

**STILLWATER BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
June 10, 2014
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 tenth day of June, 2014. Board President, JOHN PRICE, called the meeting to order at 6:30 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

John Price	President
Eric Gudgel	Vice President
Kevin Clark	Member
Debra Vincent	Member

BOARD MEMBERS ABSENT:

Camille DeYong	Member
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STAFF AND PARTICIPANTS PRESENT:

Ann Caine	Superintendent
Terry McCarty	Assistant Superintendent
Gay Washington	Assistant Superintendent
Phillip Storm	Chief Financial Officer/Treasurer
Annette Jones	Board Clerk
Monty Karns	OSU Long Range Facilities
John Anders	Facilities Director
Kevin Calvert	Technology Director
Anna Hicks	8 Yellowbrick Rd.
Christi Barr	2515 Ashford Ct.

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 GUDGEL, second by CLARK, to approve the agenda as presented. The motion carried (4 – 0) with the following votes: Gudgel – yes, Clark – yes, Vincent – yes, Price – yes.

4. COMMUNICATIONS/PUBLIC INTEREST

A. Superintendent's Report

The following was reported by SUPERINTENDENT CAINE.

Marcia Shaw, fifth grade at Westwood, is currently ranked #8 nationally and #10 in three different swims events including the 50-yard backstroke and freestyle. I know Coach Goebel is looking forward to her swimming on our high school team in the near future.

Congratulations to Principal Kendra Rider and her Richmond staff for being named a Great Expectations Model School. They have received this designation for more than ten years now and the culture of the school reflects the tenets of the Great Expectations philosophy.

It has been a great year and here is a short recap:

- SPEF raised \$50,000 for technology for our classrooms
- \$3.3 million in scholarships awarded to the Class of 2014
- Annette Turner received the regional School Lunch Employee of the Year Award
- Kevin Zamborsky received the SDE Arts Educator of the Year Award

- Ten outstanding Teachers of the Year recognized: Jason Carley, Patricia McClain, Darin Killough, Joanna Rasp, Jackie Mitts, Ericka West, Jodi Holland, Rebekah Jackson, Madison McKnight, and April Snethen
- Seven outstanding support staff recognized: Christi Barr, Susan French, Christy Payne, Haniel Goertz, Stephen Tiger, Jerri Austill, and Vana Phibbs
- 9 Academic State Champion teams
- 3 State Champion teams
- New Highland Park and Will Rogers Schools opened this year
- Dr. Washington named Oklahoma Assistant Superintendent of the Year
- 90 Eagle Awards given to staff
- \$48,000 raised during SMAC Week

Thanks to the Senior Class sponsors for a wonderful graduation ceremony last month. This year's class was very successful and will be missed.

We continue to receive names for our standing committees and the transition committees. As we indicated in the email to parents and staff, we will take names until June 30. The committees will begin meeting this fall.

The Strategic Planning Committee is almost finished with its' work. They will review the survey results sometime in July and make any necessary modifications to the rough draft of their mission, vision, and core beliefs. The committee will present the draft to the board at the board planning retreat in August for approval. Once the board approves the draft, the standing committees will begin (fall 2014) writing goals for their area in the strategic plan.

B. Public Comments

Anna Hicks addressed the board concerning proposed policy changes and Christi Barr addressed the board concerning appreciation to the board and administration.

C. Board Response to Submitted Questions: Questions or inquiries by individuals who wish an answer from the board at an official meeting must be presented in writing to the clerk of the board at least ten (10) days prior to the meeting at which the question or inquiry is to be answered. The following questions or inquiries have been submitted:

1) Who has access to the Infinite Campus student data and what happens to it after students graduate or leave the district?

Appropriate district employees have access to Infinite Campus data as needed by their job function. Data is archived by school year. The district retains records as required to comply with local, state, and federal guidelines and laws.

2) What is the updated status of the transition teams?

Names of volunteers interested in serving on the transitions teams for the grade reconfiguration are being sought through June 30. The committees will begin their work this fall.

3) What are your thoughts on using prekindergarten collaboration as described on the OSDE website to create capacity at the elementary schools as an alternative to moving 5th grade out?

