

**STILLWATER BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
March 8, 2016  
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 eighth day of March, 2016. Board President, ERIC GUDGEL, called the meeting to order at 6:30 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/Treasurer
Annette Jones	Board Clerk
Laura Gordon	Highland Park Principal
Becky Dyson	Highland Park Assistant Principal
Ondre Long	Highland Park Student
Highland Park Teachers:	
Susan Weaver	Claire Gage
Joy Cawood	Diana Blair
Theresa Campbell	Teresa Ellis
Jon Wolff	Municipal Finance Services
Bret Pfeifer	Selser Schaefer Architects
Krista Neal	School Nutrition Services Director
Kurt Goebel	High School Swim Coach
Beverly Reudy	High School Assistant Swim Coach
Swim Team:	
Dewi Blose	Olivia Anthony
Ceci Smith	Yuni Skinner
Kayla Dunn	Julianna Arndt
Raelyn Tree	
Cody Stites	High School Wrestling Coach
Wrestlers:	
Christian Bahl	Andrew Nieman
Tyler Dieringer	Kendon Lee, Jr.
Connor Wilcoxon	Jace Brownlee

**2. PLEDGE OF ALLEGIANCE**

Highland Park student, ONDRE LONG led board members, staff and participants in the Pledge of Allegiance to the American flag.

**3. PREVIEW/APPROVAL OF AGENDA**

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

**4. COMMUNICATIONS/PUBLIC INTEREST**

## **A. Interim Superintendent's Report**

The following was reported by INTERIM SUPERINTENDENT WASHINGTON.

### WESTWOOD

The Westwood Grandparents Club is officially up and running. Fifteen Westwood grandparents have stepped up to serve in a variety of volunteer roles in our school. Already, grandparents have started volunteering to help with test monitoring during the state writing test and reading with students. Several of the grandparents have committed to helping with the upcoming carnival, counting Box Tops and assisting with an outdoor classroom area. It is a great group! Many thanks to the volunteer-grandparents, as well as, Westwood parents, Amy Jameson and Meghan Brasuell.

Westwood staff and students recognized and celebrated Black History month in a number of ways. Several of the teachers taught about people who make amazing contributions to our world. Some of the list included Dr. Martin Luther King, Jr., Rosa Parks, George Washington Carver, Ruby Bridges, Jackie Robinson, Harriet Tubman, Bass Reeves and Henry "Box" Brown. Also, some classes learned about the Montgomery Bus Boycott, Underground Railroad and the struggle to overcome slavery and segregation.

They were greatly blessed to have Alton Carter visit with 3rd, 4th and 5th grade students. He shared about his life, the obstacles he overcame and his book. His story challenged the students, and adults, alike. They heard from several families that their students came home talking about what they had heard from Alton. He made a great impact on the students. We really appreciated him being our special guest.

Congratulations to Rebecca Palmatary, 4th grade teacher at Westwood, on earning a SPEF grant! She will be purchasing MaKey MaKey, an Invention Kit for the 21st Century. It's a simple Invention Kit for Beginners and Experts doing art, engineering, and everything in between. Focuses on STEM.

### LINCOLN ACADEMY

Lincoln students recently completed the NOC writing project. The collaborative project is a partnership with NOC students and staff that focuses on various writing styles along with the reading of the Book, *The Boy Who Carried Bricks* which included a visit by the author Mr. Alton Carter.

Lincoln recognized and celebrated Black History Month by studying biographies of famous African Americans in history, incorporating black history into cross curricular studies, and participated in a classroom door decoration contest during CARE (academic / advisor) classes.

Lincoln recently began its 5th Dogs of Lincoln class. From the start of the program, every dog who was been through the Lincoln program has been adopted to a forever home. Great job to the students, staff, Stillwater Humane Society and OSU Vet Med. Students.

To date, Lincoln Alternative Academy in its self-paced learning environment has graduated 24 students this school year.

### JUNIOR HIGH

The OSSM Math Contest, Second Round is Saturday, April 16 at 1 pm on the campus of OSSM. Seven junior high students (8th grade) are participating in the contest.

Congratulations to the Academic Team for their regional tournament accomplishments. The 9th grade placed 1st and the mixed grades team placed 4th. All teams will advance to state in April.

Congratulations to the Youth and Governments members that competed this last weekend at the state conferences. Awards were presented to: Carolyn Cox for Outstanding Bill presentation and Kate Carpenter for Outstanding Representative. Carolyn and Kate were also selected as State Delegates to CONA, The Conference on National Affairs. Alternates to CONA are Andrea Hancock and Elizabeth Pappas.

All 9th grade science students recently completed an assignment to build a ping pong ball launcher to accurately launch ping pong balls into a target. The top 3 teams from the junior high school went to the Science Museum in Oklahoma City to compete against 50 other schools across the state. Stillwater's teams of Tristan Busk and Bailey Wright won 1st place with a score of 1070; Caden Pogue and Sean Carr placed 3rd with a score of 1050, and Lela Merkel and Anna Long also competed.

