

**STILLWATER BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
August 9, 2016
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 ninth day of August, 2016. Board Vice President, CAMILLE DEYONG, called the meeting to order at 6:32 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

Dr. Camille DeYong Vice President
Kevin Clark Member
Dr. Bob Graalman Member

BOARD MEMBERS ABSENT:

Eric Gudgel President
Debra Vincent 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
Krista Neal School Nutrition Director
Traci Richardson High School Teacher
Andrea Rains Skyline Elementary Principal
Cathy Walker Middle School Principal
John Anders Facilities Director
Bob Schaefer Selser Schaefer Architects

2. PLEDGE OF ALLEGIANCE

Board members, staff and participants recited the Pledge of Allegiance to the American flag.

3. PREVIEW/APPROVAL OF AGENDA

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

4. COMMUNICATIONS/PUBLIC INTEREST

A. Superintendent's Report

The following was written and reported by SUPERINTENDENT MOORE.

Educational Services

The District hosted EdCampSPS on Thursday, August 4th at Stillwater Middle School with over 60 educators attending this innovative professional development activity. This is the third year for the District to facilitate EdCampSPS - a professional development activity utilizing the unconference model in which participants determine the agenda, topics addressed, and discussion.

According to a recent AP Five-Year School Score Summary report supplied by the College Board, more Stillwater High School students (172) participated in Advanced Placement (AP) exams during the 15-16 school year than in any of the previous four years: 2011-2012 (139); 2012-2013 (150); 2013-2014 (148), & 2014-2015 (146). Plus, the increased participation rate has not had a detrimental effect on passing rates. The percentage of AP exams taken by SHS students during the 15-16 school year with a score of 3 or higher remains at the high end of the percentage passing

rate range (65.1 - 79.1) when comparing it to the previous four years. The College Board reports that a three or higher score on the AP exam “represents the score point that research finds predictive of college success and college graduation.”

Finance

The Payne County Assessor supplied school districts with their current Net Assessed Valuation (NAV) last month. The Stillwater School District’s NAV this year totaled \$380,798,280, a figure representing a 4.479% increase over last year. For the past five years, the Stillwater Public School District’s NAV has increased every year when compared to the prior year.

The State Department of Education sent Foundation and Salary Incentive Aid allocation notices to Oklahoma school districts last month. Stillwater’s initial allocation for FY 2017 totaled \$11,874,189, whereas the initial allocation for FY 2016 totaled \$12,149,136. The difference reflects a decrease of \$274,947 in initial allocation for Stillwater Public Schools. This year’s State Aid allocation -- when considering all funding sources that go into the formula -- equates to \$3,046 per weighted student, a decrease of \$33.60 over last year’s allocation.

Summer Administrator Retreat

36 administrators participated in the Summer Administrators Retreat held on July 28-29 at the Stillwater Public Library. Two new administrators -- Carl Treat and Melisa Kifer -- attended their first District administrator meeting. Mr. Treat took over an Asst. Principal/Instructional Coach position at Stillwater Middle School, one left vacant after the resignation of Dr. Deanna Dobbins, whereas Melisa Kifer took over as Interim Director of Special Services at the Administration Building, a position left vacant after the retirement of Caryl Talley. Administrators participated in team building activities, organizational meeting, and professional development activities during the retreat.

B. Staff Recognitions

- **Krista Neal selected as Oklahoma School Nutrition Director of the Year**
- **Vada Harmon selected as Oklahoma School Nutrition Manager of the Year**
- **Cathy Walker selected as 2017 Oklahoma Middle School Principal of the Year**
- **Andrea Rains selected as Winner of 2016 Medal for Excellence in Secondary/Elementary Administration**
- **Traci Richardson selected as Outstanding High School Science Teacher**

SUPERINTENDENT MOORE recognized the above SPS employees for their respective awards. Vada Harmon was not present.

C. Public Comments

There were no public comments.

