

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
JANUARY 9, 2017
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, and Jamie Johnston. Misty Hailey and Herb Logan were absent. Superintendent Jim Haynes was also present.
2. Smith gave the invocation.
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 December 12, 2016, regular 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 list of General Fund encumbrances for December payroll (Attachment #4) (P.O. 50000-50016, 50021-50050, 50052-50090, 50093-50114, 50116, 50121, 50124-50125, 50127-50129)
- e. Approval of the list of General Fund warrants for December payroll (\$411,485.63) (Attachment #5) (Warrant 1015-1156)
- f. Approval of the list of General Fund encumbrances for December-January (Attachment #6) (P.O. 3, 15, 55, 108, 124, 131, 173, 212, 236, 266, 289, 296-317)
- g. Approval of the list of General Fund warrants for December-January bills(Attachment #7) (Warrant 1157—1237)
- h. Approval of the list of Cooperative Fund warrants for December payroll (\$1,081.85) (Attachment #8) (Warrant 25-31)
- i. Approval of the list of Building Fund encumbrances for December payroll (Attachment #9) (P.O. 50000-50001)
- j. Approval of the list of Building Fund warrants for December payroll (\$8,688.98) (Attachment #10) (Warrant 70-81)
- k. Approval of the list of Building Fund encumbrances for December-January (Attachment #11) (None)
- l. Approval of the list of Building Fund warrants for December-January bills (Attachment #12) (Warrants 82-83)
- m. Approval of the list of Child Nutrition Fund encumbrances for December payroll (Attachment #13) (P.O. 50000-50003, 50005-50011)
- n. Approval of the list of Child Nutrition Fund warrants for December payroll (\$21,031.59) (Attachment #14) (Warrant 103-125)
- o. Approval of the list of Child Nutrition Fund encumbrances for December-January (Attachment #15) (P.O. 8, 13)
- p. Approval of the list of Child Nutrition Fund warrants for December-January bills (Attachment #16) (Warrant 126-127)

- q. Approval of the list of Building Bond Fund of 2016 encumbrances for December-January (Attachment #17) (P.O. 8-10)
- r. Approval of the list of Building Bond Fund of 2016 warrants for December-January bills (Attachment #18) (Warrant 8-9)
- s. Approval of the additional list of substitute teachers for SY 2016-2017 (None)
- t. Approval of the additional list of fundraisers for SY 2016-2017 (Attachment #19)

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

- 5. Haynes reported we received our mid-term adjustment notification Wednesday. Our allocation increase by \$60,827. Haynes provided a couple of state revenue reports provided by Vernon Florence for the Board's information.
 - 6. Staff Reports:
 - a. Superintendent's Report – Haynes provided the Board with a Budget Analysis Report, a Revenue Comparison/Projection Report, and a Financial Statement Report that has historical revenue, disbursement, and balance by month for their information.
 - i. Facilities Report – Haynes reported we had to replace a HVAC unit for one of the kindergarten classrooms in the elementary gym over break at a cost of \$4,500. We have another unit that heats and cools the restrooms and hallway by the elementary cafeteria that needs to be replaced.
 - ii. Resignation Report – Haynes reported receiving no resignations this month for us but Dana Garard submitted her resignation to Opaa.
 - 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 schedules, and construction budgets report.
- Hailey arrived at 7:04 p.m.
- c. Teacher's Report – There was not a teacher present to present a teacher's report.
 - d. Elementary Principal's Report - Elementary Principal Kevin Wade reported J&M Farms gave blankets to our Kindergarten students and our professional development speaker, Judith Barber, was really good.
 - e. Middle School Principal's Report - Middle School Principal Jack Kelley reported basketball is going on, there is a lot student and staff illness, Alpha Plus will be here on the 17th, and eyes exams will be given this month.
 - f. High School Principal's Report – High School Principal Jim Buttram reported Parent/Teacher Conferences will be held in February.
 - g. Athletic Director's Report – Athletic Director Rusty Barker reported basketball games are going on and handed out schedules.
- 7. Aaron Hight, Crossland Construction Company Project Manager, presented a bid from Ellsworth Paving of \$21,354.00 for Alexander Elementary School Asphalt.
 - 8. Motion by Smith, second by Hailey, to accept bid from Ellsworth Paving for \$21,354.00 for Alexander Elementary School Asphalt. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-absent
 - 9. Motion by Reading, second by Smith, 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 #20) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-absent

10. Motion by Smith, second by Reading, to approve one or more board member(s) and/or staff to attend any/all of the following OSSBA Workshops, Conferences, and/or Webinars as recommended by Haynes:
 - a. Executive Sessions: Open to Close Webinar, which will be held Wednesday, January 11, 2017
 - b. Legislative Advocacy for Education Leaders Workshop, which will be held Monday, February 6, 2017 at the Embassy Suites Downtown/Medical Center in Oklahoma City
 - c. Day at the Capitol, which will be held Tuesday, March 7, 2017 in Oklahoma City
 - d. The Board that Works Workshop, which will be held Friday, March 10, 2017 at the Southern Hills Marriott in Tulsa
 - e. New/Incumbent School Board Member Workshop, which will be held Saturday, March 11, 2017 at the Southern Hills Marriott in Tulsa
 - f. OSSBA Legal Team Workshop – Employee Contracts, which will be held Tuesday, April 4, 2017 at the OSSBA Conference Center in Oklahoma City
 - g. Region 5 Meeting, which will be held Thursday, April 6, 2017 at TBA
 - h. OSSBA Legal Team Workshop – Student Discipline, which will be held Tuesday, April 18, 2017 at the OSSBA Conference Center in Oklahoma City
 - i. New/Incumbent School Board Member Workshop, which will be held Friday, April 21, 2017 at the Embassy Suites Downtown/Medical Center in Oklahoma City
 - j. The Board that Works Workshop, which will be held Saturday, April 22, 2017 at the Embassy Suites Downtown/Medical Center in Oklahoma City
 - k. School Law Institute, which will be held Tuesday, May 2, 2017 at TBA
 - l. The Art of Being President Workshop, which will be held Saturday, May 6, 2017 at TBA
 - m. OSSBA Legal Team Workshop – Employee Leave, which will be held Tuesday, May 9, 2017 at the OSSBA Conference Center in Oklahoma City
 - n. OSSBA Legal Team Workshop – Student Handbooks, which will be held Tuesday, May 23, 2017 at the OSSBA Conference Center in Oklahoma City
 - o. 2017 OSSBA/CCOSA Education Leadership Conference, which will be held August 25-27, 2017 at the Cox Convention Center in Oklahoma City

Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-absent

11. Proposed executive session to discuss:
 - a. the evaluation of the Superintendent, with no resulting vote to be made. 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)
12. Motion by Hailey, second by Johnston, to convene in executive session. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-absent Time: 7:42 p.m.
13. Board president Reading announced the end of executive session and the board's return to open session at 9:27 p.m.
14. Reading stated, "Only the items on the executive session agenda were discussed and no votes were taken. Those present in executive session were the four board members, Mr. Haynes, Mr. Barker, and Mr. Buttram."
15. Under new business, Johnston reported she will be receiving Bobbi White School Safety Campaign signs the end of the week and would like us to explain the story behind the signs in an assembly.
16. Motion by Reading, second by Johnston, to adjourn. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-absent Time: 9:29 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 6th day of January, 2017 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, 2016 by Jimmy R. Haynes Ed. S., Superintendent of Schools.

(ATTEST)



President-Board of Education



Deputy Clerk



Vice-President



Member



Clerk

Date: 02/13/2017



Minutes Clerk

Date: 2-13-17

