

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
SEPTEMBER 10, 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. 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 August 13, 2012 regular board meeting.
- b. Approval of the monthly financial report of activity funds. (Attachment #1)
- c. Approval of the monthly treasurer's report. (Attachment #2)
- d. Approval of the list of General Fund encumbrances for August payroll. (Attachment #3)
- e. Approval of the list of General Fund warrants for August payroll (\$162,984.10). (Attachment #4)
- f. Approval of the list of General Fund encumbrances for August-September. (Attachment #5)
- g. Approval of the list of General Fund warrants for August-September bills. (Attachment #6)
- h. Approval of the list of Building Fund warrants for August-September bills. (Attachment #7)
- i. Approval of the list of Child Nutrition Fund encumbrances for August payroll. (Attachment #8)
- j. Approval of the list of Child Nutrition Fund warrants for August payroll (\$3,193.59). (Attachment #9)
- k. Approval of the list of Child Nutrition Fund encumbrances for August-September. (Attachment #10)
- l. Approval of the list of Child Nutrition Fund warrants for August-September bills. (Attachment #11)
- m. Approval of the additional list of substitute teachers for SY 2012-2013. (Attachment #12)
- n. Approval of the additional list of fundraisers for SY 2012-2013. (Attachment #13)

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

4. Cossairt thanked the guests for attending. (Attachment #14)
5. There were no public communications.
6. Administrator's Reports:
 - a. Superintendent Haynes provided information on the possible resurfacing of the track. A discussion followed.
 - i. Haynes presented the Accreditation Status Report for the 2012-2013 school year.
 - ii. A discussion was held regarding unverified data from SDE regarding A-F report card.
 - iii. Haynes presented the ACT College Readiness Letter for Commerce High School. A discussion was held regarding the ACT College Readiness Letter for Commerce High School.

- iv. A discussion was held regarding possible Coast Rica trip sponsored by our high school Spanish teacher, Mr. Shepherd.
 - v. There was nothing further to report on the Mickey Mantle Statue Park Progress. A discussion was held on maintenance of the statue.
 - b. Elementary Principal Kevin Wade thanked the staff and maintenance personnel for their help during the storm with the students and the clean-up. He referred to the newsletter and reported on the Red Wheel fundraiser, Parent-Teacher Conferences, Progress Reports, Field Trips, and Fall Break.
 - c. Middle School Principal Jack Kelley reported softball is finished, football has started, Parent-Teacher Conferences, Progress Reports, tutoring started today from 3:15 to 4:00 p.m., Ms. Moudy talking with the 8th graders about college and Oklahoma PLAN, the Middle School is off of the school improvement list, and there was no damage to the Middle School Building during the storm.
 - d. High School Principal Jim Buttram reported that the carport blew away during the storm hitting fences and two vehicles, the eligibility list will be run tomorrow, there are several on the list start Saturday School this week, on September 20th and 21st the softball team will be playing in the district tournament versus Fairland, on September 15th the cheerleaders will be competing in Regional's at Booker T. Washington High School in Tulsa, the State cheerleading competition will be held at OSU, the football team and softball teams are doing well, and we need to get a bid on a bus.
 - e. Athletic Director Rusty Barker was absent due to his attendance at the softball games at Wyandotte. Haynes presented the Board with an athletic calendar in his absence.
7. Bill Turner presented the School District 2012-2013 Estimate of Needs and Financial Statement of the Fiscal Year 2011-2012 to the Board.

Motion by Reading, second by Smith, to approve the School District 2012-2013 Estimate of Needs and Financial Statement of the Fiscal Year 2011-2012 as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent

8. Public hearing for the purpose of taking public comment on financial matters, including past and future expenditures, of the district. (70 O.S. §5-134.1)

There were no public comments.

9. Motion by Hartman, second by Reading, to approve the Alternative Education Plan as recommended by Haynes. Vote: Hartman-yes, Reading-yes, Cossairt-yes, Smith-yes, Langston-absent
10. Motion by Hartman, second by Smith, to approve the Gifted Educational Plan as recommended by Haynes. Vote: Hartman-yes, Smith-yes, Cossairt-yes, Reading-yes, Langston-absent
11. Motion by Smith, second by Reading, to approve a collaborative services agreement with Community Development Institute Head Start as recommended by Haynes. Vote: Smith-yes, Reading-yes, Cossairt-yes, Hartman-yes, Langston-absent
12. Vote to adopt or not adopt the following school district policies:
- a. Teacher Evaluation

