

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
JULY 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 6:31 p.m.. Those present were Reading, Kenny Smith, Misty Hailey, and Herb Logan. Jamie Johnston was absent. Superintendent Jim Haynes was also present.

Johnston arrived at 6:32 p.m.

2. Logan 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 June 12, 2017, regular board meeting
- b. Approval of the monthly financial report of activity funds (Attachment #2)
- c. Approval of the monthly treasurer's report (None)
- d. Approval of the list of FY 2017 General Fund encumbrances for June, July, and August payrolls (Attachment #3) (P.O. 50000-50011, 50013-50016, 50021-50050, 50052-50090, 50093-50106, 50108-50114, 50116, 50119, 50130-50136)
- e. Approval of the lists of FY 2017 General Fund warrants for June, July, August, June special payrolls. (June - \$416,330.70, July - \$345,463.45, August - \$256,435.15, June Special #1 - \$9,103.59, June Special #2 - \$1,476.92, June Special #3 - \$12,630.35) (Attachment #4) (Warrant 2335-2481, 2484-2601, 2602-2702, 2705-2707, 2708-2710, 2744-2757)
- f. Approval of the list of FY 2017 General Fund encumbrances for June (Attachment #5) (P.O. 3-20, 22-23, 25-27, 29-36, 38-40, 48, 53-55, 62, 67, 73, 88, 90-97, 107-109, 113, 115-116, 121, 123-126, 149, 151, 156, 158, 160, 163, 165, 167, 171, 174, 181, 186, 190, 196-199, 204, 207, 212, 222-223, 226, 235-236, 238-239, 244-246, 252, 254, 256, 260-261, 263, 268, 270, 275-276, 281-284, 286, 289, 291, 293-294, 296-299, 304, 306, 312, 317, 319, 322, 324-325, 328, 330-331, 335, 338, 330-331, 335, 338, 342, 345, 349, 351-354, 358, 368-369, 372, 375-376, 380, 387-389, 392-393, 396, 399-400, 402, 404-406, 409, 413-414, 417-418, 421, 427, 437, 442, 445, 449, 454, 457-460, 462, 465-466, 477-478, 482, 489, 499-519)
- g. Approval of the list of FY 2017 General Fund warrants for June bills (Attachment #6) (Warrant 2482-2483, 2703-2704, 2711-2743, 2758-2796)
- h. Approval of the list of General Fund encumbrances for July (Attachment #7) (P.O. 1-62)
- i. Approval of the list of General Fund warrants for July bills (Attachment #8) (Warrant 1-28)
- j. Approval of the list of Building Fund encumbrances for June payroll (Attachment #9) (P.O. 50000-50001)
- k. Approval of the list of Building Fund warrants for June payroll (\$8,479.77) (Attachment #10) (Warrant 151-162)
- l. Approval of the list of FY 2017 Building Fund encumbrances for June (Attachment #11) (P.O. 3, 7, 10-11, 13)
- m. Approval of the list of FY 2017 Building Fund warrants for June bills (None)
- n. Approval of the list of Building Fund encumbrances for July (Attachment #12) (P.O. 1)
- o. Approval of the list of Building Fund warrants for July bills (Attachment #13) (Warrant 1)
- p. Approval of the list of FY 2017 Child Nutrition Fund encumbrances for June (Attachment #12) (P.O. 2, 5-7, 10, 12, 19)
- q. Approval of the list of FY 2017 Child Nutrition Fund warrants for June bills (Attachment #15) (Warrant 322)

