

**STILLWATER BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
January 12, 2021
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 twelfth day of January, 2021. Board President, DR. CAMILLE DEYONG, called the meeting to order at 6:31 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

Dr. Camille DeYong	President
Tim Riley	Vice President
Tanya Massey	Member
Dr. Steve Hallgren	Member
Melody Wright	Member

STAFF AND PARTICIPANTS PRESENT:

Dr. Marc Moore	Superintendent
Cathy Walker	Assistant Superintendent
Dana Renner	Assistant Superintendent
Bo Gamble	Human Resources Director
Jericah Dawson	Chief Financial Officer/Treasurer
Barry Fuxa	Communications Coordinator
Annette Jones	Board Clerk/Minutes Clerk
Mark Pruitt	SPS Owner's Representative
Officer Paul Blankinship	Stillwater Police Department
Officer Jared Noles	Stillwater Police Department
Chief Jeff Watts	Stillwater Police Department
John Talley	Community Partner
Darrell Dougherty	Community Partner
Lonnie Daugherty	Community Partner
Victor Gonzalez	Teacher
Joy Cawood	Assistant Principal
Elementary and Secondary Principals	

2. PLEDGE OF ALLEGIANCE

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

3. COMMUNICATIONS/PUBLIC INTEREST

A. Stillwater Public Schools Community Partner Recognition:

- **Representative John Talley**
- **Downtown 66**
- **Legacy Village**
- **Stillwater Automotive**

The following patrons were recognized as community partners.

- Representative John Talley donated 52 KN95 masks
- Darrell Dougherty, owner of Downtown 66, donated sanitizer and disposable masks for students
- Legacy Village of Stillwater donated 150 KN95 masks
- Stillwater Automotive donated 250 KN95 masks

These supplies were provided to staff and students. We are so thankful that the Stillwater community stepped up to help Stillwater Public Schools during this pandemic. Our highest gratitude and appreciation go to these three partners. *(Source: Superintendent Moore)*

B. School Resource Officer Recognition

Across the country on January 9th each year, citizens take the lead to show support on National Law Enforcement Appreciation Day. Law Enforcement Officers of every rank and file have chosen a profession that puts their life on the line every day for their communities. Stillwater Public Schools has four school resource officers that serve our students, staff and community and we are incredibly grateful to them for their service. It is our honor and our privilege to recognize them this evening in response to National Law Enforcement Appreciation Day. Present at the meeting were Officers Paul Blankinship, Jared Noles and Chief Jeff Watts. *(Source: Dana Renner)*

C. OSSBA School Board Member Recognition Month – January 2021

The Oklahoma State School Boards Association has designated January as School Board Recognition Month. School board members are community volunteers who are elected to govern school districts. As local citizen leaders, school board members attend many meetings, school functions and public events. They read reports, proposals, develop policies, hire employees, and serve as the community's voice in school operations with student achievement being their ultimate goal.

This opportunity allows us to express appreciation to our Stillwater School Board Members for their commitment to service and public education that affects the present and future lives of our children.

Current members of the Stillwater Board of Education include:

- Dr. Camille DeYong, Ward 1 / 2016-2021
- Tim Riley, Ward 2 / 2018-2022
- Tanya Massey, Ward 3 / 2020-2023
- Melody Wright, Ward 4 / 2020-2024
- Dr. Steve Hallgren, Ward 5 / 2020-2021

(Source: Superintendent Moore)

D. Superintendent's Report

The following was written and reported by SUPERINTENDENT MOORE.

Superintendent Hofmeister recently named Stillwater High School student, Kady Casteel, to the 2021 Student Advisory Council. He's one of 97 Oklahoma high school students who meet regularly with Superintendent Hofmeister to advise her on matters of policy, such as curriculum, student mental health,

The Tribal Education Department National Assembly (TEDNA) recently awarded a Native Youth Community Block grant from the Office of Indian Education to Stillwater Public Schools. This grant will focus on creating and supporting college and career readiness in our Native high school students by providing evidence-based educational choices. This exciting opportunity will be implemented by an "Accessing Choices in Education (ACE) Specialist" at SPS with the first year involving extensive research to assess and determine the needs of SPS's Native students and their families.

Congratulations to these students that were selected for the Oklahoma All-State Band, Chorus, and Orchestra.

