

**STILLWATER BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
October 8, 2019  
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 October, 2019. Board President, BOB GRAALMAN, called the meeting to order at 6:30 p.m. A quorum was present.

**BOARD MEMBERS PRESENT:**

Bob Graalman	President
Mitsi Andrews	Vice President
Dr. Camille DeYong	Member
Dustin Reavis	Member
Tim Riley	Member

**STAFF AND PARTICIPANTS PRESENT:**

Dr. Marc Moore	Superintendent
Cathy Walker	Assistant Superintendent
Dana Renner	Assistant Superintendent
Jericah Dawson	Chief Financial Officer/Treasurer
Dr. Michael Shanahan	Human Resources Director
Kevin Calvert	Technology Director
Barry Fuxa	Public Relations and Communications Coordinator
Annette Jones	Board Clerk/Minutes Clerk
Mark Pruitt	SPS Owner's Representative
Kendra Rider	Richmond Elementary Principal
Brandianne Green	Richmond Elementary Asst. Principal
Sydney Mayes	Richmond Elementary Student
Kyle Eller	Foot by Foot Construction
Jason Egnor	Foot by Foot Construction
Caleb Rovenstine	Nabholz Construction
Brian Thomas	Selser Schaefer Architects

**2. PLEDGE OF ALLEGIANCE**

Richmond Elementary student, SYDNEY MAYES, led staff and participants present in the Pledge of Allegiance to the American flag.

**3. COMMUNICATIONS/PUBLIC INTEREST**

**A. Richmond Elementary School Community Partner – Foot by Foot Construction**

Richmond Elementary has selected Foot by Foot Construction (Kyle and Tierra Eller) as our Community Partner for the 2019-2020 school year. Foot by Foot Construction has given generously of their time and finances and been a constant source of support for the Richmond Family for the last 7 years. We thank them for their efforts and sincerely appreciate their partnership. (*Source: Kendra Rider*)

**B. Superintendent's Report**

The following was written and reported by SUPERINTENDENT MOORE.

Congratulations go to the Stillwater High School Band for their invitation to the London New Year's Day Parade and Festival in 2021. London New Year's Day Parade and Festival representatives, Steve Summers and Jonathan Whaley, were present at a ceremony on Sept. 19 at the SHS Performing Arts Center to formally present the invitation. This 2021 appearance will

mark the band's first performance at this event. In 2017, they performed in the La Grande Parade de Paris.

The National Merit Scholarship Program named six Stillwater High School students, Zahmiria Johnson, Nicco Wang, Tanner Thomas, Daniel Tikalsky, Omar Abouzhar, and Edie Will, as semifinalists for the 2019-2020 school year. These exceptional high school seniors will compete with 16,000 other National Merit Scholarship Program semifinalists for 7,500 scholarships totaling \$33 million, which will be announced this spring.

Richmond Elementary School students raised \$27,791 with its annual Rocket Run fundraiser, the largest amount ever raised with this type of fundraiser at the school. Funds generated by the Rocket Run fundraiser will support student activities during the school year. This unique fundraiser has an added benefit of increasing student participation and awareness of a healthy lifestyle.

The Oklahoma State University Women's Soccer team visited Will Rogers Elementary School last week and shared information about hard work. The captain's message was, "You can always control how hard you work at something."

Will Rogers Elementary School's administrators and counselors have been working cooperatively to design weekly lessons that "re-teach" their expectations about positive student behavior shared throughout the school. Each weekly lesson's specific focus addresses concerns identified from student office referrals from the previous week. Counselors then teach this lesson to selected students identified as needing additional support.

The Faye Allene Rife Brown Foundation presented a \$50,000 check to the 2020 Stillwater Makes a Change (SMAC) fundraiser last month. This money and other funds generated from this student-led philanthropic campaign throughout the year will support the local chapter of Habitat for Humanity. Kristine Waits, Brown Foundation board member, presented the check to 2020 SMAC student executive directors, Brennan Lacy and Kylie Gallegos, at the high school building.