D. Board of Education Member Training Credits Report

In accordance with School Board Policy, BBH – Development Opportunities: Board Members, the school board member training credits were presented for review. Dr. DeYong, who was reelected in February 2016, has fulfilled the six (6) incumbent continuing education hours. She will need fifteen (15) continuing education hours by December 2020. Eric Gudgel needs three (3) incumbent continuing education credits prior to December 2018. Kevin Clark, Debra Vincent, and Dr. Graalman’s training requirements are up-to-date.

E. Board Communications

The following topics were mentioned:

- Congratulations to tonight’s award recipients
- Anticipating another new school year as teachers are already getting ready
- Annette Turner, an SPS employee, and one of the many injured in last year’s OSU Homecoming Parade was at the board meeting

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 July 19, 2016, 5:00 p.m. Special Meeting** – Approved
- B. **Minutes of July 19, 2016, 6:30 p.m. Regular Meeting** – 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):**
 - 2016-2017 **General Fund Encumbrances #198-288 totaling \$131,667.19**
 - 2016-2017 **Building Fund Encumbrances #11-13 totaling \$32,909.00**
 - 2016-2017 **Child Nutrition Fund Encumbrances #36-41 totaling \$8,423.94**
 - 2016-2017 **Bond Fund 39 Encumbrances #1-145 totaling \$1,714,805.99**
- F. **Change Orders (approval of encumbrance numbers as listed):**
 - 2015-2016 **General Fund Encumbrances #976**
 - 2015-2016 **Bond Fund 39 Encumbrances #280**
- G. **Educational Services Contracts for FY 2016-2017:**
 - 1) **Julie Thibodeau (Visually Impaired Services)**
 - 2) **NewView Oklahoma (Visually Impaired and Mobility Services)**
- H. **Sanctioning of Organizations Requesting Exemption from Statutory Controls and Board Policies and Procedures for Fiscal Year 2016-2017:**
 - 1) **Stillwater Boys Tipoff Club**
- I. **Renewal of Existing or Revised Contracts for FY 2016-2017:**
 - 1) **Municipal Finance Services, Inc. (Financial Advisor Agreement)**
 - 2) **The Public Finance Law Group, PLLC (Bond Counsel Services)**

Motion by GRAALMAN, second by CLARK, to approve the Consent Agenda as presented. The motion carried (3 – 0) with the following votes: Graalman – yes, Clark – yes, DeYong – yes.

6. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer’s Report

The Treasurer’s Report for July 31, 2016 indicates monthly revenues of \$955,470.37 and monthly expenditures of \$1,523,009.18. General Fund monthly interest earnings is \$2,471.00 and Bond Fund monthly earnings is \$1,026.43.

Motion by CLARK, second by GRAALMAN, to approve the July 31, 2016 Treasurer's Report as presented. The motion carried (3 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes. A copy of the Treasurer’s Report is attached to and made a part of these minutes.

B. Consider and Vote to Approve 2011 Bond Budget, Expenditures, and Revenues Report

The bond expenditures monthly report for July 2016 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 \$41,344,235.34, and total funds remaining of \$5,557,917.37. PHILLIP STORM reported that the board is being asked to take action on the bond report this month to reflect an increase in the budget for the Vocational Agriculture allocation to \$1.5M, which is the original amount included in the 2011 bond resolution. A copy of the report is included in the minutes file.

Motion by CLARK, second by GRAALMAN, to approve the 2011 Bond Budget, Expenditures, and Revenues Report. The motion carried (3 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes.

7. OPERATIONS

A. Receive Long Range Facilities Plan Update

BOB SCHAEFER’s written report included the following information:

Stillwater Public Schools District Analysis

The 2017 District Analysis Report Final was delivered to the District on July 19, 2016. To date, no comments have been received.

2017 Bond Projects

Three concepts for Westwood Elementary continue to be developed for review the week of August 22, 2016.

Base information for Sangre Ridge Elementary, Middle School, and Junior High School is being completed and concepts will be ready for review along with Westwood the week of August 22, 2016.

