

**STILLWATER BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
March 23, 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 twenty-third day of March, 2017. Board President, DEBRA VINCENT, called the meeting to order at 6:31 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               |
| Brian Thomas            | Selser Schaefer Architects               |
| Laura Gordon            | Highland Park Elementary Principal       |
| Becky Dyson             | Highland Park Elementary Asst. Principal |
| Highland Park teachers: |                                          |
| Claire Gage             | Mason Oller                              |
| Teresa Ellis            | Cindy Caraway                            |
| Joanna Mitchell         | Teresa Campbell                          |
| Susan Weaver            | Diana Blair                              |
| Cara Smith              |                                          |
| Josh Peetoom            | Highland Park Elementary Student         |
| Scott Jackson           | Orchestra Instructor                     |
| Orchestra students:     |                                          |
| Saskia Ghosh            | Elizabeth Streeter                       |
| Chuong Le               | Joseph Sim                               |
| Victoria Kim            |                                          |
| Kevin Zamborsky         | Band Instructor                          |
| Band students:          |                                          |
| Ian Chakraborty         | Kaylee Smith                             |
| Cameron Dickey          | Liza Melnychenko                         |
| Andrew Towne            | Callahan Morris                          |
| Krysten Williamson      |                                          |
| Kurt Goebel             | Swimming Coach                           |
| Beverly Ruedy           | Assistant Swimming Coach                 |
| High School Swimmers:   |                                          |
| Katie Hill              | Dewi Blose                               |
| Savanna Barth           | Alice Brienen                            |
| Raelene Tree            | Sadie Freudenberger                      |
| Isabelle Smith          | Isabella Tidland                         |
| Landon Clark            | Jake Nichols                             |
| Ryan Clark              | John Saunders                            |
| Jacob Gilson            | Jackson Tidland                          |
| Jacob Tree              | Beau Arndt                               |
| Aaron Hill              | Nick Naple                               |

**2. PLEDGE OF ALLEGIANCE**

Highland Park Elementary student, JOSH PEETOOM, led board members, staff and participants present in the Pledge of Allegiance to the American flag.

### **3. PREVIEW/APPROVAL OF AGENDA**

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

### **4. COMMUNICATIONS/PUBLIC INTEREST**

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

The following was written and reported by SUPERINTENDENT MOORE.

The Oklahoma-Arkansas Section of the Mathematical Association of America (MAA) named Anthony Purcell, Stillwater Middle School teacher, as the recipient of the MAA Oklahoma Middle School Teacher of the Year Award for 2016-2017. Anthony will receive the award at the Oklahoma-Arkansas Section meeting of the Mathematical Association of America during a banquet at 6:00 p.m., Friday, April 7, 2017, held on the campus of the University of Oklahoma.

The Multicultural Education Institute's Teacher Incentive Grant sub-committee awarded Kane Mach, Kaia Christofferson, and Emily Finney a grant supporting the purchase of multicultural books and materials. These books and materials will support both ELL and Indian Education programs across the district.

The Oklahoma Foundation for Excellence named four Stillwater High School students, Allana Caldwell, Deven Chakraborty, Saskia Ghosh, and Kaustuvi Thapa, as 2017 Academic All State Scholars. The Oklahoma Foundation for Excellence annually selects 100 top public high school students for this accomplishment and awards them a \$1,000 scholarship and a medallion. The Foundation will recognize the All-Staters at a banquet held in Tulsa on Saturday, May 20.

The National Merit Scholarship Program recently named four Stillwater High School students, Allana Caldwell, Deven Chakraborty, Ansel Emerson, and Bennett Frohock, as National Merit Finalists. According to the National Merit Scholarship Corporation website,

“high school students enter the National Merit Program by taking the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)—a test which serves as an initial screen of approximately 1.6 million entrants each year. Of the 1.6 million entrants, some 50,000 with the highest PSAT/NMSQT Selection Index scores qualify for recognition in the National Merit® Scholarship Program. In September, these high scorers are notified through their schools that they have qualified as either a Commended Student or Semifinalist. In early September, about 16,000 students, or approximately one-third of the 50,000 high scorers, are notified that they have qualified as Semifinalists. In February, some 15,000 Semifinalists are notified by mail at their home addresses that they have advanced to Finalist standing. Beginning in March and continuing to mid-June, NMSC notifies approximately 7,500 Finalists at their home addresses that they have been selected to receive a Merit Scholarship® award.”