### **C. Board Communications**

The following topics were mentioned:

- SHS Band invitation to London's New Year parade
- McKnight Center programming for New York Philharmonic
- Congratulations to SHS Marching Band who placed 6th in a recent competition
- SPEF Celebration of Teaching event
- Complimentary of athletic facilities – specifically baseball and softball fields
- Modella Art Gallery
- President Graalman announced the following changes or additions of board members serving on district committees
  - Camille DeYong (addition) and Mitsi Andrews will serve on the Long Range Facilities Planning Committee
  - Tim Riley and Dustin Reavis (addition) will serve on the Policy Review Committee. Bob Graalman will rotate off of this committee.

### **D. Public Comments**

There were no public comments.

## **4. 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. September 10, 2019, 5:00 p.m. Special Meeting Minutes – Approved**
- B. September 10, 2019, 6:30 p.m. Regular Meeting Minutes – Approved**
- C. Transfer and Summary of Activity Account Funds – Approved**
- D. Activity Account Fundraising Projects – Approved**

- E. Encumbrances and Accounts Payable (approval of encumbrance numbers as listed): -**  
 Approved  
 2019-2020 General Fund Encumbrances #603-701 totaling \$120,178.40  
 2019-2020 Building Fund Encumbrances #21-23 totaling \$3,468.20  
 2019-2020 Child Nutrition Fund Encumbrances #64-73 totaling \$10,570.30  
 2019-2020 Bond 31 Fund Encumbrances #145-175 totaling \$348,515.81  
 2019-2020 Bond 39 Fund Encumbrances #17 totaling \$2,003.35  
 2019-2020 Fund 31, 2017 Bond, BOKF Account Encumbrances #031 totaling \$755.00
- F. Change Orders (approval of encumbrance numbers as listed): -** Approved  
 2019-2020 General Fund Encumbrances #406, 473, 499, 530, 573  
 2019-2020 Bond 31 Fund Encumbrances #5, 61, 81
- G. Declare Technology Equipment Surplus –** Approved
- H. Sanctioning Applications for Organizations Requesting Exemption from Statutory Controls and Board Policies and Procedures for FY 2019-2020: -** Approved  
 1) Stillwater Junior High School PTA  
 2) Stillwater Middle School PTA  
 3) Pioneer Tennis Booster Club
- I. SPS Policy Second Reading and Approval of New or Revised Policies: –** Approved  
 1) CDAC Fiscal Management Priority, General Fund  
 2) CDC Public Gifts, Donations to the Schools  
 3) CDC-R1 Public Gifts, Donations to the Schools: Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations)  
 4) CE Annual Budget  
 5) CFA School Finance  
 6) CKGA Sex Offenders Registration Act  
 7) CKGA-E Sex Offenders/Violent Offenders Registration Act  
 8) DPB Substitute Teachers
- J. 2020 Annual School Board of Education Election Resolution –** Approved
- K. Richmond Elementary School-Wide Title I Plan –** Approved
- L. Educational Services FY 2019-2020 Contracts and Agreements: -** Approved  
 1) Oklahoma State University Dietetic Internship (Student Internship Affiliation)  
 2) Oklahoma State University Nutritional Sciences Department (Student Internship Affiliation)  
 3) Instructure (Mastery Connect Services)  
 4) Northeastern State University (Student Internship Affiliation)  
 5) Meridian Technology Center (Academic Credit Options Memorandum of Understanding)
- M. Architect’s Report and 2017 Bond Update**
- N. Approve Nabholz use of Construction Management (CM) Contingency and Allowances for New Westwood Elementary School Construction –** Approved
- | <u>#</u> | <u>Description</u>               | <u>Amount</u> |
|----------|----------------------------------|---------------|
| 050      | PR22R – SPED White Board Changes | \$ 3,349.00   |
- O. Approve Nabholz use of Construction Management (CM) Contingency and Allowances for Stillwater Middle School Renovation and Expansion Project –** Approved
- | <u>#</u> | <u>Description</u>                 | <u>Amount</u> |
|----------|------------------------------------|---------------|
| 26       | Bus Canopy Foundation              | \$ 10,745.01  |
| 28       | PR-8 Raise Ceilings in 132 and 133 | \$ 467.00     |
| 30       | Misc. Site Demo of Existing Items  | \$ 4,611.66   |
| 34       | Adjust Structures                  | \$ 4,869.01   |
| 37       | PR-12 Memorial Plaques             | \$ 1,148.27   |
| 38       | Trench Grate @ Admin               | \$ 7,674.00   |
- P. Out-of-State Travel Request: Stillwater FFA Traveling to Indianapolis, IN on October 29-November 2, 2019 –** Approved
- Q. Revised 2019-2020 Negotiated Agreement with Stillwater Education Support Professionals Association (SESPA) –** Approved
- R. Revised 2019-2020 Master Contract with Stillwater Education Association (SEA) –** Approved

