

## MINUTES

**REGULAR MEETING  
COMMERCE BOARD OF EDUCATION  
SEPTEMBER 13, 2016  
6:30 P.M.  
BOARD OF EDUCATION BUILDING  
217 COMMERCE STREET  
COMMERCE, OKLAHOMA**

1. President Kevin Reading called the meeting to order at 6:31 p.m. Those present were Reading, Kenny Smith, Misty Hailey, Herb Logan, and Jamie Johnston. Superintendent Jim Haynes was also present.
2. The invocation was given by Logan.
3. Reading welcomed and thanked the guests for attending. (Attachment #1)
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 of the discussion, consideration, and approval of the following items:

- a. Minutes of the August 9, 2016 regular board meeting.
- b. Minutes of the August 24, 2016 special board meeting.
- c. Approval of the monthly financial report of activity funds. (Attachment #2)
- d. Approval of the monthly treasurer's report. (Attachment #3)
- e. Approval of the list of General Fund encumbrances for August-September payroll. (Attachment #4) (P.O. 50000-50106)
- f. Approval of the list of General Fund warrants for August payroll (\$153,986.74). (Attachment #5) (Warrant 116-173)
- g. Approval of the list of General Fund encumbrances for August-September. (Attachment #6) (P.O 60, 74-75, 86-87, 102, 106, 111, 117, 119, 133-185)
- h. Approval of the list of General Fund warrants for August-September bills. (Attachment #7) (Warrant 115, 174-267)
- i. Approval of the list of Cooperative Fund encumbrances for September payroll. (Attachment #8) (P.O. 5000-5002)
- j. Approval of the list of Building Fund warrants for FY 2016 encumbrances. (Attachment #9) (Warrant 16)
- k. Approval of the list of Building Fund encumbrances for August payroll. (Attachment #10) (P.O. 5000-5001)
- l. Approval of the list of Building Fund warrants for August payroll (\$8,454.60). (Attachment #11) (Warrant 11-21)
- m. Approval of the list of Building Fund encumbrances for August-September. (Attachment #12) (P.O. 4-6)
- n. Approval of the list of Building Fund warrants for August-September bills. (Attachment #13) (Warrant 22-23)
- o. Approval of the list of Child Nutrition Fund encumbrances for September payroll. (Attachment #14) (P.O. 50000-50010)
- p. Approval of the list of Child Nutrition Fund encumbrances for August-September. (Attachment #15) (P.O. 1, 3, 5-9)
- q. Approval of the list of Child Nutrition Fund warrants for August-September bills. (Attachment #16) (Warrant 2-7)
- r. Approval of the list of Building Bond Fund of 2016 encumbrances for August-September. (Attachment #17) (P.O 4-7)

- s. Approval of the list of Building Bond Fund of 2016 warrants for August-September bills. (Attachment #18) (Warrant 3-7)
- t. Approval of the additional list of substitute teachers for SY 2016-2017. (Attachment #19)
- u. Approval of the additional list of fundraisers for SY 2016-2017. (Attachment #20)

Motion by Reading, second by Smith, to approve consent agenda items “a” through “u” as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes

5. Written communications:

Haynes provided information on an OSSBA The Art of Being President Workshop to be held Saturday, October 1 in Clinton and information on an RFR 2016 Fall Conference to be held Wednesday, September 28 at Tulsa Tech – Riverside.

6. Staff Reports:

- a. Superintendent’s Report – Haynes provided an Expenditure Summary Report, a Revenue Comparison/Projection Report, and a Financial Statement Report to the Board.
  - i. Presentation of the 2016-2017 Accreditation Status – Haynes presented the 2016-2017 Accreditation Status letter to the Board. (Attachment #21)
  - ii. Facilities Report - Haynes reported on the fencing project by the baseball field and on the relocation of the electric service at the high school by Empire District Electric Company.
  - iii. Resignation Report
    - (a) Tammy Rogers – Middle School Title I Remedial Reading/6<sup>th</sup> Grade English Teacher (Attachment #22)
    - (b) Jennifer Pugh – Elementary Teacher’s Assistant (Attachment #23)
- b. Construction Manager Report – Crossland Construction Company Project Manager Aaron Hight presented a construction/progress update that consisted of a project summary, project photos, progress schedule, and construction budget report.
- c. Opaa! Director Nutrition Services Report - Opaa! Director Nutrition Services Dana Garard reported ala carte sales are up and students loved the chicken bowls.
- d. Teachers’ Report – Sarah Mahurin reported on teachers that attended workshops during the summer.
- e. Elementary Principal's Report – Elementary Principal Kevin Wade reported 80% of the students are on free or reduced lunches, enrollment of 490, all three schools are focus schools, the elementary was accredited with probation, and PFC meeting had an attendance of fifty.
- f. Middle School Principal's Report – Middle School Principal Jack Kelley reported on the retirement of Tammy Rogers and the hiring of Krystal Lesniak to replace her, 175 students are enrolled, and TSA had a cookout to recruit new members.
- g. High School Principal's Report – High School Counselor Jennifer Buttram reported Morgan Black was the poster child for the My Life girls’ day, homecoming is October 7<sup>th</sup>, October 13<sup>th</sup> is the pink out game, and the high school has 218 enrolled.
  - i. Presentation of ACT College Readiness Letter – Buttram presented the ACT College Readiness Letter.
- h. Athletic Directors Report – Athletic Director Rusty Barker reported the softball district tournament will be held here.

