

**STILLWATER BOARD OF EDUCATION  
MINUTES OF SPECIAL MEETING  
March 8, 2016  
5:00 p.m. Special Meeting**

**1. 5:00 P.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 Stillwater Public Schools Administration Building, 314 S. Lewis, on the eighth day of March 2016. Board President, ERIC GUDGEL, called the meeting to order at 5:00 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. Gay Washington	Interim Superintendent
Dr. Marc Moore	Incoming Superintendent
Dr. Terry McCarty	Assistant Superintendent
Phillip Storm	Chief Financial Officer
Dr. Mike Shanahan	Human Resources Director
Annette Jones	Board Clerk

**PURPOSE OF THE MEETING**

- Meet in Executive Session to Discuss Personnel Matters Listed on Exhibit A of the Agenda Followed by Possible Action in Open Session
- Discussion of Funding Reduction and the Potential Reduction of Full-Time Support Employees

**2. APPROVAL OF AGENDA**

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

**3. PROPOSED EXECUTIVE SESSION TO DISCUSS THE APPOINTMENTS, RESIGNATIONS AND EMPLOYMENT RECOMMENDATIONS LISTED ON EXHIBIT A OF THE AGENDA AS AUTHORIZED BY OKLA. STAT. TIT. 25 SECTION 307(B)(1)**

**A. Vote to Convene in Executive Session**

Motion by CLARK, second by DEYONG, to convene in Executive Session at 5:01 p.m. The motion carried (5 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Vincent – yes, Gudgel – yes.

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

PRESIDENT GUDGEL acknowledged the return of the Board to Open Session at 5:20 p.m.

**C. Statement of Executive Session Minutes**

The following statement was made by BOB GRAALMAN. During the Executive Session the following people were present: Eric Gudgel, Debra Vincent, Kevin Clark, Dr. Camille DeYong, Dr. Bob Graalman, Dr. Michael Shanahan, Dr. Terry McCarty, Phillip Storm, Dr. Marc Moore and Dr. Gay Washington. In the Executive Session the Board discussed the appointments, resignations and employment recommendations listed on Exhibit A of the agenda 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.

**4. CONSIDER AND VOTE TO APPROVE APPOINTMENTS, RESIGNATIONS AND EMPLOYMENT RECOMMENDATIONS LISTED ON EXHIBIT A OF THE AGENDA**

Motion by GRAALMAN, second by DEYONG, to approve the appointments, resignations, and employment recommendations listed on Exhibit A of the agenda including the following TBA appointments:

**Appointment for 2015-2016 School Year**

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Site</u>
Steve Bennett	Custodian I	8.0	FAC
Ginger Billman	Teacher Asst-SpEd	7.0	RI
Danika Crichton	Cook I	6.0	SNS
Jason Denton	Teacher Asst-SpEd	7.0	SR
Bobby Payne	Grounds/Maintenance	8.0	FAC
Stacy Raffety	Cook I	6.5	SNS
Alicia Reynolds	Teacher Asst-SpEd	7.0	WW

**Appointment Pursuant to Memorandum of Agreement for 2015-2016 School Year**

<u>Name</u>	<u>Position</u>	<u>Site</u>
Pam Harmon	Accompanist	MS/JH
Kay Smith	Accompanist	HS

**Extra-Duty Stipend for the 2015-2016 School Year Subject to the Execution of an Extra-Duty Contract**

<u>Name</u>	<u>Position</u>	<u>Site</u>
Carson Holland	7 <sup>th</sup> Grade Girls Head Basketball Coach	MS
Emily Ray	7 <sup>th</sup> Grade Girls Asst Basketball Coach	MS

The motion carried (5 – 0) with the following votes: Graalman – yes, DeYong – yes, Clark – yes, Vincent – yes, Gudgel – yes. A complete list of approved personnel recommendations (Exhibit A) is attached to and made a part of these minutes.

**5. DISCUSSION OF NECESSITY TO REDUCE NUMBER OF FULL-TIME SUPPORT EMPLOYEES DUE TO LACK OF FUNDS**

PHILLIP STORM reported that the district has received two funding decrease notices, \$224,000 in January and \$514,000 in March. The district is anticipating an additional reduction of approximately \$200 per weighted student for FY17. MIKE SHANAHAN stated that the district is preparing for the approximate \$2 million dollar state funding reduction and at this time is tightening its current hiring practices by not filling most vacancies. A plan to address this issue will be presented to the board of education in April and it will most likely include a reduction-in-force, if staffing level decreases are not met through retirement or attrition.

School board policy DOCB sets forth the guidelines to follow in the case of a reduction-in-force (RIF) for support personnel. Budget cuts will not focus on support employees. Administrators are on one-year contracts and the RIF process for teachers is defined in the certified contract. This item was a necessary first step in case support RIFs are necessary. The district's personnel expense is approximately 86-87% of the budget.

**6. VOTE TO ADJOURN**

Motion by VINCENT, second by CLARK, to adjourn at 5:54 p.m. The motion carried (5 – 0) with the following votes: Vincent – yes, Clark – yes, Graalman – yes, DeYong – yes, Gudgel – yes.

STILLWATER BOARD OF EDUCATION

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Eric Gudgel, President

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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 (March 3, 2016 at 12:46 p.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, and on the school district's website located at [www.stillwaterschools.com](http://www.stillwaterschools.com) on March 7, 2016 at 10:00 a.m.

Witness my hand and seal of the Stillwater School District on March 8, 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