Band Students

- Piccolo: Lenna Abouzahr (1st chair),
- Clarinet: Emma Li (1st chair), Annie Koh (6th chair), Alex Zhang (9th chair), Sydney Thomas (11th chair), Kady Casteel (5th alternate)
- Saxophone: Tom Wells (1st chair) Sophie Villasenor (2nd alternate)
- Trumpet: Neil Aker (6th chair)
- Horn: Connor Zamborsky (5th chair)

Chorus Students

- Soprano: Angelita Mohler, Adeline Skillman
- Alto: Nicole Whitley
- Tenor: Evan Reitan, Asa Thompson, James Williams
- Bass: Hayden Bauter

Orchestra Students

- Violin 1: Henry Luttbeg (11th chair), Brian Yang (13th chair)
- Violin 2: Charles Liu (9th chair)
- Viola: Caden Stine (1st chair)

The Board of Education approved the Return to School Plan and Guidelines prior to school starting in August. This document needs constant refinement as school staff work through this dynamic COVID19 situation. A summary of the changes made from the December regular board meeting report to date are as follows:

Human Resources

EMPLOYEE LEAVE

All leave granted in board policy, the Master Contract with the Stillwater Education Association (SEA), and the Negotiated Agreement with Stillwater Education Support Professionals Association (SESPA) will continue for the 20-21 school year. Administration evaluated leave policy and has adjusted, when needed, to align with the COVID-19 Pandemic situation.

~~SPS will utilize leave granted under the Families First Coronavirus Response Act (FFCRA). This leave related to COVID-19 guarantees employees who work for certain employers with paid sick leave and expanded family and medical leave for specific reasons related to COVID-19. The provisions of this Act apply through December 31, 2020, and more information can be found at the United States Department of Labor.~~

The Human Resources Department staff will be available to assist staff with absences and leave during the COVID-19 Pandemic.

~~LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)~~

~~Under FFCRA SPS employees are provided with additional paid and unpaid leave. This leave is described in board policy DECB—Leave Under the Families First Coronavirus Response Act, and shall only apply to a district employee who is scheduled to work, but is unable to due to a qualifying COVID-19 condition. In the case that the district employee has been directed or approved to work remotely and can fully perform their job duties remotely, this leave will only apply if the employee cannot work remotely due to a qualifying COVID-19 condition.~~

~~The leave provided under this policy is non-cumulative and expires on December 31, 2020, unless extended by Federal Authorities.~~

~~The following are COVID-19 conditions that may qualify an eligible employee for leave pursuant to this policy:~~

- ~~1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;~~
- ~~2. The employee has been advised by a health care provider to self quarantine related to COVID-19;~~
- ~~3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;~~
- ~~4. The employee is caring for an individual subject to an order described in (1) or self quarantine as described in (2);~~
- ~~5. The employee is caring for a son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;~~
- ~~6. Or the employee is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services, in consultation with the Secretaries~~

~~of Labor and Treasury.~~

~~Leave provided for qualifying individuals experiencing these conditions is further described in board policy DECB—Leave Under the Families First Coronavirus Response Act. Employees experiencing these conditions shall submit a [form](#) to the Human Resources Department requesting FFCRA leave.~~

~~More information about FFCRA leave can be found at: Department of Labor website and SPS Leave Chart.~~

Extension of COVID-19 Leave Beginning January 4, 2021

Due to the expiration of mandatory leave pursuant to the Families First Coronavirus Response Act (FFCRA), Stillwater Public Schools, subject to the limitations included in this policy, will make paid leave available for employees adversely affected by the following limited COVID-19 circumstances. The Superintendent in consultation with the Human Resources Director will determine when it is appropriate to approve the leave.

Employees, who did not previously qualify for or receive up to 10 days of FFCRA emergency paid sick leave between April 1 and December 31, 2020, will be provided up to 10 workdays of paid leave for COVID-19 conditions necessitating time off from work when the employee is medically unable to work and no appropriate remote work is available. Availability and administrative approval of leave is subject to the following conditions and restrictions:

1. The employee has received a positive COVID-19 test and must isolate per CDC and Payne County Health Department (PCHD) guidelines *and* the employee has not used FFCRA leave prior to the new incident or has not used up to 10 days of FFCRA leave.
2. The employee is symptomatic, must quarantine, and is actively seeking a test or waiting for test results *and* the employee has not used FFCRA leave or all 10 days of FFCRA leave prior to December 31, 2020.
3. The employee has been designated as a close contact (verified by authorized SPS personnel or Payne County Health Department officials) with someone in the workplace who has been identified as COVID-19 positive, *and* the school or PCHD has directed the employee to quarantine, and the employee has not used FFCRA leave or all 10 days of FFCRA leave prior to the designation.
4. The employee is caring for a son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 *and* the employee has not used FFCRA leave prior to the new incident or has not used up to 10 days of FFCRA leave.
5. The employee's spouse or minor child has tested positive for COVID-19 and the employee has been in close contact with the spouse or child within the previous 5 days and, as a result, the employee must quarantine pending obtaining a COVID-19 test.
6. Employees not eligible for the limited COVID-19 leave described, because they have previously used all available FFCRA leave prior to December 31, 2020, may use accrued leave, including traditional Family and Medical Leave (FMLA)—subject to satisfying traditional FMLA leave eligibility requirements.

