

Bristow Public Schools

"Linking Learning to Life"

BRANDON POTEET
High School Principal

VICKI GROOM
Collins Principal

CURTIS SHELTON
Superintendent

KRISTA BURDEN
Director of Instruction

BRIAN BURDEN
Middle School Principal

DEBBIE PONDER
Edison Principal

AGENDA

**BRISTOW PUBLIC SCHOOLS, I.S.D. NO. 2
CREEK COUNTY, OKLAHOMA
REGULAR BOARD MEETING
MAY 9, 2016 - 6:00 P.M.
BRISTOW ADMINISTRATION BUILDING
420 NORTH MAIN, BRISTOW, OK 74010**

In compliance with Oklahoma laws found at 25 O.S. Section 301, et seq., notice is hereby given that the Board of Education of Independent School District Number 2, Creek County Oklahoma, will hold a regular meeting on the 9th day of May, 2016, at 6:00 p.m. at the Bristow Public Schools Administration Building, 420 North Main, Bristow, Oklahoma.

1. Opening ceremonies.
2. Call to order and recording of members present or absent.
3. Student recognition: Kaydee Banks, OCA 2016 All State Girls' Basketball Class 4A – Large East Team.
4. **CONSENT AGENDA:** All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists for the discussion, consideration, and approval of the following items:
 - A. Minutes of the April 11, 2016 regular board meeting and the April 15, 2016 special board meeting
 - B. Approval of the monthly financial reports of the activity funds
 - C. Approval of the monthly Treasurer's report
 - D. Approval of the monthly revenue reports
 - E. Approval of the monthly expenditure (budget analysis) reports
5. Superintendent Report and Discussion
 - A. Construction and Maintenance Update – Alan Dowdy
 - B. Site Reports – Principals
 - C. Comprehensive Local Education Plan (CLEP) Annual Review – Krista Burden
 - D. Curriculum Update – Krista Burden
 - E. Financial Update – Curtis Shelton
 - (1.) Monthly budget report
 - (2.) Review of budget cut plans
6. Discussion and possible action to approve the following agreements for school year 2016-2017 with Five Star Interlocal Co-op:
 - A. Cooperative Agreement and Service Agreement
 - B. Authorization to Pay Designated Programs Funds and Participation Agreement

7. Discussion and possible action to approve a financial software service agreement with Municipal Accounting System for school year 2016-2017.
8. Discussion and possible action to approve a work study agreement with the Department of Rehabilitation Services for the Transition School-to-Work program.
9. Discussion and possible action to approve the following agreements for the evaluation of staff for school year 2016-2017:
 - A. License agreement with Employee Evaluation Systems, Inc. to renew the OKTLE System for the evaluation of teachers
 - B. Paper/pencil license agreement with McREL International for the evaluation of administrative staff.
10. Discussion and possible action to approve the purchase of a Shortel high speed Voice over IP phone system from Beasley Technology.
11. Discussion and possible action to approve the elementary site handbooks for school year 2016-2017.
12. Discussion and possible action to approve the professional development plan for school year 2016-2017.
13. Discussion and possible action to approve the following board policy additions/revisions (first reading):
 - A. Policy 1020 – Internal Controls (addition)
 - B. Policy 1040 – Grant Policies and Procedures (addition)
 - C. Policy 2020 – Conflict of Interest (revision)
 - D. Policy 4025 – Administration of Medicine to Students (revision)
14. Discussion and possible action to approve the hiring of the following staff:
 - A. Support staff for school year 2016-2017 (Exhibit A)
 - B. Certified staff for school year 2016-2017 (Exhibit B)
 - C. Temporary certified staff for school year 2016-2017 (Exhibit C)
 - D. Summer staff for 2016 (Exhibit D)
15. Discussion and possible action to approve the following:
 - A. General Fund Encumbrances #753 through #778 in the amount of \$16,546.40 (Exhibit E)
 - B. Child Nutrition Fund Encumbrances #42 through #47 in the amount of \$30,450.00 (Exhibit F)
 - C. Bond Fund Encumbrance #11 in the amount of \$7,524.00 (Exhibit G)
 - D. Payroll Change Orders
16. **Proposed Executive Session** to discuss the selection of student recipients for the Alvie M. Hawkins and Bernice Hawkins scholarships and the Martin A. Yourman scholarship when open discussion would violate student confidentiality requirements protected under FERPA [25 O.S. Section 307(B)(7)]; to discuss the staff resignations of athletic director/on-campus detention instructor Joel Witcher, agriculture education instructor Brad Carey, and elementary teacher Meredith Bess; to discuss the staff transitions of custodians Kathern Williams and Brandy Wilson from part-time to full-time for school year 2016-2017; to discuss creating a part-time speech therapist position for school year 2016-2017; to discuss hiring for the following positions for school year 2016-2017: a vocal music director, a pre-kindergarten teacher, an elementary special education teacher, a secondary science teacher, and an elementary teacher [25 O.S. Section 307(B)(1)]; and to discuss negotiations [25 O.S. Section 307(B)(2)].
 - A. Vote to convene or not convene into Executive Session
 - B. Proposed Executive Session
 - C. Recognize returning to Open Session
 - D. Statement of Executive Session Minutes Clerk