Great Expectations named Richmond Elementary School as a Great Expectations Model School for the 16-17 school year, which marks Richmond's 14th year in a row for receiving this designation. The GE Model School designation means 90% of a school's staff is implementing 100% of the classroom daily practices as identified by the GE methodology.

Several Stillwater High School teams, clubs, and individuals won awards or received special designations over the past month. The SHS Bowling team, sponsored by Frontier Lanes, won the state bowling championship; The SHS Chess team finished as state runner-up for the second year in a row; The SHS Boys Basketball team won the OSSAA 6A State Academic Championship, marking the 25th year in a row that Stillwater High School has won at least one OSSAA academic championship. 25 of 27 ensembles made one or superior scores at a recent regional competition, an accomplishment that will enable them to attend the state competition held at the end of April.

The Stillwater High School Student Council will engage in SMAC Week, starting March 27 and ending on March 31. SMAC Week, an annual fundraising effort led by SHS students, raises money for Stillwater-area charities and has done so for the past seven years. In total, Stillwater High School students have raised over \$315,000 for local charities.

### **B. All-State Recognitions – Band and Orchestra**

Orchestra Instructor, SCOTT JACKSON, announced the All-State orchestra student selections for Stillwater. All of the following students are violinists: Saskia Ghosh, Elizabeth Streeter, Chuong Le, Joseph Sim, and Victoria Kim.

Band Instructor, KEVIN ZAMBORSKY introduced the band students who were selected for All-State. They include:

Ian Chakraborty: 1st chair flute (Wind Symphony)  
Kaylee Smith: 3rd chair oboe (Symphonic Band)  
Cameron Dickey: 2nd chair clarinet (Wind Symphony)  
Liza Melnychenko: 9th chair clarinet (Symphonic Band)  
Andrew Towne: 1st chair baritone saxophone (Wind Symphony)  
Callahan Morris: 6th chair trumpet (Wind Symphony)  
Krysten Williamson: 2nd chair horn (Wind Symphony)

### **C. Athletics Recognitions:**

- **OSSAA Class 5A 2017 State Champions – Girls Swimming**
- **OSSAA Class 5A 2017 State Runner-Up – Boys Swimming**

Coach KURT GOEBEL and Assistant Coach BEVERLY RUEDY introduced the students placing as 5A swimming team state champions and runner up for this season. The students include the following:

#### OSSAA Class 5A 2017 State Champions – Girls Swimming

|                |                     |
|----------------|---------------------|
| Katie Hill     | Dewi Blose          |
| Ceci Smith     | Alice Brienen       |
| Raelene Tree   | Sadie Freudenberger |
| Isabelle Smith | Iris Borunda        |
| Savanna Barth  | Isabella Tidland    |

#### OSSAA Class 5A 2017 State Runner-Up – Boys Swimming

|              |                 |
|--------------|-----------------|
| Landon Clark | Jake Nichols    |
| Ryan Clark   | John Saunders   |
| Jacob Gilson | Jackson Tidland |
| Jacob Tree   | Beau Arndt      |
| River Denton | Jacob Christian |
| Aaron Hill   | Cameron Jenkins |
| Nick Naple   |                 |

### **D. Public Comments**

There were no public comments.

### **E. Legislative Liaison Report**

MARSHALL BAKER reported on the following topics from the Day at the Capitol:

- Oklahoma's per pupil spending
- Teacher shortage
- Administrative costs
- Vouchers
- Local control
- Unfunded teacher raise

### **F. Board Communications**

The following topics were mentioned:

- State testing

- Parent/Teacher conferences
- Taste of Stillwater
- Elementary pre-enrollment begins on Monday, March 27<sup>th</sup>
- SMAC Gala
- SMAC Week activities

## **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 February 2, 2017, 5:30 p.m. Special Meeting – Approved**
- B. Minutes of February 21, 2017, 5:00 p.m. Special Meeting – Approved**
- C. Minutes of February 21, 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 #786-901 totaling \$135,695.16**
  - 2016-2017 Building Fund Encumbrances #39-41 totaling \$1,639.98**
  - 2016-2017 Child Nutrition Fund Encumbrances #69-70 totaling \$92.00**
  - 2016-2017 Bond Fund 39 Encumbrances #235-252 totaling \$69,745.66**
- G. Change Orders (approval of encumbrance numbers as listed): - Approved**
  - 2016-2017 General Fund Encumbrances #24, 25, 26, 37, 734**
  - 2016-2017 Bond 39 Fund Encumbrances #26**
- H. Otis Elevator Company Maintenance Contract Renewal**
- I. Educational Services Agreement for 2016-2017:**
  - **University of Central Oklahoma (Teacher Education Program Partner School)**

CAMILLE DEYONG requested pulling item 5F for separate consideration. Dr. DeYong asked questions about General Fund encumbrance #871 involving registrations for a Ruby Payne workshop.

