

**STILLWATER BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
April 11, 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 eleventh day of April, 2017. Board President, DEBRA VINCENT, called the meeting to order at 6:32 p.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/Treasurer
Annette Jones	Board Clerk
Bob Schaefer	Selser Schaefer Architects
Dr. Susie Popplewell	Will Rogers Elementary Principal
Jessica Watts	Will Rogers Elementary Asst. Principal
Carson Hentges	Will Rogers Elementary Student
Uwe Gordon	Stillwater High School Principal
Oklahoma Academic	All State Students:
Deven Chakraborty	Allana Caldwell
Saskia Ghosh	Kaustuvi Thapa
National Merit Student	Finalists:
Allana Caldwell	Ansel Emerson
Bennett Frohock	
Robby Branscum	Junior High Teacher
Junior High Students:	
Brennan Lacy	Wren Cavins
Bianca Brown	3398 E. 6 <sup>th</sup> Ave.
Krista Neal	Student Nutrition Serv. Director
John Anders	Facilities Director

**2. PLEDGE OF ALLEGIANCE**

Will Rogers Elementary student, CARSON HENTGES, led board members, staff and participants present in the Pledge of Allegiance to the American flag.

**3. PREVIEW/APPROVAL OF AGENDA**

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

**4. COMMUNICATIONS/PUBLIC INTEREST**

**A. Superintendent's Report**

The following was written and reported by SUPERINTENDENT MOORE.

Stillwater Public Schools recently announced Mrs. Natalie Cox, Richmond Elementary School Fourth Grade Teacher, as its 2017 District Teacher of the Year at the “Celebration of Teaching” event held at the SHS Performing Arts Center. This event differed from prior years and focused not only on announcing the teacher of the year, but recognizing several other teachers for their honors and accomplishments as well.

Pat Andrews, Early Childhood Teacher at Westwood Elementary School, was notified last week that she had been selected as the local and state VFW Teacher of the Year. She was nominated by Matt McCubbin - a former Richmond Early Childhood Center parent.

The National Association of Music Merchants (NAMM) recently named Stillwater Public Schools as a 2017 Best Community for Music Education. Stillwater Public Schools joins 527 school districts from across the country in receiving this designation and is one of only two school districts from Oklahoma -- with Tulsa Union being the other one -- to receive this designation for outstanding commitment in keeping music education as part of the curriculum and demonstrating a value that promotes access to music education.

The SHS Odyssey of the Mind team, consisting of Sarah Shoup, Maria Bollinger, Katelyn Stice, Elizabeth Webber, and Emma Bollinger, took first at the state competition. “Odyssey of the Mind is an international creative problem-solving program that engages students in their learning by allowing their knowledge and ideas to come to life in an exciting, productive environment.”

12 Stillwater High School students participated in and placed at the Oklahoma Beta State Academic Competitions this spring. Those students finishing as champion in their respective tested area are: Kate Carpenter (Poetry), Gaston Aime (Spanish), Taylor Chapman (Social Studies), and Katherine Nipp (Spanish).

The Oklahoma PTA recently announced its 2017 Reflections arts award winners with several Stillwater students receiving recognition. Reflections is a National PTA arts education and recognition program, has been occurring nationwide since 1969, and recognizes outstanding achievement in dance, film, literature, music, photography, and visual arts. This year’s winners from Stillwater Schools are: Grace Hunziker (dance), Katarina Lavery (film), Anthony Mason (literature), Aaron Cecil-Xavier (literature), Valerie Sharp (literature), Viennese Waltz (music), Kathy Liu (music), Charles Liu (music), Cassidy McCann (music), Molly Kilcrease (photography), A.J. Mason (photography), Sophie Deng (visual arts), Jenna Ransom (visual arts) and Dac Cagle (visual arts).

In January, the Oklahoma State Department of Education notified Westwood Elementary School that it was one of the few schools in Oklahoma being nominated for recognition through the National Blue Ribbon Schools Program. “The National Blue Ribbon Schools Program recognizes public and private elementary, middle, and high schools based on their overall academic excellence or their progress in closing achievement gaps among student subgroups.”