- 17.** Discussion and possible action to approve student recipients for the following scholarships:
 - A.** Alvie M. Hawkins and Bernice Hawkins
 - B.** Martin A. Yourman
- 18.** Discussion and possible action to accept the staff resignations of athletic director/on-campus detention instructor Joel Witcher, agriculture education instructor Brad Carey, and elementary teacher Meredith Bess.
- 19.** Discussion and possible action to approve the staff transitions of custodians Kathern Williams and Brandy Wilson from part time to full time for school year 2016-2017.
- 20.** Discussion and possible action to approve creating a part-time speech therapist position for school year 2016-2017.
- 21.** Discussion and possible action to approve hiring for the following positions for school year 2016-2017:
 - A.** Vocal music director
 - B.** Pre-kindergarten teacher
 - C.** Elementary special education teacher
 - D.** Secondary science teacher
 - E.** Elementary teacher
- 22.** Report and discussion from board members.
- 23.** Any new business unforeseen prior to posting of agenda.
- 24.** Adjourn.

Posted this 6th day of May, 2016 – 9:00 a.m. at the entrance of the Bristow Administration Building and on the Bristow Schools website – www.bristow.k12.ok.us.


Diane Nobles, Board Clerk

EXHIBIT A

**BRISTOW PUBLIC SCHOOLS
SUPPORT STAFF HIRING RECOMMENDATIONS
2016-2017**

Administration

Leisa Hallman
Jim Mattox
Diane Nobles
Don Baker
Carol Baker

Edison Elementary

Linda Childress*
Linda Kay Herman
Deborah Ihrig*
Tara Mattox*
Karen Stice
Sheryl Whitehouse*
Tracy Wilson*
Tami Winn*

Collins Elementary

Dennise Ford
Ralena Groom*
Melissa Shelton
Dava Stryke*
Amy Tyler*

Middle School

Becky Busch*
Christy Calvin*
Teresa Ledgerwood
Kimberly Looney
Rayma Lea Montgomery*
Deana Pahsetopah

High School

Erin Dobrinski
Rita Moore
Karen Ramsey
Linda Spencer

Special Services Bus Aide

Robbie Mangum

Home Alone

Lisa Fisher
Carmen Walker

Child Nutrition

Lora Alford
Lorrie Beckham
Sharon Gray
Joy Hooks
Patricia Luther
Jessica McCulloch
Rita Peters
Amanda Prewitt
Melinda Runels
Jolyn Roberts
Jeannie Starns
Ruth Starns
Darla Stewart
Susan Stice
Donna Strutton
Leanne Tabor

Maintenance

Alan Dowdy
John Lyons
Russell Smith
Jeff Wittman

Custodians

Odell Alexander
Gene Hooks
Shelly Lyons
Billy Murphy
Victoria Mueller
June Rake
Rebecca Stedman
Beth Whisman
Jimmy White
Kathern Williams
Brandy Wilson

Transportation

Robert Castillion
Sheila Dodson
Greg Galatian
Nanci Galatian
Mike Hallman
Sean Hangartner
Christopher Johnson
Ray Kinslow
Rhonda Roach

* Grant funded employees will be rehired only if grant funds are approved.

