

## MINUTES

**REGULAR MEETING  
COMMERCE BOARD OF EDUCATION  
JULY 9, 2012  
6:30 P.M.  
BOARD OF EDUCATION BUILDING  
217 COMMERCE STREET  
COMMERCE, OKLAHOMA**

1. Vice President Jim Cossairt called the meeting to order at 6:30 p.m. Those present were Cossairt, Kevin Reading, Kenny Smith, and Steve Hartman. Gene Langston was absent. Superintendent Jim Haynes was also present.
2. The invocation was given by Hartman.
3. Cossairt thanked the guests for attending. (Attachment #1)
4. Theresa Langston addressed the board on behalf of several parents of softball players. She thanked the board for the improvements at the softball field and asked the board to consider installing covers over the bleachers.
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 of the discussion, consideration, and approval of the following items:

- a. Minutes of the June 11, 2012, regular board meeting. (Attachment #2)
- b. Approval of the monthly financial report of activity funds. (Attachment #3)
- c. Approval of the monthly treasurer's report. (Attachment #4)
- d. Approval of the list of FY 2012 General Fund encumbrances for June, July, and August payrolls. (Attachment #5)
- e. Approval of the lists of FY 2012 General Fund warrants for June, July, and August payrolls. (Attachment #6)
- f. Approval of the list of FY 2012 General Fund encumbrances for June. (Attachment #7)
- g. Approval of the list of FY 2012 General Fund warrants for June bills. (Attachment #8)
- h. Approval of the list of General Fund encumbrances for July. (Attachment #9)
- i. Approval of the list of General Fund warrants for July bills. (Attachment #10)
- j. Approval of the list of FY 2012 Cooperative Fund encumbrances for June, July, and August payrolls. (None)
- k. Approval of the list of FY 2012 Cooperative Fund warrants for June, July, and August payrolls. (Attachment #11)
- l. Approval of the list of Building Fund encumbrances for July. (Attachment #12)
- m. Approval of the list of Building Fund warrants for July bills. (Attachment #13)
- n. Approval of the list of FY 2012 Child Nutrition Fund encumbrances for June, July, and August payrolls. (Attachment #14)
- o. Approval of the lists of FY 2012 Child Nutrition Fund warrants for June, July, and August payrolls. (Attachment #15)
- p. Approval of the list of FY 2012 Child Nutrition Fund encumbrances for June. (Attachment #16)
- q. Approval of the list of FY 2012 Child Nutrition Fund warrants for June bills. (Attachment #17)
- r. Approval of the list of Child Nutrition Fund encumbrances for July. (None)

Motion by Reading, second by Smith, to approve consent agenda items "a-r" as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent

6. Haynes informed the board that he received a thank you note from the Robert Colver family and he sent thank you notes to the City of Commerce and Sunkissed Floral on behalf of the board.

