

**STILLWATER BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
August 13, 2013
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 thirteenth day of August, 2013. Board President, DEBRA VINCENT, called the meeting to order at 6:30 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

Debra Vincent	President
John Price	Vice President
Kevin Clark	Member
Eric Gudgel	Member
Camille DeYong	Incoming Member

STAFF AND PARTICIPANTS PRESENT:

Ann Caine	Superintendent
Terry McCarty	Assistant Superintendent
Gay Washington	Assistant Superintendent
Phillip Storm	Chief Financial Officer/Treasurer
Annette Jones	Board Clerk
Monty Karns	OSU Long Range Facilities
Bob Schaefer	Selser Schaefer Architects
Becky Szlichta	Director of Secondary Education

2. PLEDGE OF ALLEGIANCE

Board members, staff and participants recited the Pledge of Allegiance to the American flag.

3. PREVIEW/APPROVAL OF AGENDA

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

4. COMMUNICATIONS/PUBLIC INTEREST

A. Superintendent's Report

The following was reported by SUPERINTENDENT CAINE.

Thanks to the hard work of our Career and Tech Ed teachers: Carla Harnly, Paula Sheppard, Becky Hammack, Fran Stellman, Kris Fowler, Bill Rogers, Trevor Fieldsend, and Scott Schaefer, our district was awarded the State Superintendent's Award for Excellence in Career and Technology Education at the Oklahoma Career Tech Annual Conference last week. Only one award is given each year...thank you teachers, for all you do for our students!

The Stillwater PTA Reflections artwork is on display in the administration building through the first quarter. Two Stillwater students were recognized at the state level for their visual arts entries. They are Levi Bowman – 2nd grade at Will Rogers and Kara Robbins – Stillwater High School.

A huge thanks to our district maintenance staff, our building level custodians, and our short-handed yard crew for all of their hard work this summer. The buildings are looking great for the start of a new school year, which is just around the corner: August 20.

B. Public Comments

There were no public comments.

C. Vote to Authorize the President to Designate a Board Member to Serve as the OSSBA Legislative Liaison and Delegate Assembly for 2013-2014

The Oklahoma State School Boards Association gives its members the opportunity to be a part of a grassroots effort at the local, state and federal levels as they determine the legislative agenda for the year. The OSSBA is asking that each member district select, at the August board meeting, one school board member to represent their respective board of education as a Legislative Liaison and Delegate Assembly.

Motion by CLARK, second by GUDGEL, to authorize the president to designate a board member to serve as the OSSBA Legislative Liaison and Delegate Assembly for 2013-2014. The motion carried (4 – 0) with the following votes: Clark – yes, Gudgel – yes, Price – yes, Vincent – yes. PRESIDENT VINCENT is planning to attend the OSSBA Conference this year and will serve in this capacity.

D. Board of Education Member Training Credits Report

School board members who are newly elected, re-elected or who plan to seek re-election are required by state law to participate in instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties, and responsibilities of district board of education members. Board members may attend a variety of workshops to be held within the state by the State Department of Education (SDE), or other workshops, seminars, or classes presented by any SDE approved organization, including institutes of higher education and the Oklahoma State School Boards Association (OSSBA). Board members not seeking reelection are still required to obtain the training. Non-compliance could warrant a deficiency to the district by the Regional Accreditation Officer (RAO). The table below provides the amount of hours/points still needed along with the timeline.

NAME/SEAT NO.	AMOUNT OF TRAINING HRS NEEDED	DATE TRAINING COMPLETION REQUIRED
Kevin Clark / 2	8 incumbent continuing education	December 2016
Debra Vincent / 3	0	December 2018
Eric Gudgel / 4	0	December 2013
John Price / 5	9 incumbent continuing education	December 2014

E. Board Communications

BOARD MEMBERS stated they are looking forward to the opening of the two new elementary schools. ERIC GUDGEL and JOHN PRICE appreciated the opportunity to attend the July 29 workshop on religion in the schools. DEBBIE VINCENT was excited to see the fresh paint and brightened atmosphere at the junior high school.

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 July 1, 2013, 5:15 p.m. Special Meeting** – Approved
- B. Minutes of July 16, 2013, 5:00 p.m. Special Meeting** – Approved
- C. Minutes of July 16, 2013, 6:30 p.m. Regular Meeting** – Approved
- D. Transfer and Summary of Activity Account Funds** – Approved
- E. Activity Account Fundraising Projects** – Approved

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

6. OPERATIONS

A. Receive District Architect Update

The following update was reported by BOB SCHAEFER.

