

**STILLWATER BOARD OF EDUCATION
MINUTES OF SPECIAL MEETING
August 11, 2020
6:30 p.m. Special Virtual and Physical Meeting**

1. 6:30 P.M. BOARD OF EDUCATION SPECIAL MEETING CALL TO ORDER AND ROLL CALL

The Board of Education of Independent School District No. 16 of Payne County, Oklahoma, met in special session, a virtual and physical location meeting held via videoconference and at the Stillwater Public Schools Administration Building, 314 S. Lewis, on the eleventh day of August, 2020. Board President, MITSY ANDREWS, called the meeting to order at 6:30 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

Mitsy Andrews	President / via physical location
Tim Riley	Vice President / via physical location
Dr. Camille DeYong	Member / via physical location
Ashley Moore	Member / via physical location
Melody Wright	Member / via physical location

STAFF AND PARTICIPANTS PRESENT:

Dr. Marc Moore	Superintendent / via physical location
Dana Renner	Assistant Superintendent
Bo Gamble	Human Resources Director
David Harp	Harp Educational Services, LLC
Annette Jones	Board Clerk/Minutes Clerk / via physical location
John Anders	Director of Facilities
Tucker Barnard	Director of Athletics
Kevin Calvert	Director of Technology
Jody Webber	Stillwater High School Teacher
Abby Woods	Stillwater High School Student
Nichole Whitely	Stillwater High School Student
Kevin Bowden	Selser Schaefer Architects
Angela Morgan	Parent
Chelsea Wooldridge	Parent

2. PLEDGE OF ALLEGIANCE

Meeting participants recited the Pledge of Allegiance to the American flag.

3. COMMUNICATIONS/PUBLIC INTEREST

A. Student Recognition – FCCLA National Leadership Convention Awards

SHS FCCLA members, NICHOLE WHITELY and ABBY WOODS’s Event Management Portfolio and Presentation over SHS Pink Out Week won GOLD at the 1st ever Virtual FCCLA National Leadership Conference this year.

B. Superintendent’s Report

The following was written and reported by SUPERINTENDENT MOORE.

40 administrators participated in the SPS Summer Administrators Retreat held on July 22-23 at Meditations. Administrators participated in an organizational meeting and most professional development activities centered on preparing for all educational and operational items needed adjustment to conduct a school year safely during the COVID-19 Pandemic.

Many Stillwater Public School District teachers and administrators participated in professional learning activities this summer, ranging from statewide conferences to local professional development by outside trainers. Over 80 teachers and administrators attended the Professional Learning Communities at Work Conference in July. Many trainings focused on teaching in a distance learning environment, and the groups or individuals providing these trainings were:

Oklahoma State University, Heather Anderson, and Meridian Technology Center. Barbara Sorrells trained over 50 teachers and administrators on trauma-informed practices, and many elementary teachers trained over science curriculum and Wonders - the district-adopted reading program.

The Stillwater FFA Chapter enjoyed success recently with 12 students/teams being named State Champions in the Oklahoma Agriscience Fair competition, earning them a chance to represent Oklahoma at the national level. A list of the winners is as follows:

- Elle Yates - Animal Systems Division 1
- Connor Little and Memphis Ridge - Animal Systems Division 2
- Kenzie McAlister - Animal Systems Division 5
- Rylee Gaches and Emma Yates - Plant Systems Division 2
- Maddy Burris - Plant Systems Division 3
- Abigail Burton and Adrian Hall - Plant Systems Division 4
- Riley Luginbill - Plant Systems Division 5
- Matt Sitton and Wren Cavins - Plant Systems Division 6
- Kaylee McAlister - Ag Power and Technology Division 1
- Trinity Blosch - Social Sciences Division 1
- Caeli Schaefer and Colbi Wooldridge - Social Sciences Division 2
- Mia Gaches and Madison Wick - Social Sciences Division 4

C. Board Communications

The following topics were mentioned:

- 2020 Stillwater High School graduation
- Cross Country team fundraiser delivery
- Thank you to staff for early preparation for 2020-21 school year
- Bailey Kliewer, recent award recipient
- Appreciation to community and medical community for engagement
- Oklahoma Department of Health communications
- District's need for substitute teachers

D. Public Comments

ANGELA MORGAN and CHELSEA WOOLDRIDGE addressed the board of education concerning the purchase of a scoreboard for the softball field and with facility maintenance issues at the softball field.

E. Board President Report on Board Member Appointments to the Following Committees or Assignments

- **Oklahoma State School Boards Association Legislative Liaison** – Melody Wright
- **Long Range Facilities Planning Committee** – Camille DeYong, Mitsi Andrews
- **Policy Review Committee** – Ashley Moore, Tim Riley
- **SPS COVID-19 Task Force** – Tim Riley

PRESIDENT ANDREWS made the appointments listed above for the upcoming year.

