

**STILLWATER BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
March 10, 2015  
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 March, 2015. Board President, ERIC GUDGEL, called the meeting to order at 6:30 p.m. A quorum was present.

**BOARD MEMBERS PRESENT:**

Eric Gudgel	President
Debra Vincent	Vice President
Kevin Clark	Member
Dr. Camille DeYong	Member
Dr. Bob Graalman	Member

**STAFF AND PARTICIPANTS PRESENT:**

Dr. Ann Caine	Superintendent
Dr. Terry McCarty	Assistant Superintendent
Dr. Gay Washington	Assistant Superintendent
Phillip Storm	Chief Financial Officer/Treasurer
Annette Jones	Board Clerk
Kurt Baze	Highland Park Elementary Principal
Laura Gordon	Highland Park Elementary Assistant Principal
Taylor Longan	Highland Park Elementary Student
Ken Fergeson	NBC Oklahoma
Nancy Spencer	Stillwater High School Assistant Principal
John Fields	Stillwater Junior High School Principal
Cathy Walker	Stillwater Middle School Principal
Krista Neal	School Nutrition Services Director
Kurt Goebel	SHS Swim Coach
Beverly Reudy	SHS Swim Coach
SHS Swimmers:	
Brooke Njaa	Baby Phares
Dewi Blose	Cynthia Skinner
Isabelle Smith	Alex Thomas
Victoria Dina	JazzLynn Portalatin
Kayla Dunn	Sadie Freudenberger
Hanna Fontanez	

**2. PLEDGE OF ALLEGIANCE**

Highland Park Elementary Student, TAYLOR LONGAN, led board members, staff and participants present in the Pledge of Allegiance to the American flag.

**3. PREVIEW/APPROVAL OF AGENDA**

Motion by DEYONG, second by VINCENT, to approve the agenda as presented. The motion carried (5 – 0) with the following votes: DeYong – yes, Vincent – yes, Clark – yes, Graalman – yes, Gudgel – yes.

**4. COMMUNICATIONS/PUBLIC INTEREST**

**A. Superintendent's Report**

The following was reported by SUPERINTENDENT CAINE.

Stillwater Junior High has plenty of good news to share this month. Congratulations to Kenny McCarley for placing 1st in the Payne County art contest, Mandy Blackburn for winning 2nd place,

and Laura Apblett who won 3rd place. Congratulations to Valerie Sharp for winning 1st place in the Payne County Youth Services "Voices of Today" poetry contest. The art and Valerie's poem will be on display at various businesses in Payne County. The ninth grade Youth In Government students traveled to Oklahoma City over the weekend for their State Convention. Congratulations to Bella Wuller who was elected Barton Speaker of the House and selected to attend the Conference on National Affairs, and to Cassie DeGroot who was awarded Outstanding Barton House Bill, and also selected to attend the Conference on National Affairs. Only 25 delegates are selected to attend the conference, and only two freshmen are allowed to attend. This year, both freshmen are from Stillwater Jr. High (Bella and Cassie).

Congratulations to the Stillwater Middle School students who placed in the Payne County Youth Services "Voices of Today" contest. In the category 7th Grade Imagery, congratulations to Isaac Wilson-1st place, Braden Wood-2nd place, and Lauren Phillips-3rd place. In the category 6th Grade Imagery, congratulations to Avery Inman-1st place, Megan Norton-2nd place, and Kate Houser-3rd place. For 7th grade photography, congratulations to Karsan Diel-1st place and Best in Show, Gracie Sanders-2nd place, and Claire Donahue-3rd place. Finally, in the category 7th grade poetry, congratulations to Zoey Spiva-1st place.

Congratulations to our Stillwater High School wrestlers for winning the 6A Dual State Championship and also taking runner-up as a team at the State 6A Championship last weekend.

Dr. Caine also added that she was able to attend the Middle School musical this past weekend. She also attended the class project in Jennifer White's classroom at the high school.

Congratulations to Stillwater High School student Joshua Topham who won the 2015 Oklahoma Scholastic Chess Championship. Congratulations to Stillwater High School for ranking #1 in Oklahoma for the lowest college remediation rate of 5.66%.