B. Consider Approval of Selser Schaefer Architects Project Work Order Number 32, Phase 101, Concept Design for the Renovation and Expansion of the Existing Junior High School Building (classroom addition; band/orchestra renovation; miscellaneous structural repairs)

TERRY MCCARTY reported that at the April 12, 2016 board meeting, the board voted to approve Project Work Order Number 28, Phase 100, in the amount of \$9500 to establish the goals, space requirements, space size and adjacencies, and quality level for the renovation and expansion of the existing junior high school building. Phase 101 consists of the architects providing multiple concept design schemes from which one concept will be chosen. The result may be a hybrid of more than one concept. The final submittal for the Referendum Package will consist of a site plan/floor plan, two (2) renderings, and an opinion of probable cost. The amount to be paid for this service is \$65,000.

Motion by GRAALMAN, second by, CLARK, to approve Selser Schaefer Architects Project Work Order No. 32, Phase 101, Programming and Conceptual Design for the Renovation and Expansion of the Existing Junior High School. The motion carried (3 – 0) with the following votes: Graalman – yes, Clark – yes, DeYong – yes.

C. Consider Approval of Selser Schaefer Architects Project Work Order Number 33, Phase 101, Concept Design for Sangre Ridge (gymnasium addition; media center, cafeteria, and kitchen renovation, administrative office renovation, improved vehicular site circulation; miscellaneous site improvements)

TERRY MCCARTY reported that at the April 12, 2016 board meeting, the board voted to approve Project Work Order Number 29, Phase 100, in the amount of \$9500 to establish the goals, space requirements, space size and adjacencies, and quality level for the renovation and expansion of the existing Sangre Ridge Elementary school building. Phase 101 consists of the architects providing multiple concept design schemes. One concept will be chosen in which the result may be a hybrid of more than one concept. The final submittal for the Referendum Package will consist of a site plan/floor plan, two (2) renderings, and an opinion of probable cost. The amount for this service is \$65,000.

Motion by CLARK, second by, GRAALMAN, to approve Selser Schaefer Architects Project Work Order No. 33, Phase 101, Programming and Conceptual Design for Renovation and Expansion of the Existing Sangre Ridge Elementary. The motion carried (3 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes.

D. Consider Approval of Selser Schaefer Architects Project Work Order Number 34, Phase 101, Concept Design for Middle School (gymnasium addition; classroom addition, library expansion, administrative office renovation; improved vehicular site circulation; miscellaneous site improvements)

TERRY MCCARTY reported that at the April 12, 2016 board meeting, the board voted to approve Project Work Order Number 30, Phase 100 in the amount of \$9500 to establish the goals, space requirements, space size and adjacencies, and quality level for the renovation and expansion of the existing middle school building. Phase 101 consists of the architects providing multiple concept design schemes. One concept will be chosen in which the result may be a hybrid of more than one concept. The final submittal for the Referendum Package will consist of a site plan/floor plan, two (2) renderings, and an opinion of probable cost. The amount for this service is \$65,000.

Motion by CLARK, second by, GRAALMAN, to approve Selser Schaefer Architects Project Work Order No. 34, Phase 101, Programming and Conceptual Design for Renovation and Expansion of the Existing Middle School. The motion carried (3 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes.

E. Consider and Vote to Approve Contract with Tom Berry for the Sale of the Old Highland Park Elementary, located at 316 S. Stallard, Stillwater, Oklahoma

TERRY MCCARTY reported that the school board voted on April 12, 2016 to declare the old Highland Park Elementary School property to be surplus to the needs of the district and to offer the property for public sale by sealed bid. The one bid received was rejected by the board at the July 19, 2016 regular business meeting. The administration is recommending that the district contract with realtor Tom Berry to list this property for sale at the listing price of \$700,000. The term of the agreement is 365 days from date of contract with a commission rate of 6%, only if property is sold.

Motion by GRAALMAN, second by CLARK, to approve Exclusive Right to Sell Agreement with Tom Berry Realtor to list property owned by Stillwater Public Schools known as 316 S. Stallard (old Highland Park Elementary). The motion carried (3 – 0) with the following votes: Graalman – yes, Clark – yes, DeYong – yes.