Motion by Smith, second by Reading, to adopt a revised Teacher Evaluation Policy as recommended by Haynes. (Attachment #15) Vote: Smith-yes, Reading-yes, Cossairt-yes, Hartman-yes, Langston-absent

b. Evaluation of Administrative Personnel

Motion by Reading, second by Smith, to adopt an Evaluation of Administrative Personnel Policy as recommended by Haynes. (Attachment #16) Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent

c. Substitute Teachers

Motion by Smith, second by Reading, to adopt an amended, substituting intellectual disability for mentally retarded, Substitute Teachers Policy. (Attachment #15) Vote: Smith-yes, Reading-yes, Cossairt-yes, Hartman-yes, Langston-absent

d. Records Investigation

Motion by Hartman, second by Smith, to adopt a revised Records Investigation Policy as recommended by Haynes. (Attachment #16) Vote: Hartman-yes, Smith-yes, Cossairt-yes, Reading-yes, Langston-absent

13. Motion by Smith, second by Reading, to close the Class of 2012 Activity Fund subaccount and transfer the balance to the General Fund Activity Fund subaccount as recommended by Haynes. Vote: Smith-yes, Reading-yes, Cossairt-yes, Hartman-yes, Langston-absent
14. Motion by Smith, second by Hartman, to approve one or more board member(s) to attend the OSSBA School Finance Workshop, which will be held Friday, October 12, 2012 at Moore Norman Technology Center, South Penn Campus in Oklahoma City, Oklahoma as recommended by Haynes. Vote: Smith-yes, Hartman-yes, Cossairt-yes, Reading-yes, Langston-absent

The possibility of holding another Whole Board Training was brought up.

15. Proposed executive session to discuss:
 - a. the employment of a long term substitute teacher for a teacher on medical leave so the board can return to open session and vote to hire or not hire a long term substitute teacher for a teacher on medical leave. 25 O.S. § 307 (B)(1).
 - b. the employment of a new maintenance worker so that the board can return to open session and vote to employ or not employ a new maintenance worker. 25 O.S. § (307)(B)(1).
 - c. status of current negotiations with the Commerce Association of Classroom Teachers so that the Board can return to open session and vote to ratify or not ratify the Negotiated Agreement between the Board and the Commerce Association of Classroom Teachers. 25 O.S. § 307(B)(2).
 - d. status of current negotiations with the Commerce Education Support Personnel of Oklahoma so that the Board can return to open session and vote to ratify or not ratify the Negotiated Agreement between the Board and the Commerce Education Support Personnel of Oklahoma. 25 O.S. § 307(B)(2).
 - e. 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).
16. Motion by Reading, second by Smith, to convene in executive session. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent Time: 8:13 p.m.
17. Board vice-president Cossairt announced the end of executive session and the board's return to open session. Time: 9:26 p.m.
18. Cossairt announced, "Only the items listed on the executive session agenda were discussed and no votes were taken. Those present in executive session were Mr. Haynes, the four Board Members, and Mr. Buttram."

- 19. Motion by Hartman, second by Smith, to hire Janice Wilmoth as a long term substitute teacher for a teacher on medical leave as recommended by Haynes. Vote: Hartman-yes, Smith-yes, Cossairt-yes, Reading-yes, Langston-absent
- 20. Motion by Smith, second by Reading, to hire Max Diuguid as a new maintenance worker as recommended by Haynes. Vote: Smith-yes, Reading-yes, Cossairt-yes, Hartman-yes, Langston-absent
- 21. Motion by Reading, second by Smith, to ratify the Negotiated Agreement between the Board and the Commerce Association of Classroom Teachers as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent
- 22. Motion by Hartman, second by Reading, to ratify the Negotiated Agreement between the Board and the Commerce Education Support Personnel of Oklahoma as recommended by Haynes. Vote: Hartman-yes, Reading-yes, Cossairt-yes, Smith-yes, Langston-absent
- 23. Motion by Reading, second by Smith, to appoint Jack Kelley as the school district "Bullying Coordinator" as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent
- 24. There was no new business.
- 25. Motion by Reading, second by Smith, to adjourn. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hartman-yes, Langston-absent

The agenda was posted on the inside of the front door (visible from outside the building) of the Board of Education building at 3:30 p.m. on the 7th day of September, 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)

President-Board of Education

Kenny Smith

Deputy Clerk

James McCossairt

Vice-President

Jim Hartman

Member

Kevin Rouch

Clerk

Date: 10/08/2012

Trish Price

Minutes Clerk

Date: 10-8-12