Stillwater Middle School collected 366 stuffed animals that were donated to Wings of Hope, Mission of Hope, Payne County Youth Shelter, DHS, CASA, and Stillwater Police Department.

Everyone have a restful and snow-free Spring Break.

## **B. Ken Fergeson Art Donation**

KEN FERGESON, Chairman of NBC Oklahoma, has selected Stillwater High School as the recipient of this year's Oklahoma Artist Series Print and color separations. The artist is Carol Beesley. The work is called "Bluff, Johnson Ranch Near Guymon, OK".

Each year the NBC Oklahoma Artist Series commissions a work and chooses a school to receive both a framed signed print and the color separations.

This gift is in celebration of the arts and in support of arts education. The four color separations allow the students to understand how the final print is created.

The work will be on display at the administration building and then on permanent display at the high school.

## **C. Recognition of SHS Girls Swim Team as 5 A State Champions and Academic State Champions**

Stillwater High Schools Girls Swim Team finished as 5A State Champions this year as well as 5A State Academic Champions. Coaches KURT GOEBEL and BEVERLY RUEDY introduced the team members listed below:

Savanna Barth	Brooke Njaa
Dewi Blose	Baby Phares
Taylor Connelly	JazzLynn Portalatin
Victoria Dina	Cynthia Skinner
Kayla Dunn	Isabelle Smith
Hanna Fontanez	Alex Thomas
Sadie Freudenberger	Not present: Savannah Barth and Taylor Connelly

## **D. Public Comments**

There were no public comments.

## **E. Board Communications**

BOARD MEMBERS commented on the following topics:

- Collaborative programs at OSU in the areas of art and writing
- Congratulations to SHS Girls Swimmers for their recent awards
- Climate Survey feedback at the various school sites
- Congratulations to Kurt Baze for retirement
- OSU event with Joy Hofmeister as featured speaker
- Middle School musical
- SHS wrestlers for recent award
- High School remediation rate

## **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 February 17, 2015, 5:30 p.m. Special Meeting** – Approved
- B. Minutes of February 17, 2015, 6:30 p.m. Regular Meeting** – Approved
- C. Transfer and Summary of Activity Account Funds** – Approved
- D. Activity Account Fundraising Projects** – Approved
- E. YMCA Agreement for After School Childcare for FY15-16** – Approved
- F. Out-of-State Travel Request: SHS Baseball Traveling to Bentonville, AR on April 24-25, 2015** – Approved

Motion by VINCENT, second by DEYONG, to approve Consent Agenda as presented. The motion carried (5 – 0) with the following votes: Vincent – yes, DeYong – yes, Clark – yes, Graalman – yes, Gudgel – yes.

## **6. OPERATIONS**

### **A. Receive Grade Reconfiguration Update**

NANCY SPENCER is working with the 9th Grade Transition Committee. There are currently seventeen people serving on the committee. The committee consists of 5 administrators, 8 teachers and 4 parents. They are working as an advisory team to explore options that research has determined to be models of success for each reconfigured grade cluster. They are also working on the curriculum and will be visiting other schools to see what they are doing and to gather information for the decision-making process. The schools they will be visiting include Mustang, Edmond, Choctaw and Claremore.

JOHN FIELDS is working with the 7th/8th Grades Transition Committee. There are currently 8 members and he is looking to expand this membership. The committee has begun to research 7th/8th grade models. They want to retain the quality programs that are working and currently in place.

CATHY WALKER is working with the 5th/6th Grade Transition Committee. There are 15 members on this committee. This committee will be visiting 5th/6th grade centers in Mustang, Piedmont and Jenks.

### **B. Receive School Nutrition Services Departmental Update**

KRISTA NEAL'S written report included the following information.

#### Communication

Improving communication is a continual focus. All managers are taking a human resources course that covers the following topics: communication, creating a motivating workplace, dealing with

conflict, and delegating and empowering. The course is offered online or in person. Managers have a choice that best fits their needs.

