these minutes.

B. Receive Bond Expenditures and Revenues Update

The monthly Bond Expenditures and Revenues report for October 2017 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) shows total expenditures of \$60,216,102.89 and total funds remaining as \$1,530,900.62. Warrants issued for the \$74,000,000 bond issue (current proceeds of \$8,000,000) shows total expenditures of \$1,023,949.24 and total funds remaining as \$6,923,836.70. A copy of the report is included in the minutes file.

6. OPERATIONS

A. Receive Architect's Report

Selser Schaefer's written report is as follows:

Agricultural Education Expansion Project

Selser Schaefer Architects attended the Agricultural Education Expansion construction progress meeting held on November 6th. The punch list is scheduled for Monday, November 13th at 9:00 a.m.

Westwood Elementary School

Selser Schaefer Architects is continuing to move forward with development of the construction documents. The construction documents are scheduled to be completed on December 20th and put out to bid by Nabholz in January 2018.

On Monday, October 30th, Selser Schaefer Architects and the district met with the City of Stillwater and ODOT to review ODOT's planned 2024 widening of 6th Street to add a center turn lane from Western to east of the mill within the existing ROW. In addition, a minor shift of current Westwood site plan south parking layout will be incorporated to provide the City of Stillwater the ability in the future to relocate the current signal at South Kings to align with the McFarland south side connection to 6th Street. This would be at no expense to the district.

The Zoning Map Amendment was approved on October 16th by the City Council. The City Council Public Hearing to approve the Right-of-Way Vacation and Easement is scheduled for November 20th.

The district-engaged demolition contractor is proceeding with the relocation and demolition of the remaining existing residential homes, site amenities, underground utilities, and 5th Street within the site for the new building. This scope of work is scheduled to be complete by December 1st.

Sangre Ridge Elementary School

Selser Schaefer Architects is continuing to move forward with development of the construction documents. The construction documents are scheduled to be complete on December 20th and put out to bid in January 2018.

7. EDUCATIONAL SERVICES

A. Receive 2016-2017 Test Scores Report

BECKY SZLICHTA gave a summary of the testing results from the 2016-2017 school year. A copy of the PowerPoint is included in the minutes file.

B. Receive Sangre Ridge Elementary School Plan for Excellence

RYAN BLAKE and CAMI PATZKOWSKI gave an overview of the Sangre Ridge 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.

C. Receive Stillwater Middle School Plan for Excellence

BO GAMBLE gave an overview of the Stillwater Middle School's Effective Practices for School Improvement Plan which includes goals, strategies, interventions and successes. A copy of the PowerPoint is included in the minutes file.

Bob Graalman left at 7:38 p.m.

D. Consider and Vote to Approve Richmond Elementary Title 1 School-wide Plan

CATHY WALKER presented the Title I Schoolwide Plan for Richmond Elementary. The plan has been submitted and approved by the State Department of Education. Since this is the first year for Title I status, the Board of Education is being asked to approve the plan. The district will submit annual revisions to the State Department of Education through the Grants Management System.

Motion by BAKER, second by DEYONG, to approve the Title I Schoolwide Plan for Richmond Elementary. The motion carried (3 – 0) with the following votes: Baker – yes, DeYong – yes, Vincent – yes.

8. OTHER REPORTS/RECOMMENDATIONS

A. Presentation and Approval of Superintendent's Goals

SUPERINTENDENT MOORE presented four goal areas as a priority for the upcoming year.

1. Develop a Stillwater High School strategic plan
 - Conduct an internal analysis
 - Conduct an external analysis
 - Identify and examine critical issues facing Stillwater High School
 - Determine a Stillwater High School Strategic Plan: Leading Pioneers!
2. Build a culture of trust
 - Communicate and manage the 2017 bond issue projects by implementing a bond communication strategy and completing two bond construction projects on time and under budget
 - Direct cabinet departments to implement sound resource allocation and financial strategies
 - Increase teacher, staff, and administrator engagement with the superintendent's office
3. Adjust elementary school attendance areas
 - Create a holistic engagement plan for the community and staff
 - Consider and analyze the factors identified in board policy when making the school attendance area plan
 - Develop an elementary school attendance area plan based on the parameters set forth in board policy
4. Evaluate district's facilities to accommodate long-term student enrollment
 - Create a student enrollment projection for the next 15 years
 - Determine classroom and common area space capacity at each school site
 - Evaluate student enrollment growth and facility space for the next 15 years
 - Evaluate student enrollment growth and facility space if the district continues with the previously-approved reconfiguration plan of PreK-4, 5/6, 7/8, and 9-12

Motion by DEYONG, second by BAKER, to approve Superintendent's Goals as presented. The motion carried (3 – 0) with the following votes: DeYong – yes, Baker – yes, Vincent – yes.

