

**STILLWATER BOARD OF EDUCATION  
MINUTES OF SPECIAL MEETING  
May 1, 2019  
8:30 a.m. Special Meeting**

**1. 8:30 A.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 Meridian Technology Center Room 104 of the Center for Business Development Building, 1414 S. Sangre Road, on the first day of May, 2019. Board President, DR. BOB GRAALMAN, called the meeting to order at 8:30 a.m. A quorum was present.

**BOARD MEMBERS PRESENT:**

Dr. 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  
Dr. Mike Shanahan    Human Resources Director  
Jericah Dawson       Chief Financial Officer  
Kevin Calvert         Technology Director  
Annette Jones         Board Clerk  
Abbey Davis          Oklahoma State University  
District Administrators and Teachers:  
Becky Szlichta        Diane Fix             Earl Johnson  
Matt Parsel           Krista Neal            Tucker Barnard  
Melisa Kifer          John Anders          Uwe Gordon  
Trent Swanson        Bo Gamble            Kendra Rider  
Laura Gordon         Ryan Blake           Darren Nelson  
Dr. Meghan Eliason   Larry Hesler          Denise Missal  
John Fields

**PURPOSE OF THE MEETING**

- Review School District Data and Conduct SWOT Analysis
- Discussion and Possible Revision of Stillwater Public Schools Strategic Plan
- Discussion of Superintendent Goal Areas for 2019-2020
- Discussion and Possible Action on Exploratory Committee(s) or Task Force(s)
- Review School Board Member Handbook

**2. REVIEW SCHOOL DISTRICT DATA AND CONDUCT SWOT (STRENGTHS, WEAKNESSES, THREATS, AND OPPORTUNITIES) ANALYSIS FOR THE DISTRICT**

ABBEY DAVIS conducted an activity that would identify the internal strengths and weaknesses, and external opportunities and threats. A summary of comments are listed below.

<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• Professional development (PLCs)</li> <li>• Community support</li> <li>• Partnerships (OSU, Meridian)</li> <li>• Academic outcomes</li> <li>• Finances (budget management)</li> <li>• High quality staff</li> <li>• Student opportunities</li> <li>• Bonding process</li> <li>• Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment/retention of staff</li> <li>• Accountability</li> <li>• Building capacity</li> <li>• Communication/marketing</li> <li>• Elem student growth</li> <li>• Trust and accountability</li> <li>• Consistency across the district</li> <li>• Limited course offerings</li> <li>• Behavioral issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Stressed students, time spent testing</li> <li>• Stressed faculty</li> <li>• Faculty diversity</li> <li>• Aging workforce</li> <li>• Lack of ongoing Professional development</li> <li>• Limited funding</li> <li>• Lack of communication</li> <li>• Staff/culture</li> <li>• Technology resources</li> <li>• Hiring/onboarding</li> </ul>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• McKnight Center and OSU</li> <li>• ICAP, community partnerships</li> <li>• Online education</li> <li>• Funding and grants have provided opportunities</li> <li>• Professional development</li> <li>• Legislation</li> <li>• Safety</li> <li>• Increase community involvement (attract donors, provide childcare centers, rezoning, invite OSU students)</li> <li>• Increase use of technology (testing, STEM, facilities)</li> <li>• Increase opportunities to further education of certified staff</li> <li>• PLC as a mindset</li> <li>• HR tools evaluation</li> <li>• Distance learning</li> <li>• ICAP</li> <li>• Communication</li> <li>• Trusting relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Funding for personnel &amp; operations</li> <li>• Online education</li> <li>• Mental health issues</li> <li>• Teacher shortage</li> <li>• ICAP unfunded</li> <li>• Attendance</li> <li>• Inclement weather</li> <li>• Satisfied with comparison to others</li> <li>• Aging workforce</li> <li>• Working short-staffed with less than adequate tools</li> <li>• Lack of Professional development</li> <li>• Autonomy</li> <li>• Decisions based on vocal minority</li> <li>• Emergency certification</li> <li>• Funding/legislation</li> <li>• Growth</li> <li>• Parent/family/staff behaviors</li> <li>• Over-burdened faculty</li> <li>• Chronic absenteeism</li> <li>• Safety (mental health)</li> <li>• Facilities</li> </ul>

Dr. Camille DeYong left at 11:15 a.m. and returned at 1:30 p.m.

**3. REVIEW AND REVISE, IF NEEDED, THE DISTRICT STRATEGIC PLAN**

There was no action taken on item 3.

**RECESS SPECIAL MEETING**

At 11:30 a.m. the following motion was made by ANDREWS, and seconded by REAVIS. I move to reconvene this May 1, 2019, 8:30 a.m. special meeting of the Stillwater Board of Education at 1:30 p.m. at the Meridian Technology Center for Business Development Room 104. The motion carried (4 – 0) with the following votes: Andrews – yes, Reavis – yes, Riley – yes, Graalman – yes.

**RECONVENE SPECIAL MEETING**

On the first day of May, 2019, at 1:30 p.m., the Stillwater Board of Education reconvened in special session at the Meridian Technology Center Room 104 of the Center for Business Development Building, 1414 S. Sangre Road. A quorum was present.

**BOARD MEMBERS PRESENT:**

- Dr. 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
Dr. Mike Shanahan	Human Resources Director
Jerica Dawson	Chief Financial Officer
Kevin Calvert	Technology Director
Annette Jones	Board Clerk

**4. DISCUSSION AND IDENTIFYING FOCUS AREAS OR TOPICS FOR SUPERINTENDENT GOALS**

DR. CAMILLE DEYONG led a discussion on the following topics identified in the morning session by the administrators and board members.

The focus areas for consideration are as follows:

- Upcoming bond
- Student mental and emotional health
- Teacher retention and recruitment
- Communications
- Professional Learning Communities
- Safety
- Strategic Plan/Key Performance Indicators

**5. DISCUSSION AND POSSIBLE ACTION ON APPROVING AN EXPLORATORY COMMITTEE OR TASK FORCE TO STUDY ANY TOPIC DEEMED BY THE BOARD OF EDUCATION AS NEEDING FURTHER STUDY**

Motion by DEYONG, second by RILEY, to form a task force to study student mental health issues. The motion carried (5 – 0) with the following votes: DeYong – yes, Riley – yes, Reavis – yes, Andrews – yes, Graalman – yes.

**6. CONDUCT BOARD PERFORMANCE ASSESSMENT AND REVIEW SCHOOL BOARD MEMBER HANDBOOK**

The board created a handbook that would benefit the current and future board members. The purpose of the handbook would be to have information and guidance for topics such as: expectations, email, open meetings, rolling meetings, study sessions, the agenda planning process, etc. This handbook is used as a tool to help to introduce new board members to their new role and responsibility. No changes were considered.

**7. VOTE TO ADJOURN**

Motion by DEYONG, second by ANDREWS, to adjourn at 3:37 p.m. The motion carried (5 – 0) with the following votes: DeYong – yes, Andrews – yes, Reavis – yes, Riley – yes. Graalman – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

\_\_\_\_\_  
Dr. Robert E. Graalman, Jr., 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 notice of the time, date, and place of this special meeting was faxed (April 22, 2019 at 8:44 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, Meridian Technology Center, 1414 S. Sangre Road, and on the school district's website located at [www.stillwaterschools.com](http://www.stillwaterschools.com) on April 29, 2019 at 2:00 p.m.

Witness my hand and seal of the Stillwater School District on May 1, 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