CAMILLE DEYONG requested pulling 4I(1) and 4M for separate consideration. Dr. DeYong would like to see the fund balance levels in policy CDAC lower than the proposed 9.5 and 13.5 percent.

Motion by REAVIS, second by ANDREWS, to approve the Consent Agenda, excluding 4I(1) and 4M. The motion carried (5 – 0) with the following votes: Reavis – yes, Andrews – yes, DeYong – yes, Riley – yes, Graalman – yes.

Motion by DEYONG, to approve policy CDAC amending the minimum fund balance to 9% and the maximum fund balance to 11%. Motion by DEYONG, to amend the minimum fund balance to 8% and maximum fund balance to 11%. The motions died due to lack of second.

Motion by DEYONG, second by ANDREWS, to approve policy CDAC amending the minimum fund balance to 9% of expected revenue for the carryover and the maximum fund balance to 11% which is an additional 2% of revenue to manage instructional impact. The motion carried (5 – 0) with the following votes: DeYong – yes, Andrews – yes, Reavis – yes, Riley – yes, Graalman – yes.

Motion by DEYONG, second by RILEY, to approve 4M. The motion carried (5 – 0) with the following votes: DeYong – yes, Riley – yes, Reavis – yes, Andrews – yes, Graalman – yes.

## **5. OPERATIONS**

### **A. Receive Westwood Elementary Owner’s Representative Report**

The following was written and submitted by MARK PRUITT.

Overview of progress: The students, faculty, staff, and parents of Westwood Elementary School continue to follow their temporary routines necessitated by the still unfinished facility. The architects have published their Phase 1 interior punchlist. Interior punchlist subs and technicians continue to work evenings and weekends in order to finish the project outside of normal school hours. Nabholz is keeping the OAC team updated about punchlist progress by continuously updating a completion graph online and emailing a detailed progress report every morning. As of this date Nabholz has completed 318 out of 789 punchlist issues.

Three critical unfinished items as of today (in terms of user tensions) are:

- 1) Completion of the west playground
- 2) Completion of the hard surface portion of the east playground
- 3) Installation of the equipment, striping, and bleachers in the gym.

Nabholz has a separate night shift superintendent supervising subs full time on the interior issues. Due to the extent of unfinished exterior items the architects have not been able to schedule an exterior Phase 1 punchlist walkthrough date, consequently a phase 1 Certificate of Substantial Completion has yet to be issued.

The additional Phase 2 below grade asbestos pipes have finally been removed, along with the 168 unexpected concrete belled-piers hidden under the old building. Phase 2 below grade demolition is complete. Construction of the Phase 2 SE parking lot, driveway, and related underground utilities continues. The large pavilion is in the process of being moved to its new concrete pad. Nabholz has a separate day shift superintendent supervising subs full time on the Westwood project.