Point-of-Sale Software now sends weekly email notifications for students with negative lunch balances and monthly notifications for students with low lunch balances. The notices have not translated to noticeably increased deposits the day after they are sent. However, it has definitely increased communication between families and our department. Issues are caught and can be corrected or adjusted quickly. Bounced emails help us update parent information in the Infinite Campus Software Program. Every communication includes the online meal payment and tracking system and a link to the online free/reduced meal application.

### Staffing

The district currently employs 49 people in the department. On July 1, 2015, new professional standards go into effect. Employees will be required to complete initial food safety and nutrition education and complete annual continuing education (CEUs). Most of our current staff has completed the requirements and many also completed the CEUs. Krista Neal can teach all of the required courses for both the district and the state association, and exceeds the minimum education requirements for a district director. On May 27, 2015 Chef Alyssa Densham will do an in-service training with some of our staff. Training will consist of knife skills and preparing recipes.

### Lunch Participation

The average daily participation for the 2015 school year is 3195 lunches and 2481 breakfasts. Nationally, participation is down significantly. The opinion by many nutrition professionals is the forced price increase has driven students to bring home lunches. Any decrease in participation is disappointing but it is good to see an improvement in the decrease. The Middle School and High School have started a DIY Sandwich Bar. Students can add several vegetables to a sandwich made on fresh-baked bread. This has been very popular.

### Breakfast

During SY15 all students receive a free breakfast. The average daily breakfast participation from August 2014-January 2015 was 2,557 breakfasts. District-wide this is an increase of 21 breakfasts per day over the same time in SY2014. Students are given a choice of a hot breakfast or a grab-and-go breakfast. At most schools, students are encouraged to take their breakfast to class. Breakfast is available to any student at any time until it is time for lunch.

Highland Park is continuing Breakfast in the Classroom (BIC). Skyline also implemented an expanded breakfast program. PreK through 1st grade eats together as a class in the dining room, and the older students eat in the classroom. Sangre Ridge has some students who eat together as an unofficial BIC.

The BCI menu has been expanded to a 5-week cycle. The only thing offered at conventional breakfast schools that is not offered in BIC is breakfast burritos. Prior to the free breakfast program, reimbursement for breakfast averaged \$1.30 each. Because so many students who do not qualify for free or reduced-price breakfast who are now participating, the reimbursement is down to \$1.20. In SY13 a breakfast cost \$0.20 for all students who qualified for reduced-price meals, \$0.75 for elementary breakfast and \$1.25 for secondary breakfast. Between SY13 and SY14, when universal free breakfast began, the breakfast participation by students who qualified for free meals only increased 32,006, while the paid students increased 78,209, nearly doubling.

### Free and Reduced Eligibility

As of February 27, 2015, students who qualified for free meals totaled 2,151 and 426 students qualified for reduced-price meals. This is 43% of the total student population. The highest school percentage is 77%, and lowest is 23%. There are 75 students categorized as homeless. Vanessa Wedlake works with families through the meal application process.

### Summer Food Service 2015

The application for Summer Food Service is currently being developed. Meals will be served on site. Hot breakfast and lunch will be offered at Will Rogers, sack lunches at Southern Woods Park, and after practice "breakfast" for athletic programs.

### OSU Students

Interns: Several OSU graduate-level dietetic interns spent a week in the department this school year. Some of their projects include developing a wellness program, starting the Healthier US School Challenge application, updating recipes and menus, and conducting taste tests.

Undergraduates: Since June 2014, the district has hosted eight students for a dietetics-focused experience to help with their quantity food preparation classes. Each student works in one of our kitchens for a total of six days. The students rotate among several organizations in Stillwater. Krista Neal is on the OSU Dietetics Education Advisory Board.

### Unpaid Meal Balances

As of February 27, 2015, students owe \$17,945.83 in unpaid meal balances. Adults owe \$1,647.45. Board Policy COC indicates a child who owes more than five days' worth of meals will be given an alternative meal, and adults cannot charge any meals. We are working on solutions to remedy the situation.