Several media outlets have published news articles related to the State of Oklahoma not meeting current year funding obligations. To date, Stillwater Public Schools has experienced one reduction to its State Aid allocation and has not received 100% of its scheduled State Aid payments. On January 4, 2017, the Oklahoma State Department of Education (OSDE) notified Stillwater Public Schools that its State Aid Notice of Allocation for FY 18 equaled \$11,770,165. On February 23, 2017, the OSDE sent the District a revised State Aid Notice of Allocation for FY 18 totaling \$11,365,137, thus indicating a decrease of \$404,028. State Aid payments come to school districts monthly with the expectation that all school districts should have received 72% of their State Aid payments by the end of March. To date, the OSDE has paid 70.96% of its obligations, resulting in the district receiving \$118,083 less than it should have received.

## **B. Recognitions**

- **SHS Oklahoma Foundation for Excellence Academic Scholars**
- **SHS National Merit Scholar Finalists**
- **SJHS Students Selected for State FFA Chorus**

UWE GORDON introduced Oklahoma Academic All State students, Deven Chakraborty, Allana Caldwell, Saskia Ghosh and Kaustuvi Thapa. The Oklahoma Foundation for Excellence 2016 Academic All-State class is comprised of 100 top public high school seniors, selected from 551

nominations statewide, hailing from 77 schools in 68 Oklahoma school districts. These students will receive a \$1,000 merit-based scholarship and a medallion. The All-Staters will be recognized at the foundation's 31st annual Academic Awards Banquet on Saturday, May 20, at the Renaissance Tulsa Convention Center.

Mr. Gordon also introduced the National Merit Finalists, Allana Caldwell, Ansel Emerson, Bennett Frohock, and Deven Chakraborty. To become a Finalist, the Semifinalist and his or her high school must submit a detailed scholarship application, in which they provide information about the Semifinalist's academic record, participation in school and community activities, demonstrated leadership abilities, employment, and honors and awards received. A Semifinalist must have an outstanding academic record throughout high school, be endorsed and recommended by a high school official, write an essay, and earn SAT® scores that confirm the student's earlier performance on the qualifying test. From the approximately 16,000 Semifinalists, about 15,000 are expected to advance to the Finalist level.

ROBBY BRANSCUM introduced students who were selected for the State FFA Choir. They will perform at the FFA Convention in May. They include, Brennan Lacy and Wren Cavins. Keelyn Schaefer, also selected, was not in attendance.

### **C. Public Comments**

BIANCA BROWN presented a book that she wrote about life skills that she would like to place in the high school as a student resource.

### **D. Legislative Liaison Report**

There was no report.

### **E. Board Communications**

The following topics were mentioned:

- April student testing
- NSBA Conference in Denver, Dr. Baker, Dr. Moore and Eric Gudgel attended this year
- Student recognitions
- SMAC Week activities
- OSSBA Region 3 meeting
- OSSBA resources

## **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 March 6, 2017, 12:00 p.m. Special Meeting** – Approved
- B. Minutes of March 23, 2017, 5:00 p.m. Special Meeting** – Approved
- C. Minutes of March 23, 2017, 6:30 p.m. Regular 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
  - 2016-2017 General Fund Encumbrances #902-974 totaling \$78,853.08**
  - 2016-2017 Building Fund Encumbrances #42-44 totaling \$3,285.83**
  - 2016-2017 Child Nutrition Fund Encumbrances #71-74 totaling \$232.50**
  - 2016-2017 Bond Fund 39 Encumbrances #253-264 totaling \$1,157,204.13**
- G. Change Orders (approval of encumbrance numbers as listed):** - Approved
  - 2016-2017 General Fund Encumbrances #14, 23, 577**
  - 2016-2017 Bond 39 Fund Encumbrances #11**
- H. Out-of-State Travel Requests:** - Approved
  - **SMS Technology Student Association Traveling to Orlando, FL on June 20-26, 2017**
  - **SHS Wrestling Traveling to Kansas City, MO on December 15-16, 2017**
- I. Educational Services Agreement for 2016-2017:** - Approved

- **University of Oklahoma Health Sciences Center Clinical Education Agreement**

**J. Declare Equipment Surplus Property – Approved**

CAMILLE DEYONG requested pulling Consent Agenda item 5B for separate consideration. Dr. DeYong would like to strike sentence 6 from item 4 of the March 23, 2017 Special Meeting Minutes.

Motion by GUDGEL, second by GRAALMAN, to approve Consent Agenda items 5A, and 5C-5J as presented. The motion carried (5 – 0) with the following votes: Gudgel – yes, Graalman – yes, Baker – yes, DeYong – yes, Vincent – yes.

Motion by DEYONG, second by GRAALMAN, to strike sentence 6 from item 4 of the March 23, 2017, 5:00 p.m. Special Meeting Minutes as read: “The administration would like to continue moving forward with payments, but would like an officially approved scale.” The motion carried (5 – 0) with the following votes: DeYong – yes, Graalman – yes, Baker – yes, Gudgel – yes, Vincent – yes.