Leave will be classified as Paid Personal COVID Leave and will be restricted to the above incidents. The district reserves the right to request documentation from an employee of a positive COVID test or of other qualification for the leave provided. This leave will expire on March 31, 2021, or sooner if SPS, upon the decision of the Superintendent, terminates the leave for any reason including comparable mandatory COVID-19 leave is provided by state or federal law that was not in place at the time this policy was approved by the board of education.

Remote work may be afforded on a case-by-case basis if the physical condition of the employee allows for work to be performed and the assigned job task(s) involves substantive remote work. Approved remote work on a part- or full-time schedule is not recorded as leave.

This leave is available on a limited basis and is provided by the school district pursuant to federal authority granted to voluntarily extend FFCRA leave for employees who have not previously used FFCRA leave or have not previously used a full 10 days of FFCRA leave.

E. Board Communications

The following topics were mentioned:

- Community continues to work together through COVID
- Upcoming community meetings on diversity
- Congratulations to the SHS band major, Stillwater FFA and SHS wrestling team for recent accomplishments
- Appreciation to the School Resource Officers for their work

F. Public Comments

VICTOR GONZALEZ addressed the board regarding COVID-19 and distance learning from a teaching prospective.

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. December 8, 2020, 5:00 p.m. Special Meeting Minutes** – Approved
 - B. December 8, 2020, 6:30 p.m. Regular Meeting Minutes** – 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):** - Approved
 - 2020-2021 General Fund Encumbrances #699-776 totaling \$101,785.01
 - 2020-2021 Building Fund Encumbrances #27-28 totaling \$271,197.94
 - 2020-2021 Child Nutrition Fund Encumbrances #85-87 totaling \$202.20
 - 2020-2021 Bond 31 Fund Encumbrances #254-268 totaling \$548,773.43
 - F. Change Orders (approval of encumbrance numbers as listed):** - Approved
 - 2020-2021 General Fund Encumbrances #45, 604
 - 2020-2021 Bond 31 Fund Encumbrances #35, 235
 - G. SPS Policy Second Reading and Approval:** - Approved
 - 1) BEA School Board Meetings; Agenda Preparation and Dissemination
 - 2) DABB Records Investigation
 - 3) DBA Teacher Assistants/Paraprofessionals
 - 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> |
|----------|-------------------------|---------------|
| 069 | Added Platform Curtains | \$4,290.00 |

Motion by MASSEY, second by RILEY, to approve Consent Agenda as presented. The motion carried (5 – 0) with the following votes: Massey – yes, Riley – yes, Hallgren – yes, Wright – yes, DeYong – yes.

5. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer’s Report

The Treasurer’s Report for December 31, 2020, indicates monthly revenues of \$2,540,820.33 and monthly expenditures of \$3,793,035.32. General Fund monthly interest earnings is \$3,374.75 and Bond Fund monthly interest earnings is \$1,803.25.

Motion by RILEY, second by WRIGHT, to approve the December 31, 2020, Treasurer's Report. The motion carried (5 – 0) with the following votes: Riley – yes, Wright – yes, Hallgren – yes, Massey – yes, DeYong – 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 December 2020 provides an overview of the \$74,000,000 General Obligation Bond Issue approved on February 14, 2017. Warrants

issued for the \$74,000,000 bond issue (current proceeds of \$39,635,000) equal \$31,515,497.54 with total funds remaining of \$8,127,210.33. 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.

At the final OAC meeting of 2020, the Owner-Architect-Contractor committee agreed that the scope of work defined by the original contract for the Junior High Additions and Renovation Project was Substantially Completed on or before Dec 31, 2020. This does not include current "additional work" for renovating site features at the east entry and upgrading drainage issues at the west lawn. Those scopes of work will have their own substantial completion dates issued at the appropriate times.

Nabholz has completed their "due-diligence" and is currently finalizing negotiations with the concrete subcontractor over the issue of replacing the driving lanes in the west driveway due to misplaced rebar.

Please review the latest Architect's Report to the Board w/ slideshow for a zone-by-zone discussion of the construction work completed in December. Also, see my December 2020 Field Reports for a visual sequence of progress.