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

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

## **6. BUSINESS/FINANCE**

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

The Treasurer’s Report for February 28, 2017 indicates monthly revenues of \$3,793,217.49 and monthly expenditures of \$3,101,026.42. General Fund monthly interest earnings is \$4,432.78 and Bond Fund monthly earnings is \$634.74.

Motion by GUDGEL, second by GRAALMAN, to approve the February 28, 2017 Treasurer's Report as presented. The motion carried (5 – 0) with the following votes: Gudgel – yes, Graalman – yes, Baker – yes, DeYong – 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 February 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 \$43,274,529.24, and total funds remaining of \$3,637,329.89. 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**

A meeting was held prior to the special board of education meeting March 6, 2017. The meeting's goal was to review the bids with those who helped make the project successful and to prioritize the list of owner provided/owner installed items. A copy of the meeting notes are included in the minutes file.

Lambert Construction and American Plant Products are moving forward. Bonds and insurance from both will be in place by the board meeting on March 23. Also, there is a strong likelihood that the major components of the work will have to be ordered. The major components consist of the two pre-engineered buildings and the greenhouse.

#### **WESTWOOD ELEMENTARY SCHOOL**

Selser Schaefer Architects is moving forward to receive final approvals from the programming/project group at Westwood. We also are in the process of scheduling our initial review with the Westwood Design Review Committee.

A draft schedule for the entire Westwood project is attached. Please take a minute to review and give me any comments or concerns you may have. Please note that days of duration are in 5-day weeks (i.e. 20 days is actually 4 calendar weeks).

Request for Proposal has been sent to prospective construction managers. A sample copy of the Request for Proposal is attached. A pre-application meeting was held with the City of Stillwater for the Westwood project. Many complex issues were discussed. The meeting was successful and informative for all who participated. Those with the city expressed the desire to assist in any way to make the entire process go as smoothly as possible. Meeting notes are attached.

#### **SANGRE RIDGE ELEMENTARY SCHOOL**

The Sangre Ridge expansion and remodel project schedule is also attached. Please review and comment. Phasing the order of the work is challenging with this project. The school must stay in operation throughout the construction and remodel. The Request for Proposal was combined with the Westwood Request for Proposal with potential construction managers indicating their interest in one or both.

Mr. Schaefer introduced Brian Thomas who will be the Project Manager for the Sangre Ridge and Westwood projects.

### **B. Consider Approval of Design Review Committee for Westwood Elementary Construction Project**

School board policy CSA states that a Design Review Committee (DRC) will be established to review projects designated for the design review process by the administration. The committee is to be comprised of no less than five members and up to nine members and shall include in its membership the following:

- At least one member who is an employee of the district and is familiar with maintenance and operations of facilities within the district,
- At least one member with experience and training in a design profession, specializing in one or more of the fields of architecture, interior design or landscape architecture,
- At least one parent of a currently enrolled student in grades PK-12, and
- At least one member who is employed as a teacher in the district.

The administration recommended the following committee membership from the criteria listed in policy CSA.

- Nathan Richardson – OSU Architecture
- Taylor Whitney – teacher
- Darren Nelson – principal

- Stacy Walker – parent
- Dana Edwards – Early Childhood teacher
- Michelle Akers – parent
- John Anders – Director of Maintenance
- Dr. Terry McCarty – Asst. Superintendent
- Maureen Lawson – teacher

The DRCs purpose is to ensure that program requirements are satisfied in the design, and that the design quality goals are achieved.

Motion by DEYONG, second by BAKER, to approve the Design Review Committee membership for Westwood Elementary construction project. The motion carried (5 – 0) with the following votes: DeYong – yes, Baker – yes, Gudgel – yes, Graalman – yes, Vincent – yes.