### SKYLINE

Principal Andrea Rains has been named the recipient of the 2016 Oklahoma Medal for Excellence in elementary/secondary administration. The Oklahoma Foundation for Excellence selects only one candidate each year for this prestigious honor. Mrs. Rains will receive a \$5000 prize and be honored on May 21st at the Academic Awards Banquet in Norman.

### SANGRE RIDGE

Aubrey Bennett from Sangre Ridge has qualified to compete in the state level competition of the National Geographic Bee. All eligible state Bee competitors must be in grades 4 – 8 and must have participated in and won the competition at the school level that involved at least six students. The Oklahoma State Bee will be held on Friday, April 1st.

### HIGH SCHOOL

At the high school, student Kylin Wang was awarded 2016 Academic All-State. Miranda Koskela and Blake Toves are SHS Poetry Out Loud Champions.

The executive board members of the new Stillwater High School Afro-Am organization kicked off Black History Month by reading African American history books to students at Will Rogers Elementary School. The high school students encouraged their younger counterparts to follow their dreams and served as positive role models during the visit. The group has guided several activities throughout the month, including a door decorating contest, game night, and a movie night featuring the historical drama “Selma.”

Created in the fall of 2015, the Stillwater High School Afro-Am organization embraces and celebrates the African American culture and provides safe spaces for the high school students to discuss issues that are happening today. The organization was established by Stillwater High School teacher Jeree Gilman, coach Michael Davis and group co-adviser Kaiya Fletcher, coordinator of the Inclusion Leadership Program with the Division of Institutional Diversity at OSU, which serves as the group’s sponsor. Two OSU Afro - Am members, Brandon Thomas and Alicia Johnson, have also played a significant role in mentoring the Stillwater High School’s executive board members and assisted in planning events for the new organization.

### MIDDLE SCHOOL

Stillwater Middle School was awarded a \$500 scholarship by Phi Beta Kappa for the middle school students to learn from a Native American artist through a partnership with Oklahoma State University and Museum.

### **B. Recognitions**

- **SHS Girls Swimming Team State Champions**
- **Christian Bahl Wrestling State Champion**

The Girls Swimming Team recently won the 5A State Swimming Championship. Members of the team include the following: Dewi Blose, Isabelle Smith (not present), Ceci Smith, Kayla Dunn, Raelyn Tree, Olivia Anthony, Juny Skinner and Juliana Arndt.

Christian Bahl is the 6A Wrestling State Champion. State qualifiers for wrestling are Andrew Nieman, Tyler Dieringer, Kendon Lee, Jr., Connor Wilcoxon, and Jace Brownlee.

### **C. Public Comments**

There were no public comments.

## **D. Superintendent Search Update**

PRESIDENT GUDGEL reported that the Board approved a contract at a special meeting on March 2, 2016 with Dr. Marc Moore as Superintendent of Schools. Dr. Moore, coming from Shawnee Public Schools, will begin on July 1st. He also expressed appreciation to the public for their participation in the survey. The data assisted the board in the attributes to look for in a new superintendent.

KEVIN CLARK reported that this is the second superintendent search that he has participated in during his time on the board. He stated that he believes Dr. Washington, Dr. McCarty and Dr. Moore will make a great team.

BOARD MEMBERS stated they enjoyed the process involved in the search. Kevin Clark interviewed Dr. Moore on TV 31. This interview is available for viewing on the district's website. Camille DeYong stated that Dr. Moore has gone through two budget crises in previous districts. All members of the board of education expressed their appreciation to Dr. Washington for serving this school year as interim superintendent.

## **E. Board Communications**

The following topics were mentioned:

- Appreciation to the parent organizations and volunteers in the schools
- OSSBA Day at the Capitol – March 29<sup>th</sup>
- Encourage patrons to contact legislators to express concerns with funding
- Meet and Greet event being planned to meet Dr. Moore
- Seniors of Significance reception at OSU included three students who were SHS graduates
- Support upcoming Taste of Stillwater – March 22<sup>nd</sup>

## **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 January 20, 2016, 5:00 p.m. Special Meeting – Approved**
- B. Minutes of January 21, 2016, 5:00 p.m. Special Meeting – Approved**
- C. Minutes of February 4, 2016, 5:00 p.m. Special Meeting – Approved**
- D. Minutes of February 4, 2016, 5:45 p.m. Special Meeting – Approved**
- E. Minutes of February 6, 2016, 8:30 a.m. Special Meeting – Approved**
- F. Minutes of February 10, 2016, 5:30 p.m. Special Meeting – Approved**
- G. Minutes of February 16, 2016, 4:30 p.m. Special Meeting – Approved**
- H. Minutes of February 16, 2016, 6:30 p.m. Regular Meeting – Approved**
- I. Transfer and Summary of Activity Account Funds – Approved**
- J. Activity Account Fundraising Projects – Approved**
- K. Otis Elevator Company-Maintenance Contract Renewal – Approved**

Motion by CLARK, second by GRAALMAN, to approve the Consent Agenda. The motion carried (5 – 0) with the following votes: Clark – yes, Graalman – yes, Vincent – yes, DeYong – yes, Gudgel – yes.