Due to the extent of unfinished items the architects have not yet scheduled a walkthrough for a Phase 2 punchlist nor issued a phase 2 Certificate of Substantial Completion.

Overview of services rendered - As per contract, I executed my Owner’s Rep Scope of Services, through October 1, 2019, as follows:

- Participated in OAC meetings:
- Reviewed and responded to requests for payments
- Reviewed RFIs/ASIs/PCOs/Proposal Requests/Changes/Change Orders
- Site visits: Averaged 2.5 site visits per week for the last month

Project Quality – Newly identified interior quality issues that are identified by the teachers, staff, architects, engineers, and others are now being processed as Warranty Items. In September I continued to read and analyze the third-party testing agency test reports regarding the quality of

fresh and cured concrete, mortar, grout, rebar and steel used on site. Not all 7 and 28-day PSI strength tests continue to meet or exceed their respective design specifications. The testing agency and the project engineers are currently tracking three concrete batches from last month that showed marginal 7-day test results as well as some 28 day breaks this month which came in low. Any concrete that does not pass test shall be replaced. As of this date all building pad & roadbed compaction tests and trench backfill tests have passed.

Project Budget – Because of adequate allowances and contingency funds that were built into the original GMP, the project continues tracking on budget as of this date. The OA team is discussing how to address the issue of who is responsible to pay for new cost items necessitated by the delay.

Schedule and One Month Look-Ahead – The month of October will see the work force continuing the completion of Phase-1 punchlist items during evening and weekend hours. Workers on Phase-2 will continue to keep traditional 7:00 AM – 4:00 PM +/- hours. Nabholz is once again revising the overall schedule, this time under the leadership of Michael Feamster, Nabholz' new Executive VP of Operations. That schedule is promised to be issued before the 10/8 Board Meeting. (Draft issued 10/4) Westwood students did not receive the paved playground areas adjacent to the west and east façades of the new building on the first day of school as promised by Nabholz. The OAC team started a plan to expedite their completion at the 9/11 OAC meeting. We should see some concrete in place by the 10/8 Board Meeting. (Casting completed 10/4 – Control joints 10/5). We did not see completion of the unfinished roofing, metal siding, and exterior paint at the front of the school (south façade) during September. Hopefully we will see it this month.

(Now under construction)

The unfinished two-thirds of Phase 2, consisting of play fields, playground equipment, pavilion, fences, storm sewers, parking and driveways is still tracking behind the most current schedule - (The original contractual date of substantial completion of Phase-2 was August 15, 2019). Many of the revised dates of completion for incomplete activities in Phases one and two that were proposed by Nabholz at the 9/4/2019 OAC meeting and on their 9/10/2019 CPM schedule were simply not met in September. Westwood OAC meetings are scheduled for October 2, 9, 16, 23, and 30.

## **B. Receive Stillwater Middle School Owner's Representative Report**

The following was written and submitted by MARK PRUITT.

Overview of progress: Nabholz' continues to push the Middle School Construction schedule in the remaining areas under construction. The Performing Arts Addition and the Classroom Addition are both ahead of schedule and should be available for SPS use sooner than expected. The gym is the main focus now. It should be ready for use in November, ahead of the original schedule. The project is running close to budget.

As anticipated, Nabholz completed installation of storefront glass at the Performing Arts and Admin/Gym Additions. Exterior front steps tying the Classroom Addition to the bus loop were also completed in September.