The following areas are substantially complete and occupied:

- Guidance Room Renovation – Completed on 4/17/2020
- 9th Grade Wing Classroom Renovation – Completed on 6/17/2020
- 9th Grade Wing Restroom Renovation – Completed on 8/19/2020
- SW entry vestibule and corridor – Completed on 8/20/2020
- Performing Arts Areas – Completed 10/9/2020
- Classroom Addition – Completed 11/10/2020
- Cafeteria/Stage – Completed 12/5/2020
- Building Exteriors and Sitework – Multiple completion dates through December 2020.

The latest dates for handing over the remaining areas are as follows:

- Additional Sitework – o East Entry site and landscaping modifications - January 2021
- West Lawn and storm water system upgrades – January 2021 +/-

Project Quality - When completed, the west drive will be as per plans and specifications (or equal). The last few "back-ordered" punch list items are scheduled for completion in January 2021.

Safety –No injuries reported.

Project Budget – The project continues to utilize various allowances for their designated purposes and remains on budget.

7. EDUCATIONAL SERVICES

A. Consider Approval of 2021-2022 Revised School Calendar

CATHY WALKER presented the FY22 school calendar, originally approved in December 2019, that moves spring break to the third week of March. The adjustment will align the district's spring break week with the OSU calendar.

Motion by MASSEY, second by RILEY, to approve revised 2021-2022 school calendar. The motion carried (5 – 0) with the following votes: Massey – yes, Riley – yes, Hallgren – yes, Wright – yes, DeYong – yes.

B. Receive Update on Virtual Learning at Stillwater Public Schools during the 2020-2021 School Year

CATHY WALKER, along with principals and Joy Cawood, provided a [Virtual Learning Update](#). The discussion can be found on the meeting video located at www.stillwaterschools.com

C. Receive Mid-Year Class Size Report

Stillwater Public Schools values academic achievement and student experience for its students, and has included these two items as aims on its strategic plan. One of the strategies undertaken by the district to enhance academic achievement and student experience is to keep class sizes small. A key performance indicator located under the student experience strategic aim on the strategic plan document is the tracking of teaching assignments meeting class size standards at both the elementary and secondary levels. This key performance indicator is updated annually.

This [bi-annual report](#) to the board will breakdown the elementary and secondary level class sizes further and give a mid-year and end-of-the year update. The class size standards mirror the class size standards adopted by the state of Oklahoma upon passage of HB 1017 and are as follows:

Pre-Kindergarten: The number of children in an early childhood class shall not exceed 20. The child:adult ratio shall not exceed 10:1. Any enrollment that exceeds 10 shall require the employment of a teacher assistant.

Kindergarten - 3rd: Children in kindergarten - third grade shall not be assigned to a teacher or class that includes more than 20 students. If the creation of an additional class would cause the class to have fewer than 10 students, class size limitations shall not apply if a teacher's assistant is employed to serve fulltime with each class which exceeds the class size limitation.

4th - 5th: Children in 4th - 5th shall not be assigned to a teacher or class that includes more than 20 students. If the creation of an additional class would cause the class to have fewer than 16 students, the class size penalty shall not apply.

6th - 12th: No teacher who is counted in class size computation shall be responsible for the instruction of more than one hundred forty (140) students on any given six-hour school day or eighty. Physical education, chorus, band, orchestra, and other similar music classes shall not be subject to the class size limitation.

The discussion can be found on the meeting video located at www.stillwaterschools.com (Source: Superintendent Moore)

8. OTHER REPORTS/RECOMMENDATIONS

A. Receive Communications Coordinator Report

In order to provide the School Board with information regarding district efforts to increase communication with all stakeholders, the district Public Relations and Communications Coordinator will share a report each year. Included in the January 2021 [Communications Report](#) will be information on:

- Goal and Objectives
- Social Media
- Website Additions
- Public Relations
- Graphics and Media Creation
- Focus Groups/Surveys
- Points of Pride

The live presentation can be found on the meeting video located at www.stillwaterschools.com (Source: Barry Fuxa)

B. Receive 2020-2021 Second Quarter Student Suspension Report

SUPERINTENDENT MOORE presented [Student Suspension Reports](#) consisting of a collection of data from Infinite Campus software used by the school district. All information reported is from the secondary schools with the exceptions of the ISP and OSS Report, the OSS Detail, and the ISP and OSS Ethnicity and SPED Report.

9. ADJOURNMENT

A. Vote to Adjourn

Motion by WRIGHT, second by MASSEY, to adjourn at 9:19 p.m. The motion carried (5 – 0) with the following votes: Wright – yes, Massey – yes, Hallgren – yes, Riley – yes, DeYong – yes.

STILLWATER BOARD OF EDUCATION

STILLWATER BOARD OF EDUCATION

Dr. Camille Frye DeYong, 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 January 11, 2021, at 3:00 p.m.).

Witness my hand and seal of the Stillwater School District on January 12, 2021.

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