## **6. BUSINESS/FINANCE**

- A. Consider and Take Action with Respect to a Resolution Fixing the Amount of Combined Purpose Bonds to Mature each Year; Fixing the Time and Place the Bonds are to be Sold; Designating a Registrar/Paying Agent for the Bonds; Approving the Preliminary Official Statement and Distribution Thereof; Authorizing the Clerk to Give Notice of Said Sale as Required by Law and Approving other Matters Related to the Issuance of Said Bonds**

PHILLIP STORM stated this resolution is to continue the process of selling the bonds from the February 8, 2011 bond issue. The amount of Combined Purpose Bonds, Series 2016 to be sold is \$3,930,000 Building and Equipment Bonds and \$820,000 Transportation Equipment Bonds. The

bonds will become due \$1,185,000 in two years from their date and \$1,185,000 annually each year thereafter until paid, except that the last installment shall be \$1,195,000. The recommended date to set for the sale of the bonds is April 12, 2016 at 5:00 p.m. Bids will be received at 11:00 a.m. on the same date. The BOKF, NA dba Bank of Oklahoma, is designated as the Registrar/Paying Agent for the 2016 bonds. The Board of Education will consider action for the sale of these bonds at a special meeting scheduled on April 12, 2016 at 5:00 p.m.

Motion by CLARK, second by VINCENT, to approve the Combined Purpose Bonds, Series 2016 Resolution calling for the sale of \$3,930,000 Building and Equipment Bonds and \$820,000 Transportation Bonds from the February 8, 2011 Election; setting the date, time, and place of the sale of bonds to be April 12, 2016, 5:00 p.m., (bids received at 11:00 a.m. on the same date) at the Board of Education Administration Building; designating the BOKF, NA dba Bank of Oklahoma as Registrar/Paying agent; approving the Preliminary Official Statement and distribution thereof; and authorizing the Clerk to give notice of said sale as required by law. The motion carried (5 – 0) with the following votes: Clark – yes, Vincent – yes, Graalman – yes, DeYong – yes, Gudgel – yes. A copy of the resolution is included in the minutes file.

#### **B. Consider and Vote to Approve Treasurer’s Report**

The Treasurer’s Report for February 29, 2016 indicates monthly revenues of \$3,186,927.72 and monthly expenditures of \$3,340,287.56. General Fund monthly interest earnings is \$4,195.93 and Bond Fund monthly earnings is \$364.16.

Motion by CLARK, second by GRAALMAN, to approve the February 29, 2016 Treasurer's Report as presented. The motion carried (5 – 0) with the following votes: Clark – yes, Graalman – yes, Vincent – yes, DeYong – yes, Gudgel – yes. A copy of the Treasurer’s Report is attached to and made a part of these minutes.

#### **C. Consider and Vote to Approve Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):**

<b>2015-2016</b>	<b>General Fund Encumbrances #885-893 totaling \$40,794.68</b>
<b>2015-2016</b>	<b>Building Fund Encumbrances #55-60 totaling \$5,198.99</b>
<b>2015-2016</b>	<b>Child Nutrition Fund Encumbrances #70-72 totaling \$194.70</b>
<b>2015-2016</b>	<b>Bond Fund 39 Encumbrances #298-319 totaling \$151,690.54</b>

Motion by VINCENT, second by DEYONG, to approve the Encumbrances and Accounts Payable as listed. The motion carried (5 – 0) with the following votes: Vincent – yes, DeYong – yes, Clark – yes, Graalman – yes, Gudgel – yes.

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

<b>2015-2016</b>	<b>General Fund Encumbrances #85, 90, 618, 619, 822, 851, 876, 877</b>
<b>2015-2016</b>	<b>Bond Fund 39 Encumbrances #273</b>

Motion by DEYONG, second by CLARK, to approve the Change Orders as listed. The motion carried (5 – 0) with the following votes: DeYong – yes, Clark – yes, Graalman – yes, Vincent – yes, Gudgel – yes.

#### **E. Receive Bond Expenditures and Revenue Update**

The bond expenditures monthly report for February 2016 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 \$41,750,000) shows total expenditures of \$40,215,361.82, and total funds remaining of \$2,004,655.79. A copy of the report is included in the minutes file.