The district has collaborations with the Oklahoma State University Child Development Lab, the First United Methodist Church, Head Start and Golden Oaks.

D. Board Communications

DEBRA VINCENT talked about the school board packet distribution and posting. A draft of the packet is presented to the board of education on Friday prior to the monthly meeting. Packets have been available for several years at the Stillwater Public Library and are also subject to the Open Records Act. The district is now posting the information packet online at www.stillwaterschools.com and is available the day prior to the meeting.

BOARD MEMBERS congratulated Drs. Caine and Washington for the recent award of Oklahoma Superintendent/Assistant Superintendent of the Year. The highest of awards were presented last week during the morning general session of the CCOSA Summer Conference where more than 120 members were present. This is the first time that Stillwater has won either of these awards and winning both at the same time was especially prestigious.

ERIC GUDGEL who was absent at the regular meeting in May expressed appreciation for the great school year. JOHN PRICE commented on the graduation ceremony and expressed congratulations to the graduates and all involved in the planning.

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 May 13, 2014, 5:00 p.m. Special Meeting** – Approved
- B. Minutes of May 13, 2014, 6:30 p.m. Regular Meeting** – Approved
- C. Transfer and Summary of Activity Account Funds** – Approved
- D. Activity Account Fundraising Projects** – Approved
- E. Student Open Transfers for FY 2014-15** – Approved
- F. Activity Fund Subaccounts Including Anticipated Revenue Sources and Types of Expenditures for each Subaccount for FY 2014-15** – Approved
- G. Activity Fund Custodians and Bonding for each, Co-Signers, Banks and Bank Account Numbers for FY 2014-15** – Approved
- H. Appointments and Bonding Authorization for each for FY2014-15:** – Approved
 - 1) Annette Jones – Board Clerk and Board Minutes Clerk
 - 2) Beverly Len – Deputy Board Clerk and Deputy Board Minutes Clerk
 - 3) Phillip Storm – Board Treasurer
 - 4) Debbie Schroeder – Assistant Board Treasurer
 - 5) Dian Porter – Encumbrance Clerk
- I. Oklahoma State School Boards Association Membership for FY14-15**-Approved
- J. Renewal of Existing or Revised Contracts for FY2014-15:** – Approved
 - 1) Stillwater Y (*Swim Program Agreement*)
 - 2) Rosenstein, Fist & Ringold, Inc. (*Legal Services*)
 - 3) Matt Devlin, P.C. (*Legal Services*)
 - 4) Municipal Finance Services, Inc. (*Bond Consultant*)
 - 5) A.D.P.C. (*Financial Software License & Support Agreement*)
 - 6) Oklahoma Schools Assurance Group (*Workers Comp Insurance*)
 - 7) Sheltered Workshop dba MPower for Payne County(*Janitor & Landscape Serv*)
 - 8) OnCue Marketing, L.L.C. (*Fleet Fuel*)
 - 9) Kellogg & Sovereign Consulting, L.L.C. (*E-Rate Management Services*)
 - 10) Air & Earth, Inc. (*Asbestos Abatement, Maintenance & Inspections*)
 - 11) Neopost Leasing, Inc. (*Mailing System*)
 - 12) Pepsi Bottling Group (*District Soft Drink Vendor*)
 - 13) BancFirst, Stillwater (*Property Lease Purchase-1401 N. Boomer Rd.*)
 - 14) Bank SNB (*Property Lease Purchase-2021 W. 4th St.*)
 - 15) Bank SNB (*Property Lease Purchase-Cimarron Plaza*)
 - 16) Bank SNB (*Property Lease Purchase-Kicker*)
 - 17) Bank of America, N.A. (*Property Lease Purchase-Highland Park*)
 - 18) First National Bank of Weatherford (*Computers/Projectors Lease Purchase*)
 - 19) Oklahoma Public Schools Unemployment Compensation Trust Account (OPSUCA) (*Unemployment Insurance*)
 - 20) ThyssenKrupp Elevator (*Elevator Maintenance and Repairs*)
 - 21) C-Star Management (*Property Management Serv for Cimarron Plaza Property*)
 - 22) C-Star Management (*Residential Property Management Services*)
 - 23) Putnam and Company, PLLC (*Auditor Services*)
 - 24) Xerox Corporation (*Copier Agreement*)
- K. Educational Services Contracts for FY2014-15:** - Approved
 - 1) United Community Action Head Start (*Special Services Agreement*)
 - 2) Stillwater First United Methodist Church (*Early Childhood Partnership*)
 - 3) Kari Fields (*Physical Therapy Services*)