7. Administrator's Reports:
  - a. Superintendent Haynes reported that he had been notified by county assessor, Linda Kelley, that she submitted the abstract before she was aware of Blitz & F3 Brands filing for bankruptcy. Their taxes would have been \$301,000. She has notified the assistant DA of the situation.
    - i. Haynes reported the Mickey Mantle Statue Park project is at a standstill.
  - b. Elementary Principal Kevin Wade reported on the installation of twelve (12) poles in front of the campus for safety, and a lot of cleaning and maintenance has taken place this summer at the elementary.
  - c. Middle School Principal Jack Kelley reported that a lot of maintenance, cleaning, and painting has taken place this summer at the middle school.
  - d. High School Principal Jim Buttram reported that the ball fields are looking good, the coaches' office is almost finished, needs air, the band room has been moved, the training room has been enlarged, the boys' locker-room has been painted and is getting new carpet, and we have gotten new chairs for the band room.
  - e. Athletic Director Rusty Barker was out of town.
8. Motion by Reading, second by Smith, to approve a resolution authorizing the School District Treasurer to invest monies from one fund into another as recommended by Haynes. (Attachment #18) Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent
9. Motion by Hartman, second by Reading, to write off Child Nutrition Program "unpaid charges" for SY 2011-2012 for audit purposes as recommended by Haynes. Vote: Hartman-yes, Reading-yes, Cossairt-yes, Smith-yes, Langston-absent
10. Motion by Cossairt, second by Smith, to increase the full-pay student lunch prices by 10¢ for the 2012-2013 school year as recommended by Haynes. Vote: Cossairt-yes, Smith-yes, Reading-yes, Hartman-yes, Langston-absent
11. A hearing was held to take public input on the adoption of local school board policies. There was no input.
12. Discussion and possible action on the following policies:
  - a. Motion by Reading second by Smith, to adopt a revised Meal Charges policy as recommended by Haynes. (Attachment #19) Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent
  - b. Motion by Hartman, second by Reading, to adopt a revised Harassment policy as recommended by Haynes. (Attachment #20) Vote: Hartman-yes, Reading-yes, Cossairt-yes, Smith-yes, Langston-absent
  - c. Motion by Reading, second by Smith, to adopt an E-rate Gift Policy as recommended by Haynes. (Attachment #21) Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent
13. Motion by Reading, second by Hartman, to approve changes in the CMS CHS Student-Parent Handbook for 2012-2013 as recommended by Haynes. Vote: Reading-yes, Hartman-yes, Cossairt-yes, Smith-yes, Langston-absent
14. Motion by Reading, second by Smith, to approve changes in the Alexander Elementary School Student-Parent Handbook for 2012-2013 as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent
15. No action was taken on a new Head Start contract.
16. Motion by Hartman, second by Smith, to renew subscription to the OSSBA Policy Services for the 2012-2013 school year as recommended by Haynes. Vote: Hartman-yes, Smith-yes Cossairt-yes, Reading-yes, Langston-absent
17. Motion by Hartman, second by Smith, to approve a memorandum of agreement with the Boys & Girls Clubs of Ottawa County for an after school program at Alexander Elementary School as recommended by Haynes. (Attachment #22) Vote: Hartman-yes, Smith-yes, Cossairt-yes, Reading-yes, Langston-absent

18. Motion by Hartman, second by Smith, to renew membership in Grand Gateway Economic Development Association for Fiscal Year 2013 (July 1, 2012 to June 30, 2013) (\$400.00) as recommended by Haynes. Vote: Hartman-yes, Smith-yes, Cossairt-yes, Reading-yes, Langston-absent
19. Motion by Reading, second by Cossairt, to approve resolution authorizing application for financial assistance from the Rural Economic Action Plan Fund as recommended by Haynes. (Attachment #23) Vote: Reading-yes, Cossairt-yes, Smith-yes, Hartman-yes, Langston-absent
20. Motion by Reading, second by Smith, to reestablish the Building Committee as recommended by Haynes and to appoint Cossairt chairman, Hartman, Haynes, High School Principal Jim Buttram, Middle School Principal Jack Kelley, Alexander Elementary School Principal Kevin Wade, Alexander Elementary School Assistant Principal Trevor Brough, Athletic Director Rusty Barker, three parents to be named, and two business owners to be named members. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent
21. Motion by Cossairt, second by Reading to hold the annual staff and family start of school get together Thursday, August 9, 2012 at 6:30 p.m. at the Commerce High School gym. Vote: Cossairt-yes, Reading-yes, Smith-yes, Langston-absent
22. Motion by Hartman, second by Smith, to approve the personnel evaluation team for school year 2012-2013 as recommended by Haynes.
  - a. Food Service Support Personnel - Linda Colver
  - b. Elementary and Middle School Maintenance and Custodial Support Personnel – Bobby Arms
  - c. High School Maintenance and Custodial Support Personnel – Danny Knight
  - d. Elementary Teachers and Support Personnel - Kevin Wade and Trevor Brough
  - e. Elementary Assistant Principal - Kevin Wade
  - f. Middle School Teachers and Support Personnel – Jack Kelley
  - g. High School Teachers, Alternative Education Director/Teacher, and Support Personnel – Jim Buttram
  - h. Special Education Teachers - Trevor Brough, Kevin Wade, Jack Kelley, and Jim Buttram
  - i. Principals and Support Personnel - Jim Haynes

