

COMMERCE PUBLIC SCHOOLS

REGULAR MEETING BOARD OF EDUCATION

January 14, 2008

1. The Commerce Board of Education met in regular session Monday, January 14, 2008 in the Board of Education Building. Those present were Steve Hartman, Gene Langston, Jim Cossairt and Paula Tedlock. Dan McMMain was absent. A quorum being established, the meeting was called to order by Steve Hartman at 6:31 p.m.
2. Tedlock gave the invocation.
3. Hartman thanked the guests for attending the meeting (Attachment #1).
4. No Public communications.
5. Consent Agenda:
 - a. Minutes of the December 17, 2007, special board meeting.
 - b. Approval of the monthly financial report of activity funds. (Attachment #2)
 - c. Approval of the monthly treasurer's report. (Attachment #3)
 - d. Approval of the General Fund encumbrances and warrants for December payroll (\$407,728.30). (Attachment #4)
 - e. Approval of the list of General Fund warrants and claims for January bills (Attachment #5).
 - f. Approval of the list of Co-op Fund encumbrances and warrants for December payroll (\$5,406.72). (Attachment #6).
 - g. Approval of the list of Co-op Fund warrants and claims for January bills. (Attachment #7)
 - h. Approval of the list of Building Fund warrants and claims for January bills. (Attachment #8).
 - i. Approval of the Child Nutrition encumbrances and warrants for December payroll (\$20,766.39) (Attachment #9).
 - j. Approval of the list of Child Nutrition warrants and claims for January bills. (Attachment #10).
 - k. Approval of the additional list of fund raisers for SY 2007-2008. (Attachment #11).
 - l. Approval of the additional list of substitute kitchen assistants for SY 2007-2008. (Attachment #12).

Motion by Cossairt, second by Hartman to approve item "a" of the consent agenda as recommended by Superintendent Jim Haynes. Vote: Cossairt-yes, Hartman-yes, Tedlock-yes, Langston-abstained, McMMain-absent.


Motion by Cossairt, second by Hartman to approve items “b-1” as recommended by Haynes.
Vote: Cossairt-yes, Hartman-yes, Langston-yes, Tedlock-yes, McMMain-absent.

6. Written communications included the monthly maintenance report, a letter from the Ottawa County Election Board that Gene Langston was the only candidate to file for the board of education seat, a card from Joan McMinn thanking the Board for the Christmas Bonus, a report on the revenue and expenditures for the General Fund, and a hearing request from Melissa Botts on her suspension without pay.
7. Administrator’s Reports:
 - a. Superintendent Jim Haynes handed out a list of school district credit cards with limits and a list of past due bills. Haynes said we are still waiting on a credit for some returned basketball shoes.
 - b. Elementary Principal Kevin Wade handed out an enrollment summary, “Tips & Techniques” provided by Assistant Principal Trevor Brough. Wade reported grade cards went out last Thursday, there will be a 5th grade basketball game against Quapaw on Wednesday at the High School, vision screenings, spelling bee for the 4th and 5th grade on January 29th, and parent teacher conferences on February 8th.
 - c. Haynes passed out the CMS Newsletter for Middle School Principal Herb Logan . Mr. Logan was ill.
 - d. High School Principal Jim Buttram reported he was very pleased with the new gym floor, Dan Crittenden was named to the All State Football Team, new clubs have been started at the high school to encourage students to participate that have not been in any clubs before, NEO will have basketball games at our gym for the NEO Tournament on January 24th and 25th, the TSA will have a barbecue dinner at the Middle School Cafeteria on February 9th, basketball homecoming is February 1st and the bus that was just purchased will be picked up tomorrow.
 - e. Athletic Director Rusty Barker was at the basketball game. Haynes handed out a calendar of athletic events Barker provided.
8. Donnie Stogsdill presented information to the board regarding a possible Commerce High School Athletic Hall of Fame and Commerce High School Wall of Honor. No action was taken.
9. Jean Lewis from Archambo & Mueggenborg, Inc. presented the annual independent audit for school year 2006-2007 to the Board of Education. Lewis reported the school had a good audit report. Lewis discussed the need for activity fund sponsors to keep accurate records of money they receive. Activity fund custodian Linda Colver commented that she has instructed the sponsors to write the corresponding receipt numbers on their deposit slips and attach a copy of the receipts to the deposit slip so the deposits can be reconciled back to the sponsor’s receipts.
10. Motion by Cossairt, second by Tedlock to approve the annual independent audit acknowledgement as recommended by Haynes. Vote: Cossairt-yes, Tedlock-yes, Langston-yes, Hartman-yes, McMMain-absent.