Motion by BAKER, second by GUDGEL, to approve the March 23, 2017 Special Meeting Minutes as amended. The motion carried (5 – 0) with the following votes: Baker – yes, Gudgel – yes, DeYong – yes, Graalman – yes, Vincent – yes.

**6. BUSINESS/FINANCE**

**A. Consider and Vote to Approve Treasurer’s Report**

The Treasurer’s Report for March 31, 2017 indicates monthly revenues of \$2,032,613.46 and monthly expenditures of \$3,088,212.46. General Fund monthly interest earnings is \$6,421.45 and Bond Fund monthly earnings is \$924.47.

Motion by DEYONG, second by GUDGEL, to approve the March 31, 2017 Treasurer's Report. The motion carried (5 – 0) with the following votes: DeYong – yes, Gudgel – yes, Baker – yes, Graalman – 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 March 2017 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 \$46,500,000) shows total expenditures of \$43,387,633.92 and total funds remaining of \$3,525,149.68. A copy of the report is included in the minutes file.

**7. OPERATIONS**

**A. Receive Facilities Planning Update**

BOB SCHAEFER’s written report is as follows:

Agricultural Education Expansion Project

Selser Schaefer Architects received additional permit review comments from the City of Stillwater on March 29th primarily concerning the location they intend to bring new electric service to the site. We anticipate receiving the permit soon. The major components of the buildings consisting of the two pre-engineered buildings and the greenhouse have been ordered so the delay in receiving the permit will not affect the overall construction schedule.

Westwood Elementary School and Sangre Ridge Elementary School

Selser Schaefer Architects are moving forward to receive final approvals from both the Westwood faculty and Sangre Ridge faculty. We also had our first of two advance programming meetings with both KUGs and also had our initial review meeting with both the Westwood Design Review Committee (DRC) and the Sangre Ridge Design Review Committee (DRC). Schematic Design has officially begun.

Proposals were solicited from nine (9) construction management firms in the Stillwater, Tulsa, and Oklahoma City areas. Proposal responses were received from all nine (9) Friday, March 31st. Selser Schaefer has prepared a summary analysis of proposals for use by board members to assist in sorting out variations in proposals. Prospective CMs will be short listed with interviews scheduled to occur on Tuesday, May 2nd.

Surveying proposals for the Westwood Elementary site were solicited from three (3) Stillwater engineering firms. Proposal responses were received Monday, March 27th.

**B. Consider and Vote to Approve Service Order No. R13090 Between Independent School District No. 16 of Payne County, Oklahoma and Selser Schaefer Architects for the Following Westwood Elementary Project: Schematic Design, Design Development, Construction Document, Bidding and Construction Administration Phases for the New Elementary School Based on the Design Approved by the Board of Education**

The scope of work in Service Order No. R13090 is the Schematic Design, Design Development, Construction Document, Bidding and Construction Administration Phases for the new Westwood Elementary School based on the design approved by the Board of Education. The costs for these services will be calculated at 6% of the cost of the work, based on the budget identified as \$18,000,000. The fees will be adjusted, if necessary. Selser Schaefer is using the following consultants: Wallace Engineering, Phillips + Gomez, and Hesman Group, all of Tulsa, Oklahoma.

Motion by BAKER, second by GRAALMAN, to approve Service Order No. R13090 between Independent School District No. 16 of Payne County, Oklahoma and Selser Schaefer Architects for the Westwood Elementary project. The motion carried (5 – 0) with the following votes: Baker – yes, Graalman – yes, DeYong – yes, Gudgel – yes, Vincent – yes.

**C. Consider and Vote to Approve Service Order No. R11008 Between Independent School District No. 16 of Payne County, Oklahoma and Selser Schaefer Architects for the Following Sangre Ridge Elementary Project: Schematic Design, Design Development, Construction Document, Bidding and Construction Administration Phases for the Expansion and Renovation of the Existing School Based on the Design Approved by the Board of Education**

The scope of work in Service Order No. R11008 is the Schematic Design, Design Development, Construction Document, Bidding and Construction Administration Phases for the expansion and renovation of existing Sangre Ridge Elementary School based on the design approved by the Board of Education. The costs for these services will be calculated based on the guidelines established for use by Oklahoma State University. The fee for basic services is \$65,000 plus 5% of the construction cost over \$1,000,000. Based on a \$4,440,000 construction budget the Basic Service Fee is \$237,000. The fees will be adjusted, if necessary. Selser Schaefer is using the following consultants: Wallace Engineering, Phillips + Gomez, and Hesman Group, all of Tulsa, Oklahoma.