### Grade Reconfiguration

The grade reconfiguration should not affect elementary schools. Middle School nutrient requirements will change, but the students should not see a change in foods offered. We may need to decrease the a-la-carte items offered at the Middle School. The Junior High will finally be in compliance with federal regulations which do not allow for 8th and 9th graders to eat together. They should not see any changes in menus or a-la-carte. At the High School the current sandwich bar in the serving area will be moved to another location, possibly in the Student Center.

A portable point-of-sale machine has been purchased to test how and where students can be fed. The High School will need significant upgrades to serve the 9th graders. Any remodeling will have to wait until after the High School elevator and bathrooms are completed. It is possible multiple new serving lines will be required and the infrastructure to support them. Each serving line could cost approximately \$20,000 and will require additional staff.

## **C. Consider and Vote to Approve Student Lunch Price Increases for SY16**

KRISTA NEAL reported that part of the Healthy, Hunger-Free Kids Act of 1020 (HHFK) includes Paid Lunch Equity (PLE). According to the US Department of Agriculture (USDA), the intent of PLE is "To ensure that sufficient funds are provided to the food service account for paid lunches." The reimbursement for free lunches cannot subsidize the cost of a paid lunch.

The HHFK mandates if the average price for lunches is less than the difference between free and paid reimbursements, it must increase the revenue by 2% plus inflation by either increasing the average price charged for paid meals or adding non-federal funds to the food service account.

The proposed meal prices for SY16 are as follows:

Students who qualify for free meals - \$0.00 for all meals.

Breakfast: \$0.00 for all students, \$1.75 for all adults and visitors.

Elementary Lunch: \$0.40 for students who qualify for reduced-price meals, \$2.35 for others.

Secondary Lunch: \$0.40 for students who qualify for reduced-price meals, \$2.60 for others.

Motion by CLARK, second by VINCENT, to approve student full-pay lunch price increases for FY16 for elementary from \$2.30 to \$2.35 and secondary from \$2.55 to \$2.60. The motion carried (5 – 0) with the following votes: Clark – yes, Vincent – yes, DeYong – yes, Graalman – yes, Gudgel – yes.

## **D. Consider Expanded Membership to Long Range Facilities Committee**

TERRY MCCARTY reported that he would like to add membership to the current Long Range Facilities Committee. Currently the committee is meeting two times per month and touring the school sites. Long Range Facilities will assist in the continuous, systematic review of district facilities and capital improvements, including:

- Make recommendations to the school board on annual school facilities plan which includes the ten-year long range facilities plan and recommendations for funding (replaces existing LRFC)

- Assist the school board in providing the community with information concerning school facilities
- Serve as legislative liaison

The additional names to be added are listed below.

2014-2016 (2-year term)

Dr. Ann Caine, Ex-Officio	Michelle Schaecher
Ryan Blake	Kendra Rider
Jaclyn McClary	Tisha Dewitt
Julie Kirkpatrick	Lorrie Janzen
Jessica Jeffrey	Mark Lambert
Brian Warwick	Mark Payton
Sarah Sanders	Gil Emde
Natalie Fluty	Kimberly Howell
Philip Deisher	Wendy Noftsger
Sheri Buntin	Trent Swanson
Seth Berman	Aaron Frisby
Laura Gordon	Chad Watkins
Claire Gage	Dr. Bob Graalman, Ex-Officio (*)
Whitney Warner	John Fields (*)
Susie Popplewell	
Laura Rice	
Shelia Brown	

(\*) Not included in the posted board meeting packet, but included in the motion

Motion by CLARK, second by DEYONG, to approve the additional membership as listed above to the Long Range Facilities Committee. The motion carried (5 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Vincent – yes, Gudgel – yes.