11. Motion by Tedlock, second by Langston to approve the letter of response to the auditor's report as recommended by Haynes. (Attachment #13). Vote: Tedlock-yes, Langston-yes, Cossairt-yes, Hartman-yes, McMMain-absent.
12. Motion by Hartman, second by Cossairt to approve school board members and federal programs director to attend the NCIS 2008 Spring Conference, held April 6-8, 2008 in Washington, D.C. as recommended by Haynes. Vote: Hartman-yes, Cossairt-yes, Langston-yes, Tedlock-yes, McMMain-absent.
13. Motion by Cossairt, second by Langston to approve resolution designating the Superintendent of Schools as the authorized representative of this school district for the purpose of completing and signing insurance applications, uninsured motorist election / rejection forms, submitting proof of loss forms and generally dealing with any and all insurance carriers providing insurance coverage to this school district as recommended by Haynes. (Attachment #14). Vote: Cossairt-yes, Langston-yes, Tedlock-yes, Hartman-yes, McMMain-absent.
14. Motion by Tedlock, second by Langston to approve Request for Approval of State Aid and/or Federal Funds for Schools Child Nutrition Fund in the amount of \$41,795.88 as recommended by Haynes. (Attachment #15). Vote: Tedlock-yes, Langston-yes, Cossairt-yes, Hartman-yes, McMMain-absent.
15. Motion by Cossairt, second by Langston to approve Jim Buttram, High School Principal, to supervise and evaluate the Alternative Education Director/Teacher as recommended by Haynes. Vote: Cossairt-yes, Langston-yes, Hartman-yes, Tedlock-no, McMMain-absent.
16. Proposed executive session to discuss:
 - a. the employment of a new elementary school custodian so the board can return to open session and vote to hire a new elementary school custodian. 25 O.S. § (307)(B)(1).
 - b. employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of an employee, with no resulting vote to be made. 25 O.S. § (307)(B)(1).
17. Motion by Tedlock, second by Cossairt to convene in executive session. Vote: Tedlock-yes, Cossairt-yes, Langston-yes, Hartman-yes, McMMain-absent. Time: 7:49 p.m.
18. Motion by Cossairt, second by Tedlock to acknowledge the board's return to open session. Vote: Cossairt-yes, Tedlock-yes, Langston-yes, Hartman-yes, McMMain-absent. Time: 9:36 p.m.
19. Hartman said, "Only the items listed on the executive session agenda were discussed and no votes were taken. Those present during executive session were the four board members, Mr. Haynes, Mr. Buttram, Mr. Wade and Mr. Brough."
20. Motion by Cossairt, second by Tedlock to hire Bo Ross as the new elementary school Custodian as recommended by Haynes, Wade, and Maintenance Director Bobby Arms. Vote: Cossairt-yes, Tedlock-yes, Langston-yes, Hartman-yes, McMMain-absent.

- 21. Motion by Cossairt, second by Langston to accept the tendered resignation effective February 1, 2008 of Alene Hayes, elementary school cook, due to her mother's health as recommended by Haynes. This matter was not known about and could not have been reasonably foreseen prior to the time of posting. (Attachment #16). Vote: Cossairt-yes, Langston-yes, Tedlock-yes, Hartman-yes, McMMain-absent.
- 22. Motion by Tedlock, second by Langston to adjourn. Vote: Tedlock-yes, Langston-yes, Cossairt-yes, Hartman-yes, McMMain-absent. Time: 9:38 p.m.

(ATTEST)



President-Board of Education

Deputy Clerk



Vice President



Member



Clerk

Date: 02/11/2008



Minutes Clerk

Date: 2-11-2008

Seal