Overview of services rendered - As per contract, I executed my Owner's Rep Scope of Services, through October 1, 2019, as follows:

- Review of Contract Documents – ongoing
- Participated in OAC meetings
- Reviewed and approved requests for payments
- Reviewed RFIs/ASIs/PCOs/Proposal Requests/Changes/Change Orders
- Reviewed RFI logs, submittal logs, and contingency expenditure reports issued at the 9/4/2019, & 9/18/2019 OAC meetings
- Site visits w/ reports

Project Quality –

- Cracked concrete in the entry plaza shall be replaced by Nabholz.
- In September I read and analyzed all the third-party testing agency test reports sent to me regarding soil densities and moisture content as well as regarding the quality & flatness of fresh and cured concrete, mortar, grout, rebar and steel used on site. All 7 and 28-day PSI

strength tests continue to meet or exceed their respective design specifications. All building pad & roadbed compaction tests and trench backfill tests have passed.

**Project Budget** – Both owner's and contractor's contingency accounts have been reduced incrementally each month but continue to run positive balances as of this date. The overall project remains on budget. Replacement of the failed concrete paving adjacent to the proposed storm sewer trench replacement paving in the NW parking lot is still on hold until final budget numbers are known.

**Project Update** –

- Overall construction activities are progressing as shown in the Architect's latest Field Reports.
- Interior framers, GWB, and FMEP subs continue to make significant headway in the remaining areas of construction.
- Exterior lighting has been installed along the bus loading zone.
- Metal siding has been installed on classroom and gym additions.
- FMEP installations continue tracking on schedule including all new HVAC for the newer bigger gym.
- Construction of the storage addition west of the gym continues.
- The project has experienced a few roof leaks after big rains. The OAC committee is trying to sort out the causes; existing or new due to construction.

**Schedule:** The remaining areas still under construction continue to track either on or ahead of the most current revised schedule.

**One Month Look-Ahead** – For October we should see completion of the Performing Arts Addition including the new band room and its office. The classroom addition is also tracking along at a good clip and will open ahead of schedule. The canopy over the main entry is still back-ordered. Looking ahead into November we should see the opening of the gym/admin addition, and finally the new main entry.

### **C. Receive Stillwater Stillwater Junior High School Owner's Representative Report**

The following was written and submitted by MARK PRUITT.

**Overview of progress:** Nabholz began operating out of their on-site trailer in September. Phase one clearing, grubbing, and demolition commenced this last month on the west side of the existing facility. Roads and sidewalks were removed, existing underground utilities located, and a new service entrance off Krayler from the north was installed. Construction fencing was put in place as well as temporary walls to isolate students away from construction activities. Workers have discovered waterlines along the west side of the project that were not shown on the site survey. Nabholz is investigating as to their significance, sources, and destinations. We should plan on seeing a change order to deal with them because they are in the way of new construction.

**Overview of services rendered** –I executed my Owner's Rep Scope of Services, through October 1, 2019, as follows:

- Review of Contract Documents – ongoing
- Participated in OAC meetings
- Reviewed and approved requests for payments
- Reviewed RFIs/ASIs/PCOs/Proposal Requests/Changes/Change Orders
- 6 Site visits w/ field reports

**Project Quality/Safety** – All construction deliveries throughout the contract time period are scheduled between 9:00 AM and 2:00 PM as to not interfere with bus and parent automobile peak traffic hours.

**Project Budget** – No budget issues other than a potential withdrawal from the contingency fund to cover dealing with the existing waterline issue.

**Nabholz Team for the Junior High:**

- EVP of Operations – Michael Feamster

- Project Manager – Caleb Rovenstine
- Superintendent – Jeremy Taylor
- Project Engineer – Garrett Schaede

Schedule: Notice to proceed was dated 8/15/2019. The project is scheduled to be staged in phases. Phase 1 (Performing arts west wing and new classrooms east wing) started Sep 3, 2019. Phase 2 begins summer 2020. Nabholz' Milestone Schedule dated 8/22/2019 shows the Date of Substantial completion for all phases as Dec 31, 2020; for a total of 518 calendar days.

One Month Look-Ahead for October 2019 – We will see the continuation of site demolition, excavation, and temporary road building between the football field and the existing school building. Demolition will also occur on the east side for the classroom addition. Site utility construction and relocations on the west and east will be in full swing. Phase 1 fire drill egress plans are being developed that propose the new routes to be used by students during phase-1 of construction. Junior High OAC meetings: 10/2, 10/16, and 10/30.

