

**STILLWATER BOARD OF EDUCATION  
MINUTES OF SPECIAL MEETING  
March 6, 2017  
12:00 p.m. Special Meeting**

**1. 12:00 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 sixth day of March, 2017. Board President, DEBRA VINCENT, called the meeting to order at 12:00 p.m. A quorum was present.

**BOARD MEMBERS PRESENT:**

Debra Vincent	President
Bob Graalman	Vice President
Marshall Baker	Member

**BOARD MEMBERS ABSENT:**

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
Annette Jones	Board Clerk
John Anders	Director of Facilities
Bob Schaefer	Selser Schaefer Architects

**PURPOSE OF THE MEETING**

- Consider Contract Award for SPS Agriculture Facility Expansion Project and Greenhouse
- Meet in Executive Session to Discuss the Purchase of Real Property
- Possible Action in Open Session on Dr. Marc Moore Employment Contract

**2. APPROVAL OF AGENDA**

Motion by GRAALMAN, second by BAKER, to approve the agenda as presented. The motion carried (3 – 0) with the following votes: Graalman – yes, Baker – yes, Vincent – yes.

**3. CONSIDERATION AND VOTE TO AWARD CONTRACT FOR THE SPS AGRICULTURE FACILITY EXPANSION PROJECT TO THE LOWEST RESPONSIBLE BIDDER**

The purpose of items 3 and 4 is to allow the board to award contracts for the Ag facility expansion project and greenhouse. This is the final large project funded by the 2011 bond. The work will consist of site grading and utilities, constructing pre-engineered metal classroom and livestock buildings, heating, ventilation, and air conditioning, lateral field, plumbing and electrical.

The schedule for bidding was as follows:

February 3	First bid advertisement in local and state newspaper
February 10	Second bid advertisement in local and state newspaper
February 14	Mandatory pre-bid conference at the agriculture farm site, 10:00 a.m.
February 24	Bids due/opening, 2:00 p.m.

The district received four (4) bids for this project. The lowest bidder was Lambert Construction Company, Stillwater, Oklahoma with a Base Bid in the amount of \$919,900.00 and add Alternate Bid No. 2 in the amount of \$9,600.00. This is the bid recommended by the architect and administration. The date of Substantial Completion is 170 days from the date of commencement, based on the date of Notice to Proceed.

Motion by BAKER, second by GRAALMAN, to award contract for the SPS Agriculture Facility Expansion Project to Lambert Construction Company, Stillwater, Oklahoma with a Base Bid in the amount of \$919,900.00 and add Alternate Bid No. 2 in the amount of \$9,600.00 for a total of \$929,500.00. The motion carried (3 – 0) with the following votes: Baker – yes, Graalman – yes, Vincent – yes. A copy of the bid tabulation and contract is included in the minutes file.

**4. CONSIDERATION AND VOTE TO AWARD CONTRACT FOR THE SPS AGRICULTURE FACILITY EXPANSION PROJECT – GREENHOUSE TO THE LOWEST RESPONSIBLE BIDDER**

The district received one (1) bid for this project in the amount of \$195,974.00 from American Plant Products, Oklahoma City, Oklahoma. The architect and administration recommend the acceptance of this bid. The date of Substantial Completion is 56 days after site work and concrete is complete and ready for American Plant Products crews to perform work.

Motion by GRAALMAN, second by BAKER, to award contract for the SPS Agriculture Facility Expansion Project – Greenhouse to American Plant Products, Oklahoma City, Oklahoma in the amount of \$195,974.00. The motion carried (3 – 0) with the following votes: Graalman – yes, Baker – yes, Vincent – yes. A copy of the bid tabulation and contract is included in the minutes file.

**5. PROPOSED EXECUTIVE SESSION TO DISCUSS THE PURCHASE OR APPRAISAL OF REAL PROPERTY IDENTIFIED AS: 517 S. WILLIS, 507 S. WILLIS, 2015 W. 5<sup>TH</sup>, 2011 W. 5<sup>TH</sup>, 504 S. MCFARLAND, 423 S. WILLIS, 2014 W. 5<sup>TH</sup>, 2006 W. 5<sup>TH</sup>, 2002 W. 5<sup>TH</sup>, 401 S. WILLIS, 2011 W. 4<sup>TH</sup>, 402 S. MCFARLAND, AS AUTHORIZED BY OKLA. STAT. TIT. 25 SECTION 307(B)(3)**

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

Motion by GRAALMAN, second by BAKER, to convene in Executive Session at 12:23 p.m. The motion carried (3 – 0) with the following votes: Graalman – yes, Baker – yes, Vincent – yes.

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

PRESIDENT VINCENT acknowledged the return of the Board to Open Session at 1:03 p.m.

**C. Statement of Executive Session Minutes**

The following statement was made by MARSHALL BAKER. During the Executive Session the following people were present: Debra Vincent, Bob Graalman, Marshall Baker, Delphine Heppel, Mike Lauvetz, Phillip Storm, Terry McCarty, and Dr. Marc Moore. In the Executive Session the Board discussed the purchase or appraisal of real property identified as: 517 S. Willis, 507 S. Willis, 2015 W. 5<sup>th</sup>, 2011 W. 5<sup>th</sup>, 504 S. McFarland, 423 S. Willis, 2014 W. 5<sup>th</sup>, 2006 W. 5<sup>th</sup>, 2002 W. 5<sup>th</sup>, 401 S. Willis, 2011 W. 4<sup>th</sup>, 402 S. McFarland, as authorized by Title 25 OKLA. STAT. Section 307(B)(3). Nothing else was discussed in Executive Session. No votes were taken in the Executive Session. This will constitute the minutes of the Executive Session.

**6. VOTE TO ADJOURN**

Motion by GRAALMAN, second by BAKER, to adjourn at 1:04 p.m. The motion carried (3 – 0) with the following votes: Graalman – yes, Baker – 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 notice of the time, date, and place of this special meeting was faxed (March 1, 2017 at 8:25 a.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 3, 2017 at 10:00 a.m.

Witness my hand and seal of the Stillwater School District on March 6, 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