Motion by DEYONG, second by GRAALMAN, to approve Service Order No. R11008 between Independent School District No. 16 of Payne County, Oklahoma and Selser Schaefer Architects for the Sangre Ridge Elementary project. The motion carried (5 – 0) with the following votes: DeYong – yes, Graalman – yes, Baker – yes, Gudgel – yes, Vincent – yes.

**D. Receive Summer Maintenance Plan Update**

JOHN ANDERS reported a list of prioritized maintenance projects that will be completed over the summer months. The projects are all routine maintenance items at all ten school sites that will be paid for from the 2011 bond funds. A copy of the projects list is included in the minutes file.

**E. Receive Information for Student Breakfast and Lunch Meal Prices for SY17-18**

KRISTA NEAL submitted proposals for increased student breakfast and lunch prices for SY18. At the elementary level, the full-priced lunch would increase \$0.05 from \$2.45 to \$2.50 and at the secondary level an increase from \$2.70 to \$2.75. Reduced lunch prices would remain the same at \$0.40 for elementary/secondary sites.

Breakfast prices would increase from \$0.00 to \$0.35 for full-priced pay students only. All others on reduced price would continue to be free.

Ms. Neal stated that the decision to not increase prices for this school year netted a loss of \$41,688.08 for the nutrition service department. A consensus of the board was to try to find a way to keep the cost for student breakfasts to free for all students without causing the School Nutrition Services Department to absorb the loss. The administration will work on a proposal and bring it before the board at a future meeting.

## **8. EDUCATIONAL SERVICES**

### **A. Receive School Improvement Plan Update for Will Rogers Elementary**

SUSAN POPPLEWELL and JESSICA WATTS gave an overview of the Will Rogers Elementary Schools Effective Practices for School Improvement Plan which includes goals, strategies, interventions and successes. A copy of the PowerPoint presentation is included in the minutes file.

## **9. OTHER REPORTS/RECOMMENDATIONS**

### **A. Receive Third Quarter Student Suspension Report**

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

### **B. Receive Second Reading and Consider Approval of New SPS Policy:**

- **EMDA Military Recognition (new)**

Motion by DEYONG, second by GUDGEL, to approve new policy EMDA – Military Recognition. The motion carried (5 – 0) with the following votes: DeYong – yes, Gudgel – yes, Baker – yes, Graalman – yes, Vincent – yes.

### **C. Reconsider March 23, 2017 Tabled Item: Consider Approval of Revisions to SPS Policy Guidelines:**

- **COA-R1 Nutrition Guidelines/Standards**

Motion by BAKER, second by DEYONG, to remove item 9C from the table. The motion carried (5 – 0) with the following votes: Baker – yes, DeYong – yes, Gudgel – yes, Graalman – yes, Vincent – yes.

Main Motion by GUDGEL, second by DEYONG, to approve revisions to policy COA-R1 as presented. The motion carried (5 – 0) with the following votes: Gudgel – yes, DeYong – yes, Baker – yes, Graalman – yes, Vincent – yes.

### **D. Reconsider March 23, 2017 Tabled Item: Consider Approval of Revisions to SPS Policy Guidelines:**

- **DMB-R1 Professional Growth and Development**

Motion by GRAALMAN, second by BAKER, to remove item 9D from the table. The motion carried (5 – 0) with the following votes: Graalman – yes, Baker – yes, DeYong – yes, Gudgel – yes, Vincent – yes.

Main Motion by BAKER, second by DEYONG, to approve revisions to policy DMB-R1 as presented. The motion carried (5 – 0) with the following votes: Baker – yes, DeYong – yes, Gudgel – yes, Graalman – yes, Vincent – yes.

## **10. ADJOURNMENT**

### **A. Vote to Adjourn**

Motion by GUDGEL, second by BAKER, to adjourn at 8:57 p.m. The motion carried (5 – 0) with the following votes: Gudgel – yes, Baker – yes, DeYong – yes, Graalman – yes, Vincent – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

\_\_\_\_\_  
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](http://www.stillwaterschools.com) (posted April 10, 2017 at 10:00 a.m.). The agenda was amended at 4:30 p.m. on April 10, 2017.

Witness my hand and seal of the Stillwater School District on April 11, 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