- r. Approval of the list of FY 2017 Building Bond Fund of 2016 encumbrances for June (Attachment #16) (P.O. 5, 7-10, 12-20)
- s. Approval of the list of FY 2017 Building Bond Fund of 2016 warrants for June bills (Attachment #17) (Warrant 14-16)
- t. Approval of the list of Building Bond Fund of 2016 encumbrances for July (None)
- u. Approval of the list of Building Bond Fund of 2016 warrants for July bills (None)
- v. Approval of the list of Prime Contract Change Orders for the New Middle School (Attachment #18) (C.O. 1-9)
- w. Approval of the list of Prime Contract Change Orders the New Storm Shelters (Attachment #19) (C.O. 1-5)
- x. Approval of the list of payment applications for the New Middle School (Attachment #20) (P.A. 1-11)
- y. Approval of the list of payment applications for the New Storm Shelters (Attachment #21) (P.A. 1-8)
- z. Approval of the additional list of fundraisers for SY 2017-2018 (Attachment #22)

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

5. Written communications:

- a. Thank you note from Jack Kelley for the plant sent upon the passing of his brother.
- b. FY2017 State Aid Formula Adjustment and Final Payment bulletin from the Oklahoma State Department of Education along with a couple of spreadsheets showing our reduction of \$68,238 since the mid term adjustment was made.
- c. Approval letter from the Oklahoma State Department of Education for our library deregulation application.

6. Staff Reports:

- a. Superintendent’s Report - Haynes provided a Budget Analysis Report.
 - i. Facilities Report - Haynes reported on work in the gym at the high school.
 - ii. Resignation Report - Haynes reported no resignations.
- b. Construction Manager Report - Crossland Construction Company Project Manager Aaron Hight presented a construction/progress update that consisted of a project summary, project safety, project photos, progress schedules, and construction budgets report.
- c. Snowlyne Wilson, Opaa! Food Management Inc., Director Nutrition Services, Report: Ms. Wilson was not present.
- d. Teacher’s Report: No teacher was present.
- e. Elementary Principal's Report: Kevin Wade advised that they had a successful summer Reading Program. There were 33 students in attendance. Roseann Munson contacted different ones in the community and they provided lunch for the students each day. He advised that the Pre-K classes are now full. He has 38 enrolled now and they can have 40. He has several transfers on the list but for now is holding the two remaining positions open in the event someone moves into the district.
- f. Middle School Principal's Report: Jack Kelley advised that he has assigned the teachers their classrooms. They are just waiting for the okay to get in their rooms to get them set up. He informed the board that Bobby and Dean were removing a wall in Clint Kissee’s classroom.
- g. High School Principal's Report: Rusty Barker handed out softball schedules. He advised that Danny and Bruce were working on the gym walls - installing metal at the top. The softball fence is to be repaired where a car hit it. On Thursday they are to begin taking down the nets and painting the poles at the softball field.
- h. Athletic Director’s Report: Rusty Barker gave his report under the Principal’s Report.

7. Motion by Johnston, second by Hailey, to adopt a school-hours policy for school year 2017-2018 as recommended by Haynes. (Attachment #23) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

8. Motion by Reading, second by Logan, to write off Child Nutrition Program “unpaid charges” for SY 2016-2017 for audit purposes as recommended by Haynes. (Attachment #24) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

9. No action was taken on establishing meal prices for the 2017-2018 school year as recommended by Haynes.

10. Motion by Hailey, second by Smith, to approve Collaborative Services Agreement and Memorandum of Understanding with Grand Head Start as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
11. Motion by Smith, second by Hailey, to approve a resolution authorizing the School District Treasurer to invest monies from one fund into another as recommended by Haynes. (Attachment #25) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
12. A hearing was held to take public input on the adoption of local school board policies. (Proposed policies may be found on the school district website homepage at <http://www.commercetigers.net>. There was no public input.
13. Motion by Logan, second by Hailey, to adopt the following policies as recommended by Haynes:
 - a. EIED GRADUATION REQUIREMENTS (Attachment #26)
 - b. DHAB STAFF-STUDENT COMMUNICATION (Attachment #27)
 - c. FNG WIRELESS TELECOMMUNICATIONS DEVICES (Attachment #28)
 - d. COCA CHILD NUTRITION MEAL CHARGE POLICY (Attachment #29)
 - e. FLB STUDENT RECORDS (Attachment #30)
 - f. BEF BOARD OF EDUCATION MINUTES (Attachment #31)
 - g. BEA SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION (Attachment #32)
 - h. COB FOOD PROCUREMENT (Attachment #33)
 - i. COB-P FOOD PROCUREMENT PROTEST PROCEDURES (Attachment #34)