**7. EDUCATIONAL SERVICES**

**A. Receive Student Achievement Update for Highland Park Elementary**

KURT BAZE and LAURA GORDON reported the following three Practices as a focus for the year. They are:

Practice #4 – Professional Development

- Goal: Literacy First grant implementation: 2013-14 and 2014-15
- Goal: All teachers trained: PreK to 5<sup>th</sup> grade and special education teachers
- Goal: 100% implementation of the Literacy First model of quality instruction

Practice #5 – Instructional Time and Teacher Collaboration

- Goal: Vertical alignment across all grade levels
- Goal: Schedule collaboration time to increase use data to focus teaching and guide interventions
- Goal: Grade level team collaboration in developing common formative assessment to help guide interventions and instruction

Practice #7 – Data Review

- Goal: Provide universal screening to 100% of K-5 students in the fall, winter and spring of each school year to identify students at risk in math and/or reading
- Goal: Schedule Data Review every six weeks to review progress, alter interventions, and determine the need for additional assessments
- Goal: Continue to use Data Boards, Universal Screenings, STAR Reading/Math, and Literacy First to track progress

The Effective Practices for School Improvement Plans is included in the minutes file.

**B. Consider Approval of 2015-2016 School Calendar Revisions**

GAY WASHINGTON stated that the 2015-2016 School Calendar has been adjusted to align Spring Break with OSU and other surrounding schools. Upon approval, the new calendar will be shared with parents.

Motion by DEYONG, second by GRAALMAN, to approve revisions to the 2015-2016 School Calendar. The motion carried (5 – 0) with the following votes: DeYong – yes, Graalman – yes, Clark – yes, Vincent – yes, Gudgel – yes.

**8. BUSINESS/FINANCE**

**A. Consider and Vote to Approve Treasurer’s Report**

The Treasurer’s Report for February 28, 2015 indicates monthly revenues of \$3,415,952.84 and monthly expenditures of \$3,353,291.01. General Fund monthly interest earnings is \$4,029.91 and Bond Fund monthly earnings is \$254.26.

Motion by CLARK, second by DEYONG, to approve the February 28, 2015 Treasurer's Report as presented. The motion carried (5 – 0) with the following votes: Clark – yes, DeYong – yes, Graalman – yes, Vincent – yes, Gudgel – 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):**

- 2014-2015      General Fund Encumbrances #906-914, 916-996, 998-1009 totaling \$70,124.95**
- 2014-2015      Building Fund Encumbrances #28-30 totaling \$18,306.00**
- 2014-2015      Child Nutrition Fund Encumbrances #82-91 totaling \$1,398.45**
- 2014-2015      Bond Fund 39 Encumbrances #289-291, 293-311 totaling \$60,634.85**

Motion by CLARK, second by VINCENT, to approve the Encumbrances and Accounts Payable excluding General Fund Encumbrance #997 to Renaissance Learning, Inc. in the amount of \$2,530.00. The motion carried (5 – 0) with the following votes: Clark – yes, Vincent – yes, DeYong – yes, Graalman – yes, Gudgel – yes.

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

- 2014-2015      General Fund Encumbrances #163, 828, 879**
- 2014-2015      Child Nutrition Fund Encumbrances #74**
- 2014-2015      Bond Fund 39 Encumbrances #12, 16, 27, 60**

Motion by DEYONG, second by GRAALMAN, to approve the Change Orders as listed. The motion carried (5 – 0) with the following votes: DeYong – yes, Graalman – yes, Clark – yes, Vincent – yes, Gudgel – yes.

**D. Receive Bond Expenditures and Revenue Update**

The bond expenditures monthly report for February 2015 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 \$37,750,000) shows total expenditures of \$36,543,095.18, and total funds remaining of \$1,540,142.94. A copy of the report is included in the minutes file.

**9. OTHER REPORTS/RECOMMENDATIONS**

**A. Receive 2014-15 Second and Third Quarter Student Suspension Report**

SUPERINTENDENT CAINE provided a Student Suspension Report consisting of a collection of facts and figures from Infinite Campus software used by the school district. Events and figures were combined to show the second and the third quarters.

**10. ADJOURNMENT**

**A. Vote to Adjourn**

Motion by DEYONG, second by VINCENT, to adjourn at 8:27 p.m. The motion carried (5 – 0) with the following votes: DeYong – yes, Vincent – yes, Clark – yes, Graalman – yes, Gudgel – 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](http://www.stillwaterschools.com) (posted March 9, 2015 at 10:00 a.m.).

Witness my hand and seal of the Stillwater School District on March 10, 2015.

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