HIGHLAND PARK AND WILL ROGERS ELEMENTARY:

The Design submittal is complete for both projects except for the credits which require owner input. Selser Schaefer Architects will be working with the owner to complete these credits as well as with Lambert Construction on completing the forms for the construction portion of the LEED submittal for Highland Park.

HIGHLAND PARK CONSTRUCTION STATUS:

The estimated construction completion is 91%. Two hundred twenty-seven (227) RFI's have been received to date; 226 have been answered; one (1) is under review. One hundred seventy-six (176) submittals have been received to date, 175 have been returned; one (1) is under review. Paving along Drury is 75% complete with the stretch from 6th Street to Villa Drive being 100% complete. Site paving is virtually complete including the circulation drive and south access from Drury. Paving has begun in the play areas and will be completed this week. Live oak trees have been planted in the focal tree area. The gymnasium/stage equipment is being installed. Kitchen equipment has been installed and the preliminary punch is scheduled for this week. The west wing was punched on July 29th. Interior finishes are ongoing in the east wing and millwork is installed. Window testing for water and air infiltration is scheduled for this week.

WILL ROGERS CONSTRUCTION:

The estimated construction completion is 79%. One hundred twenty-three (123) RFI's have been received to date; 123 have been answered. Two hundred nine (209) submittals have been received to date; 209 have been returned. The plaster and stucco work is complete. Site paving and sidewalks have begun at the north drive. Curtain wall and store front are 90% complete. The rain screen installation is 80% complete. Millwork installation is underway. Kitchen equipment is 90% complete. Gymnasium acoustical panels are 90% complete. Drywall installation is 80% complete, including primer and first coat of paint.

ROOF REPAIR AND REPLACEMENT:

Selser Schaefer Architects is waiting notification and scheduling of the punch for the Middle School. All work including punch list items is anticipated to be complete before the start of the upcoming school year.

B. Receive District Construction Update

The following update was reported by MONTY KARNIS.

HIGHLAND PARK:

Finish grading and placing of topsoil continues. The site paving is 99% complete with minor items remaining. The site sidewalks are in the final stages of completion with only a few locations yet to be installed. The courtyard landscaping is in the final stages with tree placement, decomposed granite walkways, and the other landscaping feature installation.

The building MEP systems finish fixture installation is complete in most areas of the building. The HVAC is operational in all areas of the building with some locations not being used due to the installation of the courtyard features. The sheetrock installation of walls and ceilings including tape, bed and finish is nearing completion in all areas of the building. The interior painting nearing completion throughout the building. Paint touch-up in all areas has started and is one of the last items of the completion of the building. The suspended acoustical grid and tile ceilings are being installed in the east end of the building.

The cabinet millwork has been placed in all areas of the building. The wheat board wainscot and wall cladding is the last element of the millwork. The glazing systems are approaching completion with various trims and hardware as the last items being installed. The ceramic wall tile in the restrooms is nearing completion.

Touch-up of the concrete floor polishing continues throughout the building. Only the east corridor remains to be polished and it is scheduled for this week. Installation of the gymnasium specialty items is nearing completion with wall pads and climbing wall items as the last to be installed. The kitchen epoxy floor process is complete.

Door and hardware installation of all areas is nearing completion. The furniture for the east wing is being delivered and assembly has begun. The alarm and data systems are in the final stage of installation. Pretesting of the alarm system has been conducted. The data systems are the last major systems to be installed and work is progressing. Installation of the kitchen equipment is nearing completion.

The Drury and 6th Streets construction is in progress. The paving of Drury Street is nearing completion, with the north end of the street and the bus lane drive approach as the final items. Drainage work at the south side of 6th has started. Signage for the traffic diversions on 6th Street for the widening of the street is in place. Installation of the signal light at the intersection of 6th and Drury has been accelerated as part of a traffic control plan developed in conjunction with the City of Stillwater.