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. July 14, 2020, 5:00 p.m. Special Meeting Minutes** – Approved
- B. July 14, 2020, 6:30 p.m. Regular Meeting Minutes** – Approved
- C. July 23, 2020, 5:30 p.m. Special Meeting Minutes** – Approved
- D. July 30, 2020, 5:30 p.m. Special Meeting Minutes** – Approved
- E. Transfer and Summary of Activity Account Funds** – Approved
- F. Activity Account Fundraising Projects** – Approved

G. Encumbrances and Accounts Payable (approval of encumbrance numbers as listed): -
Approved

2019-2020	General Fund Encumbrance #1328 totaling \$162.80
2020-2021	General Fund Encumbrances #206-326 totaling \$1,426,335.09
2020-2021	Building Fund Encumbrances #2-6 totaling \$750,925.07
2020-2021	Child Nutrition Fund Encumbrances #31-40 totaling \$26,732.17
2020-2021	Bond 31 Fund Encumbrances #121-160 totaling \$3,921,077.99

H. Approve Nabholz use of Construction Management (CM) Contingency and Allowances for Stillwater Junior High School Renovation and Expansion Project – Approved

<u>#</u>	<u>Description</u>	<u>Amount</u>
011	Updates to Signage Scope	\$ 1,810.50
034	Light Fixture Adjustments	\$ 8,065.00
035	Additional Concrete Work	\$11,420.00
036	Concrete Pump	\$ 1,382.50
037	New Concrete near Field House	\$ 3,432.00
038	Steel Adjustments to Fight Existing Conditions	\$15,102.00

I. Activity Fund Custodians and Bond for Each, Co-signers, Banks and Bank Account Numbers for FY 2020-2021 – Approved

J. Board of Education Member Training Credits Report

K. Educational Services FY 2020-2021 Contracts: - Approved

- 1) SMC/Total Health/OSU (Therapeutic Swim Program)
- 2) OSU Applied Exercise Science Program (Student Affiliation Agreement)

L. Adoption of 1080-Hour School Calendar for SY20-21 – Approved

M. Approval of 2020-2021 Professional Development Plan – Approved

N. Architect's Report and 2017 Bond Update

O. Declare Portable Building as Surplus Property – Approved

Motion by DEYONG, second by RILEY, to approve the Consent Agenda. The motion carried (5 – 0) with the following votes: DeYong – yes, Riley – yes, Moore – yes, Wright – yes, Andrews – yes.

5. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer's Report

The Treasurer's Report for July 31, 2020, indicates monthly revenues of \$652,578.09 and monthly expenditures of \$722,269.33. General Fund monthly interest earnings is \$2,772.79 and Bond Fund monthly interest earnings is \$3,408.37.

Motion by RILEY, second by WRIGHT, to approve the July 31, 2020, Treasurer's Report. The motion carried (5 – 0) with the following votes: Riley – yes, Wright – yes, Moore – yes, DeYong – yes, Andrews – 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 July 2020 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 \$61,738,221.94 with total funds remaining of \$8,781.57. Warrants issued for the \$74,000,000 bond issue (current proceeds of \$39,635,000) equal \$26,859,508.09 with total funds remaining of \$12,708,250.58. A copy of the report is included in the minutes file.

6. OPERATIONS

A. Receive Stillwater Junior High School Owner's Representative Report

The following was written and submitted by MARK PRUITT.

Nabholz Construction Company continued making solid progress in July. The Performing Arts Addition is actually nearing completion and will be used at first to store school furniture and equipment until the Interior Remodel is completed. At that time both the Performing Arts Addition and Performing Arts Remodel will open up for use. Soon after that, the cafeteria and stage will be turned over for school use followed by the classroom addition. Exterior sitework saw the completion of more sidewalks, curb & gutter, and the lowering of the city water line. Decisions were made by the OAC team regarding the scope of work for additional repairs of existing driveways and parking areas.

Schedule – I am showing below the same completion dates that were shown in last month’s owner’s rep report. They will be updated at OAC on 8/5/2020 and I can inform the board on August 11 of any changes. For each area below, the first date is NCC’s completion date as per their 6/9/2020 schedule. The second date (if shown) is NCC’s revised completion date as per their 7/6/2020 schedule:

- Guidance Room Renovation – Completed on 4/17/2020
- 9th Grade Wing classroom Renovation – Completed on 6/17/2020
- Fine Arts Addition - 10/29/2020 – no change
- Classroom Addition - 12/31/2020 – no change
- Fine Arts Remodel – 8/24/2020 – now 9/7/2020
- Cafeteria Remodel (aka; multi-purpose room) – 9/18/2020 – now 10/9/2020
- 9th Grade Wing Restroom Renovation – 7/1/2020 – now 8/13/2020
- Site Work – 8/21/2020 – no change

The contractual Date of Substantial Completion for the full project remains at Dec 31, 2020.