### **C. Consider Approval of Design Review Committee for Sangre Ridge Renovation Project**

The administration recommended the following committee membership from the criteria listed in policy CSA.

- Sarah Ra – Architecture Professor
- Dr. Jessica Halley – parent
- Kurt Knudsen – parent
- Nate Priest – landscape
- Ryan Blake – principal
- Sarah Ehrlich – teacher
- John Anders – Director of Maintenance
- Dr. Terry McCarty – Asst. Superintendent
- Jason Riggs – teacher

Motion by GUDGEL, second by DEYONG, to approve the Design Review Committee membership for the Sangre Ridge Elementary renovation project. The motion carried (5 – 0) with the following votes: Gudgel – yes, DeYong – yes, Baker – yes, Graalman – yes, Vincent – yes.

## **8. EDUCATIONAL SERVICES**

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

LAURA GORDON and BECKY DYSON gave an overview of the Highland Park Elementary Schools Effective Practices for School Improvement Plan which includes goals, strategies, interventions and successes. Mrs. Gordon brought several teachers to help with the presentation. They include: Claire Gage, Mason Oller, Teresa Ellis, Cindy Caraway, Joanna Mitchell, Teresa Campbell, Susan Weaver, Diana Blair, and Cara Smith. A copy of the PowerPoint presentation is included in the minutes file.

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

### **A. Receive Second Reading and Consider Revisions for SPS Policies:**

- **DC**               **Employment Practices**
- **DABB**           **Records Investigation**
- **DABB-E1**       **Consumer Authorization and Release (formerly identified as DABB-E4)**
- **DABB-E2**       **Record Check Authorization and Release for Applicants (new)**
- **DABB-E3**       **Record Check Authorization and Release for Current Employees (new)**

Motion by BAKER, second by GUDGEL, to approve the revisions and new policies as provided. The motion carried (5 – 0) with the following votes: Baker – yes, Gudgel – yes, DeYong – yes, Graalman – yes, Vincent – yes.

### **B. Consider the Deletion of SPS Policy Guidelines:**

- **DC-P2**           **Employment Procedure**

Motion by GUDGEL, second by DEYONG, to approve the deletion of policy DC-P2. The motion carried (5 – 0) with the following votes: Gudgel – yes, DeYong – yes, Baker – yes, Graalman – yes, Vincent – yes.

**C. Consider Approval of Revisions to SPS Policy Guidelines:**

- **COA-R1 Nutrition Guidelines/Standards**
- **DMB-R1 Professional Growth and Development**

MARSHALL BAKER inquired about whether the district can pay professional dues for a staff member. PHILLIP STORM stated that the district can pay professional dues if it is an organizational membership. Dues such as CCOSA individual membership dues are to be paid by the employee. Several board members asked to have this clarified in policy.

Motion by BAKER, second by GUDGEL, to table action on DMB-R1. The motion carried (5 – 0) with the following votes: Baker – yes, Gudgel – yes, DeYong – yes, Graalman – yes, Vincent – yes.

SUPERINTENDENT MOORE stated that COA-R1 includes the deletion of the language that was edited in the Wellness Policy (CO) last May 2016, making this guideline align with the approved policy.

Motion by GUDGEL, second by DEYONG, to approve revisions to policy COA-R1.

CAMILLE DEYONG asked about whether deleting the paragraph about Smart Snacks is related to federal funding or the healthy schools requirements.

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

**D. Receive First Reading for SPS Policy:**

- **EMDA Military Recognition (new)**

Policy EMDA is new to the district as required by law (70 O.S. §24-152), in July 2007. This is a first reading only.

**10. ADJOURNMENT**

**A. Vote to Adjourn**

Motion by GUDGEL, second by DEYONG, to adjourn at 8:37 p.m. The motion carried (5 – 0) with the following votes: Gudgel – yes, DeYong – yes, Baker – 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. Notice to change the March 21, 2017 regular meeting to March 23, 2017 was given to the Payne County Clerk on March 6, 2017 at 2:51 p.m.

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 22, 2017 at 10:00 a.m.).

Witness my hand and seal of the Stillwater School District on March 23, 2017.

STILLWATER BOARD OF EDUCATION

(SEAL)

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Annette Jones, Clerk

These minutes were officially approved by the Stillwater Board of Education on \_\_\_\_\_.

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Annette Jones, Clerk  
Stillwater Board of Education