F. Receive Summer Maintenance Update

JOHN ANDERS presented a list of district-wide maintenance projects that were completed over the summer month. Costs associated with each project were funded from the 2011 Bond Fund. A copy of the project list is included in the minutes file.

8. EDUCATIONAL SERVICES

A. Consider and Vote, in Accordance with Policy EBA-Length of School Year, to Adopt the 1080 Hour School Year

GAY WASHINGTON reported that pursuant to 70 O.S. § 1-109 [h][2], effective April 24, 2009, all Oklahoma public schools shall be in session and classroom instruction offered for "not less than one thousand eighty (1,080) hours each school year. HB 2544 changed the date by which a district must notify the State Board of Education from September 15 to October 15. The school calendar for 2016-2017 ensures that this provision is met. Upon approval by the board, a letter will be signed by the superintendent and submitted to the State Board of Education by October 15, 2016.

Motion by CLARK, second by GRAALMAN, to adopt the 1080 Hour School Calendar for the 2016-2017 school year and to notify the State Board of Education. The motion carried (3 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes.

B. Consider and Vote to Approve 2016-17 Professional Development Plan

GAY WASHINGTON reported in accordance with Policy DMB-R1, the Professional Development Committee shall provide to the board of education for approval, a complete proposed annual plan for development for all staff annually at the August board meeting. The plan includes 1) a list of all requested and planned professional development activities and programs for all staff, 2) the point system developed to account for all professional development activities and the points awarded to each staff member for the proposed professional development activities/programs, 3) the specific competencies and instructional strategies in the core curriculum the development program is directed towards, and 4) the cost of the planned activity or program.

Motion by GRAALMAN, second by CLARK, to approve the 2016-2017 Professional Development Plan. The motion carried (3 – 0) with the following votes: Graalman – yes, Clark – yes, DeYong – yes. A copy of the plan is included in the minutes file.

C. Textbook Adoption Plan for FY16-17

GAY WASHINGTON's written report is as follows:

Due to the elimination of SDE textbook funds, SPS will move forward with a partial adoption for the 2016-17 school year. The English Language Arts and Foreign Language adoption total cost is over \$600,000. We prioritized a two-year purchase plan which allows us to address all grade levels through the use of bond funds.

Our first purchase will include the Foreign Language selections, 2-5 grade reading textbooks, one-half of the secondary Chromebook purchase for ELA. These purchases total \$344,773.99.

The decision to begin the adoption at grade 2 is based on our recent completion of a three-year grant from Literacy First. This grant provided numerous additional reading materials for grades K-1. This purchase of Chromebooks will allow two teachers to share one full cart for a year---until the adoption is completed next year.

The remainder of the bond fund allocation will be used to support the renewal of licenses for instructional, assessment and data management software.

\$219,131.26 is required to complete the English Language Adoption. This would include the purchase of K-1 reading textbooks and one-half of the secondary Chromebooks. This purchase is dependent on the SDE allocation of textbook or passage of the 2017 proposed bond.

9. OTHER REPORTS/RECOMMENDATIONS

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

- 1) **EHDF Online Instruction**
- 2) **EHDF-E Virtual School Application and Contract**

Motion by CLARK, second by GRAALMAN, to approve new policy EHDF-E and revised policy EHDF. The motion carried (3 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes.

B. Consider and Vote to Delete the Following SPS Policies:

- 1) **EHDF-E1 SPS Virtual School Application**
- 2) **EHDF-E2 Stillwater Virtual School Contract**

Policy Exhibits EHDF-E1 and EHDF-E2 are being combined into one policy EHDF-E making it necessary to delete the exhibits as provided.

Motion by CLARK, second by GRAALMAN, to delete policy exhibits EHDF-E1 and EHDF-E2. The motion carried (3 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes.

10. ADJOURNMENT

A. Vote to Adjourn

Motion by CLARK, second by GRRALMAN, to adjourn at 7:18 p.m. The motion carried (3 – 0) with the following votes: Clark – yes, Graalman – yes, DeYong – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

Eric Gudgel, 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 (posted August 8, 2016 at 10:00 a.m.).

Witness my hand and seal of the Stillwater School District on August 9, 2016.

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