Project Quality/Safety – Quality remains at acceptable levels. No injuries reported.

Project Budget – The project continues to utilize various allowances for their designated purposes and remains on budget. Some of those budgets continue to be utilized to remedy various interior and exterior concealed conditions discovered during demolition. SPS administration has hired a separate roofing company to complete the needed roof repairs on the existing roof.

One Month Look-Ahead for August 2020 – The OAC team is focused on an August 20 school start date but remains flexible for any changes deemed necessary by SPS. As stated in my opening paragraph, NCC is focusing work in August on completing the Performing Arts Addition and Remodel first, followed by the Cafeteria Remodel in September or October, and then the east side Classroom Addition. The restroom remodeling in the 9th Grade wing and the construction of the new temporary food service in the old wrestling room will be completed before school starts in August. The new south corridor and exit vestibule are scheduled to be complete enough for a certificate of occupancy on first day of school. Sitework expectations for August include driveway and parking lot completions as well as final grades for lawns and planting areas.

B. Receive Facilities Department and Summer Maintenance Project Update

The following was written and submitted by JOHN ANDERS.

In January and February each year, the Facilities Director visits each school principal to determine potential maintenance projects to be completed during upcoming summer months. Each principal is asked to develop and prioritize a list of possible maintenance projects for consideration. Maintenance projects requests are reviewed, estimated for cost, and plans are presented to the Board of Education in the spring of each year. Contractors are secured, purchase orders issued, and schedules for completion are established. Funding for summer maintenance projects are from the 2011 and 2017 Bond Funds.

The list of summer 2019 maintenance projects is included in the minutes file.

7. OTHER REPORTS/RECOMMENDATIONS

A. Receive School Year Learning Plan

SUPERINTENDENT MOORE presented the attached information - [School Year Learning Plan](#)

B. Consider and Vote to Revise Oklahoma School Safety Protocols for Instruction as Recommended by Oklahoma State Board of Education

Oklahoma School Safety Protocols – Instruction

Motion by RILEY, second by WRIGHT, to approve revised Oklahoma School Safety Protocols for Instruction and to direct the Superintendent to establish a committee to study the possibility of an alternate schedule during Orange Level 1 with an expected report back date to the board of education of September 3. The motion carried (5 – 0) with the following votes: Riley – yes, Wright – yes, DeYong – yes, Moore – yes, Andrews – yes.

C. Receive Update on the Development of Oklahoma School Safety Protocols and Operations for Extracurricular Activities

DANA RENNER and TUCKER BARNARD gave an update on athletics and extracurricular protocols.

The district had extracurricular summer activities that were scheduled to begin on June 1. The district cancelled anything not related to OSSAA related sponsored beginning June 1 and entered into a phase 1 period. Since the facilities were closed during this period, the coaches and student athletes adhered to stringent guidelines such as on-site temperature checks, symptoms screening, handwashing, no visitors, health and wellness professional development, and other safety measures for non-contact strength and conditioning activities.

A task force was developed when the district entered the phase 2 period and the development of a return-to-school plan necessary. A plan will be created based on information and guidance from agencies such as the CDC, OSSAA, health department and the State Department of Education.

D. Receive Second Reading and Consider Approval of the Following Policies:

- 1) **DECB (new) Leave Under the Families First Coronavirus Response Act**
- 2) **FDC-R1 Attendance Policy (Regulation)**

Motion by RILEY, second by MOORE, to approve policies DECB and FDC-R1. The motion carried (5 – 0) with the following votes: Riley – yes, Moore – yes, DeYong – yes, Wright – yes, Andrews – yes.

E. Consider and Vote to Waive First Reading to Approve New Policy ECAA – COVID-19 Cloth Face Coverings

Motion by WRIGHT, second by DEYONG, to waive first reading and approve policy ECAA. The motion carried (5 – 0) with the following votes: Wright – yes, DeYong – yes, Moore – yes, Riley – yes, Andrews – yes.

8. ADJOURNMENT

A. Vote to Adjourn

Motion by DEYONG, second by MOORE, to adjourn at 8:28 p.m. The motion carried (5 – 0) with the following votes: DeYong – yes, Moore – yes, Wright – yes, Riley – yes, Andrews – yes.

STILLWATER BOARD OF EDUCATION

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Mitsi K. Andrews, 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 recorded (August 4, 2020, at 10:36 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 on August 10, 2020, at 3:00 p.m.

Witness my hand and seal of the Stillwater School District on August 11, 2020.

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