EXHIBIT B

**BRISTOW PUBLIC SCHOOLS
CERTIFIED STAFF HIRING RECOMMENDATIONS
2016-2017**

Edison Elementary

Probationary:
Rachel Vanzant●

Career:
Amy Baker
Angel Balenti
Libbi Bishop
Tina Brewer
Deidra Dunbar
Terri Dunlap
Kristi Ernst
Emily Fruits
Susan Green
Donna Hall
Melissa Hinson
Shelley Inman
Deann Jones
Ashley Linker*
Jody Lomenick
Carmen Matherly
Jenny Montgomery
Jennifer Morgan
Anita Pickett
Amie Plum
Kari Roberts
Keli Schonfield
Kim Shockley
Beth Todd
Cindy Wayland*
Karen Wood

Collins Elementary

Career:
Mindy Aston
Janet Biggs
Kendra Chuculate
Beth Conn
Brenda Fechner
Janet Fechner
Melissa Hall
Katie Herman
Kilby Legg
Lindsey Mayberry
Sherene McDonald
Shannon Montgomery
Howard Moore
Susie Rowan
Nikki Stewart
Emily Winter*
Jason Williams
Marla Woolery

Middle School

Probationary:
Heather Campbell●
Chris Cole●
Michael Gersztenkorn●
Kelly Thompson●

Career:
Dianna Allee
Susan Allen
David Axe
Deborah Blansett
Kari Childress
Sheila Davis
Stephanie DeShazo
Sherry Edens
Freddie Hall
Mickey Hall
Dana Parish*
Shaun Roebuck
Lawrence Seachris
Lynn Speir
Linda Trigalet*
Lauren Vandever
Cori Wages

High School

Career:
Delva Bird
Cathy Boomer*
Derek Brown
Jill Cantrell
Carla Clark
Will Evans
Kim Gilbert
Scott Hall
Michelle Henderson
Allison Hilburn
Shannon Hilburn
David Imwalle
Phoebe Jackson
Paula Joseph-Johnson
Brett Jones
Brian Lomenick
Ryan McCreary
Brandy Morris
Amy O'Brien
Kacee Poteet
Dustin Richerson
Frank Swaim
Ray Tankersley
John Todd
Christy Watt*
Vicki Wilson
Kimberly Yocham

* Grant funded employees will be rehired only if grant funds are approved.
● 3rd Year Staff

EXHIBIT C

**BRISTOW PUBLIC SCHOOLS
TEMPORARY CERTIFIED STAFF HIRING RECOMMENDATIONS
2016-2017**

Edison Elementary

Jennifer Terry

Collins Elementary

Deva Darr
Paige Martin
Mandy Rosenberger

Middle School

Matthew Morgan
Betty Rice

High School

Jake Avery
Tasha Beaty
Chris Bivins
Taylor McFee
Shay Rackley
Tony Winefield
Tyler Winn

EXHIBIT D

**BRISTOW PUBLIC SCHOOLS
2016 SUMMER STAFF
HIRING RECOMMENDATIONS**

Drivers Education

Scott Hall
Sam Tucker

General Maintenance

Carol Baker
Floyd Robinson
Shaun Roebuck

Field/Facility Maintenance

Jake Avery
Larry Coleman
Freddie Hall
Brett Jones

Paint Crew

Sean Hangartner
Shay Hangartner

IT Dept.

Brian Lomenick
Tyler Winn

Cafeteria

(Summer Feeding)

Robbie Mangum
Rita Peters
Amanda Prewitt
Melinda Runels (sub)
Cecilia Shironaka (sub)
Jeannie Starns
Ruth Starns
Adrienne Stewart
Darla Stewart
Susan Stice

Home Alone

Kourtney Battle
Kayla Beckham
Kelsey Beckham
Lorrie Beckham (sub)
Alex Christy
Sharon Gray
Justiss Hines
Haylee James (part-time)
Carlee Lomenick
Howard Moore – bus driver
Melodee Slep
Karen Stice (sub)
Elizabeth Wickliffe

Bristow Public Schools

Purchase Order Register

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, Date Range: 7/1/2015 - 6/30/2016, PO Range: 753 - 778