7. Motion by Smith, second by Hailey, to employ Stephen L. Smith Corp. as financial consultants to the School District, for the fiscal year 2016-2017 as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes

8. Motion by Hailey, second by Johnston, to approve the School District 2016-2017 Estimate of Needs and Financial Statement of the Fiscal Year 2015-2016 as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes

9. A public hearing for the purpose of taking public comment on financial matters, including past and future expenditures, of the district was held. (70 O.S. §5-134.1) There were no public comments.
10. Motion by Logan, second by Smith, to approve the Alternative Education Plan as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
11. Motion by Hailey, second by Logan, to approve the Gifted Educational Plan as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
12. Motion by Smith, second by Hailey, to close the Class of 2016 Activity Fund subaccount and transfer the balance to the General Fund Activity Fund subaccount as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
13. Motion by Johnston, second by Hailey, to approve the Request for New Activity Fund Subaccount for the Class of 2020 as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
14. Proposed executive session to discuss:
  - a. discuss the employment of a new custodian so the Board can return to open session and vote to hire or not hire a new custodian. 25 O.S. § 307(B)(1).
  - b. discuss the employment of a new teacher's assistant so the Board can return to open session and vote to hire or not hire a new teacher's assistant. 25 O.S. § 307(B)(1).
  - c. discuss the employment of new special education paraprofessionals so the Board can return to open session and vote to hire or not hire new special education paraprofessionals. 25 O.S. § 307(B)(1).
  - d. discuss the employment of a new Title I (Remedial Reading) and English Language Arts Teacher so the Board can return to open session and vote to hire or not hire new Title I (Remedial Reading) and English Language Arts Teacher. 25 O.S. § 307(B)(1).
  - e. discuss the employment of a new part-time kitchen assistant so the Board can return to open session and vote to hire or not hire a new part-time kitchen assistant. 25 O.S. § 307(B)(1).
  - f. status of current negotiations with the Commerce Association of Classroom Teachers so the board can return to open session and vote on ratification of the 2016-2017 negotiated agreement. 25 O.S. § 307(B)(2).
  - g. discuss the purchase of real property. 25 O.S. § (307)(B)(3).
  - h. 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).
15. Motion by Smith, second by Hailey, to convene in executive session. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes Time: 7:38 p.m.
16. Board president Reading announced the end of executive session and the board's return to open session at 8:56 p.m.
17. Reading stated, "Only the items listed on the executive session agenda were discussed and no votes were taken. Those present in executive session were the five board members and Mr. Haynes."
18. Motion by Smith, second by Hailey, to hire Atshuhiro Miyagi as a new custodian as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
19. Motion by Hailey, second by Johnston, to hire Kalina Guzman as a new teacher's assistant as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes

- 20. Motion by Hailey, second by Johnston, to hire Jerry Karnes Jr. and Kira Luttrell as new special education paraprofessionals as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
- 21. Motion by Smith, second by Logan, to hire Krystal Lesniak as a new Title I (Remedial Reading) and English Language Arts Teacher as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
- 22. Motion by Hailey, second by Johnston, to hire Kymberly Wright as a new part-time kitchen assistant as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
- 23. Motion by Smith, second by Logan, to ratify the 2016-2017 negotiated agreement with the Commerce Association of Classroom Teachers as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
- 24. There was no new business. A special board meeting will be held Thursday, September 15, 2016 at 4:30 p.m.
- 25. Motion by Reading, second by Logan, to adjourn. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes Time: 9:00 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 3:30 p.m. on the 11<sup>th</sup> day of September, 2016 by Jimmy R. Haynes Ed. S., Superintendent of Schools, and notice of this regular meeting was given to the Ottawa County Clerk prior to December 15, 2015 by Jimmy R. Haynes Ed. S., Superintendent of Schools.

(ATTEST)

\_\_\_\_\_  
President-Board of Education

*Kenny Smith*  
\_\_\_\_\_  
Vice-President

*Misty Hailey*  
\_\_\_\_\_  
Clerk

*Jessie Price*  
\_\_\_\_\_  
Minutes Clerk

*Heidi Lopez*  
\_\_\_\_\_  
Deputy Clerk

*Janice Johnston*  
\_\_\_\_\_  
Member

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

Date: 9-13-16

