

# 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  
MARCH 7, 2016 - 6:00 P.M.  
BRISTOW ADMINISTRATION BUILDING  
420 NORTH MAIN, BRISTOW, OK 74010**

As required by Section 311, Title 25, of the Oklahoma Statutes as amended, 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 7<sup>th</sup> day of March, 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. Administration of the oath of office for Billy Bryant, Board Seat #1.
4. Reorganization of the board of education.
5. **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 February 8, 2016, regular 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
  - F. Approval of substitute: Hannah Weigant
6. Superintendent Report and Discussion
  - A. Construction and Maintenance Update – Alan Dowdy
  - B. Site Reports – Principals
  - C. Curriculum Update – Krista Burden
  - D. OSSBA Whole Board Development Training (03/28/16, 6:00pm)
  - E. Financial Update – Curtis Shelton
    - (1.) Monthly Budget Report
    - (2.) Update on District Tentative FY16 and FY17 Budget Cut Plans
7. Discussion and possible action to approve the district's auditor for the school year 2015-2016 annual audit.

8. Discussion of the 2016-2017 school calendar.
9. Discussion and possible action to approve a fundraiser request for Edison Elementary.
10. Review of board member points for completed training hours.
11. Discussion and possible action to approve a memorandum of understanding with the Bristow Education Association to adopt a revised reduction-in-force policy for certified staff (Board Policy 2675, as presented in agenda item 12 C) to replace the existing negotiated reduction-in-force agreement.
12. Discussion and possible action to approve the following board policies (first reading):
  - A. Policy 0950 – Development Opportunities: Board Members (revision)
  - B. Policy 2000 – General Personnel (revision)
  - C. Policy 2675 – Reduction-in-Force Certified Personnel (revision)
  - D. Policy 2875 – Reduction-in-Force Support Personnel (new)
  - E. Policy 5175 – Nondiscrimination (new)
13. Discussion and possible action to approve a request for credited or “earned” vacation pay for Angie O’Neal.
14. Discussion and possible action to approve the following:
  - A. General Fund Encumbrances #707 through #731 in the amount of \$12,336.49 (Exhibit A attached)
  - B. Building Fund Encumbrances #12 through #13 in the amount of \$8,000.00 (Exhibit B attached)
  - C. General Fund Change Orders (Exhibit C attached) and Payroll Change Orders
15. **Proposed Executive Session** to discuss the following resignations: principal Vicki Groom; teachers Annette McKinzie, Debra Chapman, Brenda Morris, Connie Travis, Barbara Herman, Denise Ashley, Jenny Allison, Bradley Wilson and Chance Marsey; custodian Merel Starns; and cafeteria employee Rita Bird; to discuss hiring an elementary principal for the 2015-2016 school year; to discuss contract renewals for the principals and the director of instruction for school year 2016-2017 [25 O.S. Section 307(B)(1)]; to discuss the appointment of an individual and/or interview candidates to be appointed to school board seat number 5 [25 O.S. Section 307(B)(1) and 70 O.S. Section 5-118]; 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
16. Discussion and possible action to accept the resignations from the following staff, as presented: principal Vicki Groom; teachers Annette McKinzie, Debra Chapman, Brenda Morris, Connie Travis, Barbara Herman, Denise Ashley, Jenny Allison, Bradley Wilson, and Chance Marsey; custodian Merel Starns; and cafeteria employee Rita Bird.
17. Discussion and possible action to approve the hiring of a principal at Collins Elementary for school year 2016-2017.
18. Discussion and possible action to approve the following contract renewals for school year 2016-2017:
  - A. Debbie Ponder as Edison Elementary principal
  - B. Brian Burden as Bristow Middle School principal
  - C. Brandon Poteet as Bristow High School principal
  - D. Krista Burden as director of instruction
19. Discussion and possible action to appoint a school board member to seat number 5.

- 20.** Report and discussion from board members.
- 21.** Any new business unforeseen prior to posting of agenda.
- 22.** Adjourn.

Posted this 4<sup>th</sup> day of March, 2016 – 9:00 a.m. at the entrance of the Bristow Administration Building and on the Bristow Schools website – [www.bristow.k12.ok.us](http://www.bristow.k12.ok.us).