Major items on the Critical Path continuing from the month of July are:

- Continue MEP finish fixtures in all areas of the building and HVAC startup for the east and middle portions of the building
- Sheetrock surface finishing nearing completing in all areas of the building with touch-up and punch list work on the sheetrock completing from west to east areas of the building
- Interior painting of ceilings and walls completing throughout the building
- Completion of the storefront and curtain wall glazing systems at all locations of the building
- Completion of the floor polishing
- Completion of floor covering items
- Millwork installation in the wall applications
- Completion of the gymnasium systems
- Installation of suspended ceilings in the east portion of the building
- Site paving and sidewalks
- City street paving
- Alarm system final testing and inspection by the City of Stillwater
- Data system installation completion

Major items on the Critical Path added for the month of August are:

- All items listed to be completed or nearing completion through the end of July. Data systems must be completed with the final hardware installation in early August.

WILL ROGERS ELEMENTARY:

The sheetrock installation, tape, bed and finish on the interior walls continue with over 90% of the sheetrock completed. The wall painting has started in the east portion of the building and has progressed through the middle areas of the building. Acoustical suspended grid ceilings have started in the east area of the building and progressing to the west. The installed grid allows the lights and other ceiling items to be installed.

The plumbing, electric, HVAC, and fire protection sprinkler piping installations continue. The roofing system is complete with the exception of the flashing system. Completion of the flashing system is dependent on completion of the rain screen and aluminum curtain wall systems. The rain screen system has progressed to the north side of the building. The exterior glass curtain wall and storefront aluminum frames installation is nearing completion. Installation of the operable windows has begun. Installation of the wall ceramic tile for the first floor restrooms is over 90% complete and work on the second floor restroom walls has started.

The plastering systems of the interior and exterior of the main entries are progressing. The exterior portion is complete. The concrete curb and gutter for paving on the north side of the building is nearing completion and the associated paving has begun. Installation of the sidewalk on the north side of the building has begun.

The elevator has been installed. When the fire alarm and communication systems are operational, the state elevator inspector will perform the final testing and inspection of the installation. The gymnasium equipment installation has begun.

Major items on the Critical Path continuing from the month of July are:

- Completion of MEP rough-ins with fixture installation to begin
- Completion of the sheetrock wall board systems

- Painting of walls and ceilings
- Completion of the exterior aluminum and glass curtain wall framing and continuing installation of storefront aluminum and glass
- Completion of the first floor ceramic wall tile and continue progress of the second floor installations
- Continuing installation of the exterior wall rain screen system
- Exterior concrete paving and sidewalk installations

Major items on the Critical Path to be added for the month of August are:

- 1) Suspended Acoustical Grid System with associated MEP fixtures and features

7. EDUCATIONAL SERVICES

A. Consider and Vote in Accordance with Policy EBA-Length of School Year, to Adopt the 1080 hour School Calendar for the 2013-2014 School Year and to Notify the State Board of Education Prior to September 15, 2013 (70 O.S. § 1-109[h][2])

Pursuant to 70 O.S. § 1-109 [h][2], effective April 24, 2009, all Oklahoma public schools shall be in session and classroom instruction offered for "not less than one thousand eighty (1,080) hours each school year. Our school calendar for 2013-2014 ensures that this provision is met. Upon approval by the board, a letter will be signed by the superintendent and submitted to the State Board of Education by September 15, 2013.

Motion by CLARK, second by GUDGEL, to adopt the 1080 hour school calendar for the 2013-2014 school year and to notify the State Board of Education in accordance with 70 O.S. § 109[h][2]. The motion carried (4 – 0) with the following votes: Clark – yes, Gudgel – yes, Price – yes, Vincent – yes.

B. Consider and Vote to Approve 2013-2014 Professional Development Plan

In accordance with Policy DMB-R1, the Professional Development Committee shall provide to the board of education for approval, a complete proposed annual plan for development for all staff at the August board meeting. The plan includes 1) a list of all requested and planned professional development activities and programs for all staff, 2) the point system developed to account for all professional development activities and the points awarded to each staff member for the proposed professional development activities/programs, 3) the specific competencies and instructional strategies in the core curriculum the development program is directed towards, 4) the cost of the planned activity or program, 5) the data driven analysis used to determine the need for the professional development activity or program, and 6) a report of points earned by each staff member for the current five year period and the number of years completed in the current five year period.

Motion by GUDGEL, second by PRICE, to approve the 2013-2014 Professional Development Plan. The motion carried (4 – 0) with the following votes: Gudgel – yes, Price – yes, Clark – yes, Vincent – yes. A copy of the plan is included in the minutes file.