- 4) **Oklahoma Univ Health Science Center-Maria Jones** (*Physical Therapy Service*)
 - 5) **Shannan Frohock** (*Consultant Services for Hearing Impaired Students*)
 - 6) **Payne County Youth Services** (*Licensed Professional Counseling Services*)
 - 7) **United Community Action Head Start** (*Early Childhood Services*)
 - 8) **State of Oklahoma Department of Rehab Serv** (*Transition Work Study Agr*)
 - 9) **Today's Therapy Solutions** (*Occupational Therapy Services*)
 - 10) **Christina Evans** (*Consultant Services for Visually Impaired Students*)
 - 11) **Christina Evans** (*Mobility Services*)
 - 12) **Edwin Fair-Systems of Care** (*Counseling Services*)
 - 13) **Turning Point Ranch Foundation** (*Therapeutic Horseback Riding Program*)
 - 14) **Connections Learning** (*Virtual Learning Program*)
- L. Educational Services Contracts with OSU for FY2014-15:** - Approved
- 1) **Oklahoma State University Child Development Lab**(*Early Childhood Partnership*)
 - 2) **Oklahoma State University/Stillwater YMCA** (*Recreational Swim Program*)
 - 3) **Oklahoma State University/Stillwater Medical Center Total Health** (*Therapeutic Swim Program*)
- M. Out-of-State Travel Application: SHS Pioneer Chorale Traveling to London, UK on December 27, 2015-January 5, 2016** – Approved

ERIC GUDGEL pulled 5A-5B and JOHN PRICE pulled 5L for separate consideration.

Motion by VINCENT, second by GUDGEL, to approve Consent Agenda items 5C-5K and 5M. The motion carried (4 – 0) with the following votes: Vincent – yes, Gudgel – yes, Clark – yes, Price – yes.

Motion by VINCENT, second by CLARK, to approve Consent Agenda items 5A and 5B. The motion carried (3 – 0 – 1) with the following votes: Vincent – yes, Clark – yes, Gudgel – abstain, Price – yes.

Motion by VINCENT, second by GUDGEL, to approve Consent Agenda item 5L. The motion carried (2 – 0 – 2) with the following votes: Vincent – yes, Gudgel – yes, Clark – abstain, Price – abstain.

6. OPERATIONS

A. Receive District Construction Update

The following update was reported by MONTY KARNS.

At Will Rogers Elementary the concrete work, including concrete benches, is nearing completion. Work has begun on the monument sign at the southwest corner of the site. The fencing installation along the Washington Street sidewalk and landscaping work continues.

Lambert Construction continues to work on the Will Rogers and Highland Park punch lists and warranty items as they occur.

B. Receive District Facilities Department Update

JOHN ANDERS reported the following maintenance projects for summer 2014:

- Remodel special education refocus room at the middle school
- Patch, seal, and stripe asphalt parking lot at Sangre Elementary
- Resurface asphalt playground at Richmond Elementary
- Replenish playground surfacing at Westwood, Skyline, and Richmond
- Replace carpet in room at Westwood
- Replace main entry and west entry storefronts at middle school
- Relocate maintenance, warehouse, central duplication, nutrition services offices, and facilities offices to new support facility
- Clear out and make ready for sale Pleasant View site, Richmond Early Childhood Center site, grounds maintenance site
- Relocate RECC teachers, equipment, supplies to various elementary sites maintenance staffing

The recently scheduled (May 10) surplus furniture, fixtures and equipment auction was cancelled due to lack of interest. In the meantime, the district donated some of the furnishings to smaller area schools and the auction will be rescheduled to sell the surplus vehicle.

The Facilities Department is adding temporary grounds crew workers for the summer lawn care season but is not adding permanent positions next year. The district is reorganizing the custodial unit which will now report to the Director of Facilities. The custodians will perform tasks as directed by the building principal or other site administrators as needed. Custodial staff team assignments are underway that will provide the opportunity for the custodial teams to clean and maintain all sites in a more efficient manner.