  
Diane Nobles, Minutes Clerk

## Purchase Order Register

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, Date Range: 7/1/2015 - 6/30/2016, PO Range: 707 - 731

PO No	Date	Vendor No	Vendor	Description	Amount
707	02/10/2016	14906	BEASLEY TECHNOLOGY INC	561- CHROMEBOOKS-COLLINS	3,108.00
708	02/10/2016	80837	DEBORAH J. PONDER	JOM REIMB-D. PONDER	55.00
709	02/10/2016	14906	BEASLEY TECHNOLOGY INC	412-1 HP PROBOOK 450-CLARK	814.00
710	02/10/2016	12432	CINEMARK USA, INC	GT-MS MILLION WORD READERS	400.00
711	02/17/2016	15354	DAIRY QUEEN	JOM CHALLENGE BOWL-COLLINS (closed)	0.00
712	02/17/2016	1208	ROSENSTEIN FIST & RINGOLD	LEGAL SERVICE-2ND P.O.	1,000.00
713	02/18/2016	14961	SHERRI DAVIS	JOM REIMB-LOGAN DAVIS	39.50
714	02/18/2016	104	WAL-MART COMMUNITY	412-FACS CLASS SUPPLIES	395.03
715	02/18/2016	14411	CREEK COUNTY ACADEMIC CONFERENCE	GT-MS ACADEMIC TEAM FEES	240.00
716	02/23/2016	1208	ROSENSTEIN FIST & RINGOLD	LEGAL SERVICES- 3RD P.O,	1,000.00
717	02/29/2016	80097	LEISA L HALLMAN	NOTARY COMMISSION-HALLMAN	26.00
718	02/29/2016	16292	THE ARROW GROUP	NOTARY BOND-HALLMAN	30.00
719	02/29/2016	13353	OMECORP LLC	MAIL MACHINE INK CARTRIDGE	170.30
720	02/29/2016	16411	ELISHA PLUM	JOM REIMBURSEMENT C SMITH	55.00
721	02/29/2016	12482	OKLA COUNCIL OF INDIAN EDUCATION	JOM-OK INDIAN HONOR SOCIETY	144.00
722	03/01/2016	13281	OKLAHOMA JOM CONFERENCE	2-JOM CONF REG FEES	300.00
723	03/03/2016	11129	OKLAHOMA ASBO	2-SCHOOL BUSINESS CONF REGIST	150.00
724	03/03/2016	13281	OKLAHOMA JOM CONFERENCE	JOM CONF REGIST-BURDEN	150.00
725	03/03/2016	16329	GENE E. BLEDSOE, D.C.	DOT PHYSICALS-2ND P.O.	800.00
726	03/03/2016	16055	PIRAINO CONSULTING, INC	412-PROJECTOR-WINN	800.00
727	03/03/2016	16454	NEWEGG BUSINESS	412-BMITE MULTIMEDIA-WINN	2,465.17
728	03/03/2016	16455	BEVERLY FARLEY	JOM REIMB- ZAC WESLEY	60.00
729	03/03/2016	16453	RENDA DARNELL	JOM REIMB- B VESS	59.99
730	03/03/2016	14504	ANITA BATTENFIELD	JOM REIMB- S MARLOW	39.50
731	03/03/2016	15218	ANDREA MCGEE	JOM REIMB- D REED	35.00
<b>Non-Payroll Total:</b>					<b>\$12,336.49</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$12,336.49</b>

**Purchase Order Register**

**Options:** Year: 2015-2016, Fund: BUILDING FUND, Date Range: 7/1/2015 - 6/30/2016, PO Range: 12 - 13

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12	02/17/2016	15993	MACKENSEN TRUST	TENNIS COURTS PROJECT-FINAL PAYMENT	5,000.00
13	03/03/2016	11713	BRISTOW GOLF AND COUNTRY CLUB	GOLF COURSE MAINTENANCE	3,000.00
<b>Non-Payroll Total:</b>					<b>\$8,000.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$8,000.00</b>

## Bristow Public Schools

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 2/5/2016 - 3/3/2016, PO Range: 1 - 731, Minimum Percentage Change: 0.10%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
* 321	08/04/2015	16329	GENE E. BLEDSOE, D.C.	TRANSPORTATION-DOT PHYSICALS	100.00
544	10/07/2015	12731	AMAZON.COM CREDIT	TECHNOLOGY DEPT PARTS	22.49
* 699	02/02/2016	16439	STUDICA INC	412-VIDEO EDITING-WINN	673.08
<b>Non-Payroll Total:</b>					<b>\$795.57</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$795.57</b>

\* P.O. numbers 321 and 699 are not increases to the amounts of the purchase order.  
It is a change to the OCAS coding.