C. Receive Virtual School Update

BECKY SZLICHTA reported on the district's first year offerings for online learning. The 2011 legislature passed SB 280 requiring that all school districts offer online learning opportunities to all students in grades K-12. The district has hired two teachers who facilitate the two online learning programs. The two vendors are Meridian Consortium-Edgenuity for grades 6-12 and Connections Learning for grades K-12. Edgenuity is used for programs such as remediation, extension, in-out of school suspension, credit recovery, proficiency testing, homebound, EOI remediation, advanced coursework, and summer school. Connections Learning is used for courses taken for credit the first time and outside of school.

D. Receive First Reading of Textbook Adoption Selections for AP US History

SUPERINTENDENT CAINE reported that the following textbook selection is being recommended for AP US History beginning in the 2013-2014 school year. A second reading is required prior to approval.

- Kennedy American Pageant © 2013

8. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer's Report

The Treasurer's Report for July 31, 2013 indicates monthly revenues of \$554,909.51 and monthly expenditures of \$1,317,446.39.

Motion by GUDGEL, second by CLARK, to approve the July 31, 2013 Treasurer's Report as presented. The motion carried (4 – 0) with the following votes: Gudgel – yes, Clark – yes, Price – yes, Vincent – 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):

2013-2014	General Fund Encumbrances #294-404 totaling \$155,489.43
2013-2014	Building Fund Encumbrances #12-17 totaling \$26,163.52
2013-2014	Child Nutrition Fund Encumbrances #44-46 totaling \$16,810.95
2013-2014	Bond Fund 39 Encumbrances #113-141 totaling \$694,773.84

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

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

2012-2013	General Fund Encumbrances #12, 365, 1216
2012-2013	Bond 39 Fund Encumbrances #28
2013-2014	General Fund Encumbrances #4
2013-2014	Bond Fund 39 Encumbrances #44, 90, 91

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

D. Receive Bond Expenditures and Revenue Update

The bond expenditures monthly report for July 2013 provides an overview of current bond funds including the bonds approved on February 8, 2011 and the lease purchase proceeds for the construction of the Highland Park and Will Rogers Elementary Schools. Warrants issued for the \$61,500,000 bond issue approved on February 8, 2011 (current proceeds of \$27,650,000) shows total expenditures of \$19,510,373.77 with total funds remaining of \$8,593,238.97.

The Highland Park Lease Purchase (\$15,000,000) has a remaining available balance of \$1.87 and the Will Rogers Lease Purchase (\$17,000,000) remaining available balance is \$4,045,310.07. A copy of the report is included in the minutes file.

9. OTHER REPORTS/RECOMMENDATIONS

A. Receive Second Reading and Consider Approval of SPS Policies and Procedures:

- **CKDA** **Tobacco/Smoke Free Campus**
- **DC** **Employment Practices**
- **DDC** **Employee Resignations**
- **EHDF** **Online Instruction**
- **EHDF-E1** **SPS Virtual School Application**
- **EHDF-E2** **Stillwater Virtual School Contract**
- **EJB** **Suicide Prevention**

Motion by CLARK, second by GUDGEL, to approve the policies and revisions listed above with amendments to the following policy EHDF.

- **Educationally appropriate means any instruction that is not substantially a repeat of a course**

or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. ~~instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and the state graduation requirements for the student.~~ The determination of educationally appropriate will be made at the local school district level.

The motion carried (4 – 0) with the following votes: Clark – yes, Gudgel – yes, Price – yes, Vincent – yes.

B. Consider and Vote on Appointment for Board of Education Seat No. One (1)

Motion by PRICE, second by GUDGEL, to appoint Camille Frye DeYong to fill vacated Stillwater Board of Education Seat No. One. The motion carried (4 – 0) with the following votes: Price – yes, Gudgel – yes, Clark – yes, Vincent – yes.

C. Administer Oath of Office to Ward One (1) Appointment

ANNETTE JONES issued the oath of office to Camille Frye DeYong. Ms. DeYong was seated.

10. ADJOURNMENT

A. Vote to Adjourn

Motion by DEYONG, second by GUDGEL, to adjourn at 7:34 p.m. The motion carried (5 – 0) with the following votes: DeYong – yes, Gudgel – yes, Clark – yes, Price – 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 (posted August 12, 2013 at 10:00 a.m.).

Witness my hand and seal of the Stillwater School District on August 13, 2013.

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