Vote: Hartman-yes, Smith-yes, Cossairt-yes, Reading-yes, Langston-absent

23. Motion by Reading, second by Cossairt, to approve Non-Discrimination Resolution and appoint Jim Buttram, Coordinator of Title VI Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, The Age Discrimination Act of 1975, and Boy Scouts of America Equal Access Act of 2001 for school year 2012-2013 as recommended by Haynes. (Attachment #24) Vote: Reading-yes, Cossairt-yes, Smith-yes, Hartman-yes, Langston-absent
24. Motion by Hartman, second by Reading, to approve Jim Haynes and/or Steve Moss as authorized representative(s) for Title I, Title II, Title III, Title IV, Title V, Title VI, Title VII, Carl Perkins, and Johnson-O'Malley funds for school year 2012-2013 as recommended by Haynes. (Attachment #25) Vote: Hartman-yes, Reading-yes, Cossairt-yes, Smith-yes, Langston-absent
25. Motion by Reading, second by Hartman, to approve Jim Haynes and/or Steve Moss as authorized representative(s) for Title VIII "Impact Aid" for school year 2012-2013 as recommended by Haynes.(Attachment #26) Vote: Reading-yes, Hartman-yes, Cossairt-yes, Smith-yes, Langston-absent
26. Motion by Reading, second by Hartman, to approve Jim Haynes and/or Linda Colver as authorized representative(s) for Child Nutrition Programs for school year 2012-2013 as recommended by Haynes. (Attachment #27) Vote: Reading-yes, Hartman-yes, Cossairt-yes, Smith-yes, Langston-absent

- 27. Proposed executive session to discuss:
  - a. the employment of a new maintenance worker so the board can return to open session and vote to employ or not employ a new maintenance worker. 25 O.S. § 307(B)(1)
  - b. the employment of a new kindergarten teacher's assistant so the board can return to open session and vote employ or not employ a new kindergarten teacher's assistant. 25 O.O. § 307(B)(1)
  - c. employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of an employee. 25 O.S. § (307)(B)(1)
- 28. Motion by Hartman, second by Smith to convene in executive session. Vote: Hartman-yes, Smith-yes, Cossairt-yes, Reading-yes, Langston-yes Time: 7:59 p.m.
- 29. Board vice president Cossairt announced the end of executive session and the board's return to open session at 8:25 p.m.
- 30. Cossairt announced, "Only the items listed on the executive session agenda were discussed and no votes were taken. Those present in executive session were Superintendent Mr. Haynes and the four board members."
- 31. There were no resignations submitted since the posting of the agenda.
- 32. Motion by Reading, second by Smith, to employ Chris Crow as a new maintenance worker as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent
- 33. No action was taken on the employment of a new kindergarten teacher's assistant.
- 34. There was no new business. However, Smith requested a revised Capital Improvement Summary at the next meeting.
- 35. Motion by Reading, second by Smith, to adjourn. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent Time: 8:27 p.m.

The agenda was posted on the inside of the front door (visible from outside the building) of the Board of Education building at 3:00 p.m. on the 5<sup>th</sup> day of July, 2012 by Jim Haynes, Superintendent of Schools and notice of this regular meeting was given to the Ottawa County Clerk prior to December 15, 2011 by Jim Haynes, Superintendent of Schools.

(ATTEST)

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President-Board of Education

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Vice-President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Minutes Clerk

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Member

Date: \_\_\_\_\_

Date: \_\_\_\_\_

