

## MINUTES

**REGULAR MEETING  
COMMERCE BOARD OF EDUCATION  
APRIL 10, 2017  
6:30 P.M.  
BOARD OF EDUCATION BUILDING  
217 COMMERCE STREET  
COMMERCE, OKLAHOMA**

1. President Kevin Reading called the meeting to order at 6:30 p.m. Those present were Reading, Kenny Smith, Jamie Johnston, and Herb Logan. Misty Hailey was absent. Superintendent Jim Haynes was also present.
2. Smith gave the invocation.

Hailey arrived at 6:31 p.m.

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 March 13, 2017, 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 March payroll (Attachment #4) (P.O. 50000-50011, 50013-50014, 50016, 50021-50050, 50052-50090, 50093-50114, 50116, 50123, 50128, 50130-50133)
- e. Approval of the list of General Fund warrants for March payroll (\$418,471.11) (Attachment #5) (Warrant 1664-1809)
- f. Approval of the list of General Fund encumbrances for March-April (Attachment #6) (P.O. 8, 16, 20, 33, 35, 144, 154,165,176, 212, 220, 272, 287, 305-306, 370, 389-413, 415-418)
- g. Approval of the list of General Fund warrants for March-April bills (Attachment #7) (Warrant 1663, 1810-1881)
- h. Approval of the list of Cooperative Fund encumbrances for March payroll (Attachment #8) (P.O. 50000-50002)
- i. Approval of the list of Cooperative Fund warrants for March payroll (\$1,081.85) (Attachment #9) (Warrant 46-52)
- j. Approval of the list of Building Fund encumbrances for March payroll (Attachment #10) (P.O. 50000-50001)
- k. Approval of the list of Building Fund warrants for March payroll (\$8,803.63) (Attachment #11) (Warrant 112-123)
- l. Approval of the list of Building Fund encumbrances for March-April ( Attachment #12) (P.O. 1)
- m. Approval of the list of Building Fund warrants for March-April bills (Attachment #13) (Warrant 124)
- n. Approval of the list of Child Nutrition Fund encumbrances for March payroll (Attachment #14) P.O. 50001-50003, 50005-50012)
- o. Approval of the list of Child Nutrition Fund warrants for March payroll (\$21,018.22) (Attachment #15) (Warrant 177-199)
- p. Approval of the list of Child Nutrition Fund encumbrances for March-April (Attachment #16) (P.O. 8, 12, 16)
- q. Approval of the list of Child Nutrition Fund warrants for March-April bills (Attachment #17) (Warrant 200-201)
- r. Approval of the list of Building Bond Fund of 2016 encumbrances for March-April (Attachment #18) (P.O. 5, 9)
- s. Approval of the list of Building Bond Fund of 2016 warrants for March-April bills (Attachment #19) (None)

- t. Approval of the additional list of substitute bus drivers (Attachment #20)
- u. Approval of the additional list of substitute teachers (Attachment #21)
- v. Approval of the additional list of fundraisers (Attachment #22)

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

5. There were no written communications.
6. Staff Reports:
  - a. Superintendent’s Report - Haynes reported our midterm Foundation and Salary Incentive Aid allocation of \$3,361,405 was reduced by \$63,688 to \$3,297,717. He also reported our March State Aid Payment was \$34,296 short. Haynes provided the Board with a Budget Analysis report, a Revenue Analysis report, and a Financial Statement report. Haynes informed the Board of the upcoming Empire rate hearing.
    - i. Alexander Elementary School Safety Committee Report - Alexander Elementary School Principal Kevin Wade presented their Safety Committee Report during his principal’s report.
    - ii. Facilities Report -
    - iii. Resignations Report - There were no resignations to report.
  - b. Construction Manager Report - Crossland Construction Company Project Manager Aaron Hight presented a construction/progress update that consisted of a project summary, project photos, project schedules, and construction budgets report.
  - c. Snowlyne Wilson, Opa! Food Management Inc., Director Nutrition Services, Report - Snowlyne Wilson didn’t really have a report to give. She visited with the board to get acquainted with them.
  - d. Teacher’s Report - no teacher present to report
  - e. Elementary Principal's Report - Kevin Wade gave his safety committee report. He handed out a list of professional development classes the teachers have attended. Pre-K and K enrollment was last week. 24 Pre-K and 13 K came to enroll. If they are transfers and have a sibling already attending, they will be accepted. State testing is now in progress.
  - f. Middle School Principal's Report - Jack Kelley advised they were doing State testing. TSA went to State last week. Late in June the National TSA Conference will be in Florida. Clint Kisse was voted TSA leader of the year at the State Conf. The middle school went to a track meet in Afton today. The State Science Fair was last week.
  - g. High School Principal's Report - Jim Buttram was ill and not attending.
  - h. Athletic Director’s Report - Rusty Barker was at game so not attending.
7. Motion by Hailey, second by Johnston, to approve Request for Approval of State Aid and/or Federal Fund for Schools Child Nutrition Fund as recommended by Haynes. (Attachment #23) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
8. A discussion on the proposed 2017-2018 school calendar was held. Haynes was asked to go back to the teachers for further input, revise the proposed 2017-2018 school calendar to include monthly professional development days except in December and April, and to move up the last day of school. No action was taken on 2017-2018 school calendar
9. A hearing to take public input on the adoption of local school board policies was held. (Proposed policies may be found on the school district website homepage at <http://www.commercetigers.net>.) There was no public input
10. Discussion and action was taken on the following policies as recommended by Haynes:
  - a. Motion by Hailey, second by Johnston, to adopt policy BD SCHOOL BOARD INTERNAL ORGANIZATION as provided by Haynes. (Attachment #24) Vote: Reading-yes, Hailey-yes, Johnston-yes, Logan-yes, Smith-no
  - b. Motion by Reading, second by Logan to adopt policy CBBB INTERNAL CONTROLS as recommended by Haynes. (Attachment #25) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

11. Motion by Hailey, second by Logan, to request three year deregulations of OAC 210:35-7-61 Library Media Services Middle School, and OAC 210:35-9-71 Library Media Services Secondary School from the Oklahoma State Department of Education as recommended by Haynes. Vote; Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
12. Motion by Reading, second by Smith, to approve Request for New Activity Fund Subaccount for the Middle School Art Supplies as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
13. Motion by Smith, second by Hailey, to renew contract with Municipal Accounting Systems for financial accounting software for the 2017-2018 school year as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
14. Proposed executive session to discuss:
  - a. the purchase of real property 25 O.S. § (307)(B)(3)
  - b. employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of employees 25 O.S. § (307)(B)(1)
15. Motion by Johnston, second by Hailey, to convene in executive session. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes Time: 8:29 p.m.
16. Board president Reading announced the end of executive session and the board's return to open session at 9:36 p.m.
17. Reading stated, "Only the items 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. No action was taken on opening a Curriculum Director position.
19. Under new business Kevin Reading said that Kimberly Barker wanted to thank the board for working with her.
20. Motion by Reading, second by Logan, to adjourn. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes Time: 9:38 p.m.

This agenda was posted on the inside of the front door (visible from outside the building) of the Board of Education building at 4:30 p.m. on the 7<sup>th</sup> day of April, 2017, and notice of this regular meeting was given to the Ottawa County Clerk prior to December 15, 2016.

(ATTEST)

*Kevin Brant*  
President-Board of Education

*Janie M Johnston*  
Deputy Clerk

*Kenny Smith*  
Vice-President

*Heul Lee*  
Member

*Misty Haley*  
Clerk

Date: *05/08/2017*

*Iris Price*  
Minutes Clerk

Date: *5-8-2017*