Move to 6A.

## **6. EDUCATIONAL SERVICES**

### **A. Receive Richmond Elementary Plan for Excellence Report**

KENDRA RIDER and BRANDIANNE GREEN gave an overview of Richmond Elementary School's Effective Practices for School Improvement Plan which includes goals, strategies, interventions and successes. A copy of the PowerPoint is included in the minutes file.

Move to 5D.

## **5. OPERATIONS**

### **D. Receive Technology Department Update**

KEVIN CALVERT gave a presentation that included Technology Department goals, responsibilities, data concerning customer satisfaction, and points of pride.

### **E. Receive Safety and Security Update**

The monthly written report by DANA RENNER is included in the minutes file.

## **6. EDUCATIONAL SERVICES**

### **B. Receive Administrator Update on the District's Effort to Become a Trauma-Informed District in Order to Assist Students Succeed**

The following was written and submitted by CATHY WALKER.

The Trauma informed task force will meet on Oct. 7 to discuss the Flexible Framework outlined in Helping Traumatized Children Learn. The framework consists of the following components: schoolwide infrastructure and culture, staff training, linking with mental health professionals, academic instruction for traumatized children, nonacademic strategies, and school policies, procedures, and protocols. The committee will identify things we currently do in all of these components as well as develop next steps for moving forward.

Self-Care – October is get moving month. TSET published the following activities to encourage movement during the day:

- Stretch at your desk
- Set a walk and talk meeting
- Take a walk around the building
- Use resistance bands at your desk
- Take the stairs instead of the elevator
- Park farther away and walk more

### **C. Receive Report on Early Release Friday/Professional Learning Communities**

The following was written and submitted by CATHY WALKER.

Successful training with 3-12 social studies, ELA, and math. Teachers identified essential skills in their subjects and received coaching on how to develop common formative assessments. They also set goals for what they hope to bring back in December for the next training.

All administrators in the district received coaching on setting smart goals for their site and discussed strategies on how to progress as a PLC. There were engaging table discussion on how to use data and what their site data can tell them.

Assistant principals met in a round table conversation with Dr. Moore, Mrs. Renner and Mrs. Walker to discuss challenges in the PLC process as well as celebrate what is going well. Feedback from the assistant principals indicates their most current significant challenge is the PLC change, which includes building foundational knowledge among all staff, communicating the “why”, and teacher stress. They shared ideas on how to trouble shoot the challenges and move their sites forward in the process.

Dr. Moore met with the internal communication committee and had dialogue about PLCs as well. Teacher feedback indicates possible concerns about data gathering process from team meetings, organizing around meetings, early release day, teacher workload, and teacher stress. They also expressed positive comments about time allotted for collaboration and productivity during meetings.

Elementary teachers will have the opportunity to meet in their subject areas as a district on Oct. 4 (all PreK will meet together, all K, etc.). The music teachers will be touring the McKnight Center during this time as well as working with Mrs. Ranson and Mr. Williams on the Carnegie Link Up Curriculum.

## **7. BUSINESS/FINANCE**

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

The Treasurer’s Report for September 30, 2019, indicates monthly revenues of \$2,462,596.42 and monthly expenditures of \$3,945,492.95. General Fund monthly interest earnings is \$6,080.95 and Bond Fund monthly interest earnings is \$4,951.31.

Motion by RILEY, second by DEYONG, to approve the September 30, 2019, Treasurer's Report. The motion carried (5 – 0) with the following votes: Riley – yes, DeYong – yes, Reavis – yes, Andrews – yes, Graalman – yes. A copy of the Treasurer’s Report is attached to these minutes.