Break between 8:10-8:17 p.m.

B. Discussion of Tax Increment Financing (TIF) and Proposed City of Stillwater Downtown/Campus Link Project

This is the third open discussion concerning the TIF proposed by the City of Stillwater. PHILLIP STORM gave a summary of how the TIF would affect the school district's future bonding capacity, and the impact on the building, sinking and general funds. This was a discussion item only.

C. Discussion of FC-Redistricting Guidelines for School Attendance Zones

The following was reported by SUPERINTENDENT MOORE.

The Stillwater Board of Education approved policy *FC - Redistricting Guidelines for School Attendance Zones* on March 12, 2013, one year after the school district conducted its most recent major shifting of elementary school attendance zones. Although smaller adjustments to elementary school attendance zones have occurred a few times since 2012, no major change prompting the use of this board policy has transpired.

With the board considering a superintendent goal at the November 14th meeting to revise the elementary school attendance zones for the 2019-2020 school year, the board policy review committee reviewed the policy at its October meeting. The board policy review committee did not make any recommendations to change the policy, so it is being presented for discussion only to provide board members an opportunity to comment on it.

Dr. Moore reported that the Policy Review Committee recently reviewed the policy and is asking for board input concerning possible revisions.

MARSHALL BAKER expressed an interest of adding a number #13 to state: To be guided by a long-term vision.

Dr. Moore asked for a board member to serve on the committee.

D. Receive 2017-2018 First Quarter Student Suspension Report

SUPERINTENDENT MOORE presented a report generated from the Student Information System software that is reflective of the first quarter of the 2017-18 school year. The information included behavior events and resolutions, alternative placement assignments and out-of-school suspensions.

E. Receive Second Reading and Consider Approval of the Following SPS New or Revised Policies:

- 1) **CKAC-P1** **Emergency Notification Procedures (new)**
- 2) **CKAC-P2** **Severe Thunderstorm and Tornado Procedures (new)**
- 3) **CKAC-P3** **Severe Winter Weather Procedures (new)**
- 4) **CKC** **Safety and Bus Emergency Evacuation Drills**
- 5) **CKC-R1** **Fire Drills Rules and Procedures**
- 6) **DCAB** **Teacher Residency Program**
- 7) **GK** **Use of School Property**

The Board of Education received these policies for a first reading at the October 10, 2017 board meeting. No changes have occurred since the first reading and they are in final form for board consideration.

MARSHALL BAKER requested pulling CKAC-P2 for separate consideration. He requested including in policy the school sites that do not have F-4 rated tornado protection rooms, and to notify parents of the location where students in those school sites would be taking cover in the case of a tornado. There was discussion of putting this information on the district's website or in the student handbooks that are already included on the website.

Motion by BAKER, second by DEYONG, to approve new policy CKAC-P2, as presented. The motion carried (3 – 0) with the following votes: Baker – yes, DeYong – yes, Vincent – yes.

Motion by DEYONG, second by BAKER, to approve new policies CKAC-P1, CKAC-P3 and revisions to policies CKC, CKC-R1, DCAB, and GK as presented. The motion carried (3 – 0) with the following votes: DeYong – yes, Baker – yes, Vincent – yes.

F. Consider and Vote to Delete the Following SPS Policies:

- 1) **CKBB** **Warning Systems, Inclement Weather**
- 2) **CKC-R2** **Tornado Drills Rules and Procedures**

The district administration is in an ongoing process of updating the policies and procedures. The policies listed above have been combined or replaced with proposed policies CKC and CKAC-P1/P2/P3, consequently, requiring their deletion.

Motion by BAKER, second by DEYONG, to delete policies CKBB and CKC-R2. The motion carried (3 – 0) with the following votes: Baker – yes, DeYong – yes, Vincent – yes.

G. Receive First Reading Policy Revisions:

- 1) **EIA-R4** **Student Promotion and Retention**
- 2) **FD** **Student Residency**

The Policy Review Committee met on October 25th to review the revisions to the policies listed above as recommended by the administration. Details concerning these policies are as follows:

EIA-R4 Student Promotion and Retention

This policy has been updated to reflect changes in legislation concerning the Reading Sufficiency Act.

FD Student Residency

This policy has been updated to include guidelines for addressing foster children in determining student residency.

This is a first reading only.

9. ADJOURNMENT

A. Vote to Adjourn

Motion by BAKER, second by DEYONG, to adjourn at 9:09 p.m. The motion carried (3 – 0) with the following votes: Baker – yes, DeYong – 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 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 November 9, 2017 at 3:00 p.m.).

Witness my hand and seal of the Stillwater School District on November 14, 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