For the period of July 1, 2013 through April 25, 2014 the Facilities Department has completed 1,637 of its 1,829 work orders received. There are currently 192 work orders open.

C. Consider and Vote to Award Child Nutrition Food Service Bids for FY14-15

Request for Proposals was sent April 1, 2014 to distributors, manufacturers and brokers with bid responses due on May 5, 2014. The following vendors were selected: Primary grocery supplier-US Foods; Secondary grocery supplier-Ben E. Keith; Dairy-Hiland Dairy; Bread-Sara Lee; Produce-Go Fresh; Pizza-Mazzio's Pizza; and Cleaning Supplies-SFSPac.

Motion by CLARK, second by VINCENT, to approve the Child Nutrition food service bids for FY 2014-2015 to the following bidders:

- Primary grocery supplier: US Foods
- Secondary grocery supplier: Ben E. Keith
- Dairy: Hiland Dairy
- Bread: Sara Lee
- Produce: Go Fresh
- Pizza: Mazzio's Pizza
- Cleaning Supplies: SFSPac

The motion carried (4 – 0) with the following votes: Clark – yes, Vincent – yes, Gudgel – yes, Price – yes. A bid summary is included in the minutes file.

D. Consider and Vote to Declare Technology Equipment and District Vehicle Surplus

KEVIN CALVERT presented a list of equipment that have residual value, but are no longer needed or wanted. The technology items were presented with information including quantities, a description of the item(s), serial numbers, SPS inventory numbers, and any other pertinent information. The district vehicle is a van used to shuttle food between Richmond and RECC: 1998 Ford E150, VIN: 1FMRE1121WHC14211. Upon approval, items declared as surplus will be disposed of according to state law.

Motion by GUDGEL, second by CLARK, to declare technology equipment and vehicle 1998 Ford E150 VIN: 1FMRE1121WHC14211 as surplus property. The motion carried (4 – 0) with the following votes: Gudgel – yes, Clark – yes, Vincent – yes, Price – yes.

7. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer's Report

The Treasurer's Report for May 31, 2014 indicates monthly revenues of \$2,479,118.83 and monthly expenditures of \$3,654,894.31.

Motion by VINCENT, second by GUDGEL, to approve the May 31, 2014 Treasurer's Report as presented. The motion carried (4 – 0) with the following votes: Vincent – yes, Gudgel – yes, Clark – yes, Price – yes. A copy of the Treasurer's Report is attached to and made a part of these minutes.

B. Consider and Vote to Approve Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):

2013-2014 General Fund Encumbrances #1428-1441 totaling \$8,592.99

2013-2014 Bond Fund 39 Encumbrances #309-322 totaling \$43,113.22

Motion by CLARK, second by GUDGEL, to approve the Encumbrances and Accounts Payable as listed. The motion carried (4 – 0) with the following votes: Clark – yes, Gudgel – yes, Vincent – yes, Price – yes.

C. Consider and Vote to Approve Change Orders (approval of encumbrance numbers as listed):

- 2013-2014 General Fund Encumbrances #19, 108, 408, 466, 468, 662, 1157, 1241, 1263, 1277, 1289, 1309, 1338, 1375, 1411, 1420**
- 2013-2014 Child Nutrition Fund Encumbrances #25, 27**

Motion by GUDGEL, second by VINCENT, to approve the Change Orders as listed. The motion carried (4 – 0) with the following votes: Gudgel – yes, Vincent – yes, Clark – yes, Price – yes.

D. Receive Bond Expenditures and Revenue Update

The bond expenditures monthly report for May 2014 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 \$29,450,000) shows total expenditures of \$26,559,559.60 with total funds remaining of \$3,321,718.72. A copy of the report is included in the minutes file.

E. Consider and Vote to Approve Property, Fleet, and Liability Insurance Coverage for FY14-15

PHILLIP STORM reported that the Oklahoma School Risk Management Trust (OSRMT) has been the districts insurance provider for the past three years. The quote to renew coverage for fiscal year 2014-2015 reflects a total premium of \$296,258. This represents an increase of \$27,316.00 as compared to the quote for FY2014. Endorsements were added when Highland Park and Will Rogers were completed. Adding those premiums to last year's quote brought the total paid OSRMT to \$295,069. This reflects that the actual increase for 2014-2015 is \$1,189.00.