### **7. OPERATIONS**

#### **A. Receive Long Range Facilities Planning Update**

BRET PFEIFER reported that the architects have reviewed the preliminary designs of the agricultural facility with staff and are incorporating comments received into the construction

documents. The project budget and scope will include an animal husbandry space. The Project Work Order will be updated to include the project probable costs and schedule.

Selser Schaefer Architects have concluded the information gathering portion of work associated with the 2017 bond planning and participated in two separate charrettes with the administration and board. The purpose of the charrettes was to begin establishing a prioritized list of projects to include in the bond for consideration by the Long Range Planning Committee. During the charrettes, direction was given concerning non-negotiable items that include building projects, textbook/education, transportation, maintenance, band/orchestra, technology and security. The Long Range Planning Committee will continue its work to bring forth a final recommendation to the board of education.

### **B. Receive School Nutrition Services Departmental Update**

KRISTA NEAL gave an annual update of her program that included staffing, lunch participation, free and reduced eligibility, summer feeding programming, and other components of her program. A copy of her report is included in the minutes file.

### **C. Consider and Vote to Approve Student Lunch Price Increase Effective SY17**

KRISTA NEAL reported that part of the Healthy, Hunger-Free Kids Act of 2010 (HHFK) includes Paid Lunch Equity (PLE). According to the US Department of Agriculture (USDA), the intent of PLE is "To ensure that sufficient funds are provided to the food service account for paid lunches." The reimbursement for free lunches cannot subsidize the cost of a paid lunch.

The HHFK mandates if the average price for lunches is less than the difference between free and paid reimbursements, it must increase the revenue by 2% plus inflation by either increasing the average price charged for paid meals or adding non-federal funds to the food service account.

The proposed meal prices for FY17 are as follows:

Students who qualify for free meals - \$0.00 for all meals

Breakfast: \$0.00 for all free and reduced-price students

Breakfast: \$0.75 for full-priced students excluding students at Lincoln Academy and Breakfast in the Classroom sites, Highland Park and Skyline (upcoming agenda item)

Lunch: \$0.00 for free students and Lincoln Academy free/reduced-price/full-price students and \$0.40 for students who qualify for reduced-price meals.

Lunch: \$2.45 for elementary full-price students and \$2.70 for secondary full-price students.

Motion by CLARK, second by DEYONG, to approve student full-pay lunch price increases for elementary from \$2.35 to \$2.45 and secondary from \$2.60 to \$2.70 for FY17. The motion carried (5 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Vincent – yes, Gudgel – yes.

### **D. Receive Student Drug Testing Update**

In accordance with the FNCFB policies the Stillwater High and Junior High/Middle Schools have conducted random drug testing throughout the course of the 2015-16 school year. Random drug testing is only applicable to those students participating in any extracurricular activity. Drug Abuse Testing Laboratory (DATL) administered tests (20 high school and 10 junior high 8-9th/middle school 7th students) on the following dates: October 8, 16, November 9, 23, December 4, 11, January 21, 26, February 12, 19. Of the 300 random drug tests administered, 3 tested positive. The steps taken with the students who tested positive are 1) notify parents and discuss steps to be completed in order to regain eligibility status; 2) refer student to agency to complete counseling and drug testing requirements to regain eligibility.

In addition to randomized drug testing, the high school uses the services of Quest Diagnostics to perform additional drug testing on students suspected of being under the influence of drugs.

The goals of drug testing are to 1) deter students from using drugs, and 2) motivate and encourage students to make good decisions.

## **8. EDUCATIONAL SERVICES**

**A. Receive School Improvement Plan Update for Highland Park Elementary**

LAURA GORDON, BECKY DYSON and teachers gave an overview of the Highland Park Effective Practices for School Improvement Plan which includes goals, strategies, interventions and successes. Teachers Susan Weaver, Claire Gage, Joy Cawood, Diana Blair, Theresa Campbell, and Teresa Ellis joined the administration in the presentation. A copy of the PowerPoint is included in the minutes file.

**9. PERSONNEL**

**A. Discussion of Necessity to Reduce Number of Full-Time Support Employees Due to Lack of Funds**

INTERIM SUPERINTENDENT WASHINGTON stated the key points of what was discussed at 5:00 p.m. meeting.

- District told to be prepared for a 5% funding cut equal to approximately \$1.9M
- The district hopes that attrition and retirement will take care of the reductions, but if not, staffing cuts will include administration, teacher and support staff positions
- District is currently looking at its reduction-in-force policies and negotiated agreements for direction
- A plan is forthcoming to the Board of Education in April 2016 for consideration

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.

**10. ADJOURNMENT**

**A. Vote to Adjourn**

Motion by CLARK, second by DEYONG, to adjourn at 8:24 p.m. The motion carried (5 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Vincent – yes, Gudgel – yes.

STILLWATER BOARD OF EDUCATION

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 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 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