### **B. Receive Bond Expenditures and Revenues Report**

The monthly Bond Expenditures and Revenues Report for September 2019 provides an overview of the \$61,500,000 General Obligation Bond Issue approved on February 8, 2011, and the \$74,000,000 General Obligation Bond Issue approved on February 14, 2017. Warrants issued for the \$61,500,000 bond issue (current proceeds of \$61,500,000) equal \$61,639,983.88 with total funds remaining of \$107,019.63. Warrants issued for the \$74,000,000 bond issue (current proceeds of \$31,635,000) equal \$15,924,697.05 with total funds remaining of \$4,526,734.40. A copy of the report is included in the minutes file.

## **8. OTHER REPORTS/RECOMMENDATIONS**

### **A. Receive Survey Results Administered to Parent/Guardians who Transferred their Child to an Online Charter School**

The following was written and submitted by BARRY FUXA.

The Stillwater Public Schools secondary principals met in April 2019 and conducted an analysis on both external and internal issues faced by them currently or anticipated to be facing them in the coming years. Internet-based instruction was one external issue identified. They determined with



the increase in online charter schools and a higher demand for flexible instructional programming, the district should develop its vision for Internet-based instruction in order to better meet students' needs and community expectations. Additionally, Dr. Moore reviewed the number of children living in the Stillwater Public School District who transferred to EPIC Online Charter School during the 19-20 school year, and those transferring by grade are as follows:

PK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1	1	2	3	2	0	4	5	8	10	15	10	12	7

Discussions from 6.11.19 meeting prompted board members to ask Dr. Moore to gather more information about parent/guardians who transferred child to online charter school.

- Survey Designed (Fuxa & Moore)
- Survey Sent
  - 89 parents of students that had left in the last 2 years
  - Initial invite - Sept 23
  - Follow up invite - Sept 27
  - Anonymous with option to identify self
  - 17 responses (19% response rate)
    - Expected a low response due to disconnect/dissatisfaction
- Results compiled

## **B. Review Draft of Annual Parent/Guardian Survey**

The following was written and submitted by BARRY FUXA.

In order to obtain actionable information from our district parents about their experiences and perceptions of Stillwater Public Schools, we have partnered with Reliant Talent Management Solutions, LLC to compose, refine and administer a survey. The survey will capture data on:

- Quality of District and Practices
- Finance and Operations
- Communications and Technology
- School Board
- Individual School Experiences
  - Academic Achievement
  - Student Experience
    - Safety and Discipline
    - Inclusion
    - Health/Wellness
  - Community and Partnerships
  - Teachers and Principals
  - General Satisfaction

The survey is primarily a Likert scale questionnaire, but includes a few open ended response fields.

Data from the survey will be shared via future board meetings. This survey will be administered annually, with minimal changes to allow year to year comparisons. Our hope is that this data can be used to identify areas of improvement, as well as district points of pride.

## **C. Receive SPS Policy First Readings:**

- 1) **CKAC-P1 Emergency Notification Procedures**
- 2) **FNF Search of Students**

The Policy Review Committee met on September 24th to review these policies. Details for the revisions are listed below.

### CKAC-P – Emergency Notification Procedures

This policy includes minor revisions to add SMS text message option.

FNF – Search of Students

70 O.S. § 24-102 states the four categories of school employees that may conduct searches of students and their personal belongings. They are 1) superintendent, 2) principals, 3) teachers, and 4) school security personnel. The district’s policy language has been changed from “school principal or designee” to reflect this.

**8. ADJOURNMENT**

**A. Vote to Adjourn**

Motion by DEYONG, second by RILEY, to adjourn at 9:16 p.m. The motion carried (5 – 0) with the following votes: DeYong – yes, Riley – yes, Reavis – yes, Andrews – yes, Graalman – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

\_\_\_\_\_  
Robert E. Graalman, Jr., 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 October 7, 2019, at 3:00 p.m.).

Witness my hand and seal of the Stillwater School District on October 8, 2019.

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