Motion by VINCENT, second by CLARK, to approve property, fleet, and liability insurance coverage for Fiscal Year 2014-2015 with Oklahoma Schools Risk Management Trust (OSRMT) in the amount of \$296,258.00. The motion carried (4 – 0) with the following votes: Vincent – yes, Clark – yes, Gudgel – yes, Price – yes.

F. Consider and Vote to Approve FY14-15 Temporary Appropriations for General Fund, Building Fund and Child Nutrition Fund

PHILLIP STORM stated that the securing of Temporary Appropriations is an annual process that allows the district to legally begin spending funds on July 1, 2014. The Estimate of Needs process is finalized in September which sets the legal authority to spend. Following board approval, the application for Temporary Appropriations is submitted to the County Excise Board for approval.

Motion by CLARK, second by GUDGEL, to approve the Temporary Appropriations for Fiscal Year 2014-2015 for the following: General Fund-\$35,000,000.00, Child Nutrition Fund-\$2,250,000.00 and Building Fund-\$2,250,000.00. The motion carried (4 – 0) with the following votes: Clark – yes, Gudgel – yes, Vincent – yes, Price – yes. A copy of the application is included in the minutes file.

G. Consider and Vote to Approve FY13-14 Supplemental Appropriations for General Fund and Child Nutrition Fund

PHILLIP STORM reported that a supplemental appropriation is required in order to spend money received in excess of the amount estimated on the Estimate of Needs. The estimated revenues on the Estimate of Needs, as prepared by the auditor last fall, were underestimated. Therefore, a supplemental appropriation for the General Fund and the Child Nutrition Fund is necessary in order to appropriate actual revenues for the current fiscal year.

Motion by CLARK, second by VINCENT, to approve Supplemental Appropriations for Fiscal Year 2013-2014 for the following: General Fund-\$832,203.62, and Child Nutrition Fund-\$205,008.99. The motion carried (4 – 0) with the following votes: Clark – yes, Vincent – yes, Gudgel – yes, Price – yes. A copy of the application is included in the minutes file.

8. OTHER REPORTS/RECOMMENDATIONS

A. Receive 2013-2014 Fourth Quarter Student Suspension Report and Five-Year Comparison Report

KEVIN CALVERT reviewed suspension data, behavior events and resolutions for the fourth quarter of the 2013-14 school year. The Student Suspension Report shows the number of days per suspension in the fourth quarter plus the total number of suspension days, should the student have multiple suspensions. A second report comparing suspensions over the past five-year period showed that suspensions have declined over that period of time.

B. Receive First Reading for the Following SPS Policies:

- **BEA** **School Board Meetings, Agenda Preparation and Dissemination**
- **FNG** **Wireless Telecommunication Devices**
- **FO** **Student Discipline**
- **FOD** **Suspension and Other Discipline of Students**

Policy BEA includes revisions that will update current policy language with existing practices used for board meeting agenda preparation. The proposed revision also provides direction for appropriate response to public concerns/requests so that they may be addressed in a more efficient and timely manner.

Policies FNG, FO and FOD contain proposed changes to the cell phone policy and discipline that will be included in the student handbooks once the changes have gone through two readings by the board. This is a first reading only.

C. Consider Approval of Revision to the Following SPS Policy:

- **BED-R** **Board of Education Meetings, Public Participation**

Motion by CLARK, second by VINCENT, to approve Policy BED-R revisions. The motion carried (4 – 0) with the following votes: Clark – yes, Vincent – yes, Gudgel – yes, Price – yes.

9. ADJOURNMENT

A. Vote to Adjourn

Motion by GUDGEL, second by CLARK, to adjourn at 8:16 p.m. The motion carried (4 – 0) with the following votes: Gudgel – yes, Clark – yes, Vincent – yes, Price – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

John Price, 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 June 9, 2014 at 10:00 a.m.).

Witness my hand and seal of the Stillwater School District on June 10, 2014.

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