PO No	Date	Vendor No	Vendor	Description	Amount
753	04/11/2016	301	ENDEX INC OF TULSA	SITE INTERCOM REPAIRS	1,000.00
754	04/11/2016	108	THE MASTER TEACHER	STAFF RETIREMENT RECOGNITION	695.43
755	04/11/2016	1208	ROSENSTEIN FIST & RINGOLD	LEGAL FEES-4th P.O.	1,000.00
756	04/11/2016	12929	FREDDIE'S BBQ & STEAKHOUSE	ACADEMIC BANQUET MEAL	1,000.00
757	04/11/2016	88152	LAKENDRA R. CHUCULATE	JOM REIMB- S CHUCULATE	60.00
758	04/14/2016	15198	FIRETROL PROTECTION SYSTEMS	FIRE ALARM REPAIR-EDISON	2,314.00
759	04/14/2016	16162	BRISTOW CLEANERS	PIRATE COSTUME CLEANING	16.00
760	04/18/2016	16215	THE BEACH HOUSE	END-OF-THE YEAR BREAKFAST	473.40
761	04/18/2016	251	OKLAHOMA PUBLIC SCHOOLS	REPLENISH UNEMPLOYMENT ACCOUNT	840.00
762	04/18/2016	88497	KIMBERLY R LOONEY	JOM REIMBURSEMENT M LOONEY	58.99
763	04/18/2016	15355	AMY DARNELL	JOM REIMB- J DARNELL	20.00
764	04/18/2016	9913	THE COLLEGE BOARD	JOM AP TEST FEES	574.00
765	04/18/2016	80081	KRISTINA L ERNST	JOM REIMBURSEMENT-A ERNST	39.50
766	04/21/2016	12743	STOREY WRECKER SERVICE INC	STOLEN BUS RECOVERY-#58	450.00
767	04/21/2016	989	AT & T GLOBAL SERVICES, INC	NORSTAR SYSTEM REPAIR	1,000.00
768	04/21/2016	88808	JEFFREY WITTMAN	REIMB CDL FEE	32.00
769	04/21/2016	15949	TRACY HOPKINS	JOM REIMBURSEMENT-J HOPKINS	60.00
770	04/21/2016	14961	SHERRI DAVIS	JOM REIMBURSEMENT-L DAVIS	39.50
771	04/21/2016	11510	MIDWEST BUS SALES INC	BUS PARTS & REPAIRS	3,500.00
772	04/27/2016	11601	EMCO	PEST CONTROL- HS	700.00
773	04/27/2016	88831	SHADRACH I. RACKLEY	REIMB CDL FEE	74.50
774	04/27/2016	16490	KIPR	GT-BOTBALL CHALLENGE	29.18
775	05/04/2016	11140	COOPERATIVE COUNCIL FOR OKLA	SUMMER CONF REGISTRATION	2,125.00
776	05/04/2016	9913	THE COLLEGE BOARD	JOM AP TEST FEE-TROUTMAN	92.00
777	05/04/2016	16485	LEONARD GILBERT	JOM REIMB-N GILBERT	44.90
778	05/04/2016	11140	COOPERATIVE COUNCIL FOR OKLA	ODDS/CCOSA SUMMER CONF-GILBERT	308.00

Non-Payroll Total:	\$16,546.40
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Payroll Total:	\$0.00
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Report Total:	\$16,546.40
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Bristow Public Schools

Purchase Order Register

Options: Year: 2015-2016, Fund: CHILD NUTRITION, Date Range: 7/1/2015 - 6/30/2016, PO Range: 42 - 47

PO No	Date	Vendor No	Vendor	Description	Amount
42	05/04/2016	13163	BORDEN DAIRY	SUMMER FEEDING-MILK/JUICE	5,000.00
43	05/04/2016	14617	GOFRESH	SUMMER FEEDING-FRUITS/VEGETABLES	2,500.00
44	05/04/2016	11711	SPIRITBANK/FOR CASH	SUMMER FEEDING-START UP MONEY	50.00
45	05/04/2016	14243	FLOWERS BAKING CO OF DENTON	SUMMER FEEDING-BREAD PRODUCTS	900.00
46	05/04/2016	11755	US FOODSERVICE INC	SUMMER FEEDING-FOOD/PAPER PRODUCTS	12,000.00
47	05/04/2016	11755	US FOODSERVICE INC	2ND P.O.-FOOD AND SUPPLIES	10,000.00
Non-Payroll Total:					\$30,450.00
Payroll Total:					\$0.00
Report Total:					\$30,450.00

Purchase Order Register

Options: Year: 2015-2016, Fund: BOND FUND, Date Range: 7/1/2015 - 6/30/2016, PO Range: 11 - 11

PO No	Date	Vendor No	Vendor	Description	Amount
11	05/04/2016	16338	PROPERTY ARTS, INC	ARCHITECT SERVICES	7,524.00
Non-Payroll Total:					\$7,524.00
Payroll Total:					\$0.00
Report Total:					\$7,524.00