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

14. Motion by Hailey, second by Logan, to approve changes in the CMS CHS Student-Parent Handbook for 2017-2018 as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
15. Motion by Logan, second by Johnston, to approve changes in the Alexander Elementary School Student-Parent Handbook for 2017-2018 as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
16. Motion by Hailey, second by Smith, to approve mathematics and science courses when taken in the 11th or 12th grades at Northeast Technology Center, pursuant to H.B. 2886 (70 O.S. § 11-103.6) as recommended by Haynes.
 - a. Geometry
 - b. Algebra II
 - c. Algebra III
 - d. AP Calculus BC
 - e. AP Physics
 - f. Mechanics

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

17. Motion by Hailey, second by Johnston, to approve 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 #35) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
18. Motion by Reading, second by Smith, to approve Superintendent Jim Haynes as purchasing agent for Commerce Independent School District, authorized representative for all Federal programs including E-Rate and Child Nutrition, and designated custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2017-2018 school year as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

19. A discussion regarding compliance with Children’s Internet Protection Act (CIPA) was held.

Haynes reported we are using SONICWALL and Open DNS for our technology protection measures (Internet filtering software). SONICWALL and Open DNS protect against access by adults and minors to visual depictions that are obscene, child pornography, or - with respect to use of computers with internet access by minors - harmful to minors, it may be disabled for adults engaged in bona fide research or other lawful purposes. Our district policy includes monitoring the online activities of minors.

Our internet Safety Policy addresses the following as required by CIPA:

- a. access by minors to inappropriate matter on the Internet and World Wide Web;
- b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- d. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- e. measures designed to restrict minors’ access to materials harmful to minors.
- f. educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

20. Motion by Hailey, second by Johnston, to approve the personnel evaluation team for school year 2017-2018 as recommended by Haynes. (Attachment #36)

- a. Elementary and Middle School Maintenance and Custodial Support Personnel – Bobby Arms
- b. High School Maintenance and Custodial Support Personnel – Danny Knight
- c. Elementary Teachers and Support Personnel - Kevin Wade and Trevor Brough
- d. Elementary Assistant Principal - Kevin Wade
- e. Middle School Teachers and Support Personnel – Jack Kelley
- f. High School Teachers, Alternative Education Director/Teacher, and Support Personnel – Rusty Barker
- g. Special Education Teachers - Trevor Brough, Kevin Wade, Jack Kelley, and Rusty Barker
- h. Principals and Support Personnel - Jim Haynes

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

21. Motion by Smith, second by Reading, to approve Non-Discrimination Resolution and appoint Jack Kelley, Coordinator of Title VI Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, The Age Discrimination Act of 1975, and Boy Scouts of America Equal Access Act of 2001 for school year 2017-2018 as recommended by Haynes. (Attachment #37).

22. Motion by Reading, second by Hailey, to approve Jim Haynes and/or Steve Moss as authorized representative(s) for Title I, Title II, Title III, Title IV, Title VI, Title VII, Carl Perkins, and Johnson-O'Malley funds for school year 2017-2018 as recommended by Haynes. (Attachment #38) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

23. Motion by Smith, second by Hailey, to approve Jim Haynes and/or Steve Moss as authorized representative(s) for Title VIII "Impact Aid" for school year 2017-2018 as recommended by Haynes. (Attachment #39) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

24. Motion by Logan, second by Hailey, to approve Jim Haynes and/or Trevor Brough as authorized representative(s) for IDEA-Special Education Programs for school year 2017-2018 as recommended by Haynes. (Attachment #40) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

25. Motion by Smith, second by Johnston, to approve Jim Haynes and/or Heather Pittman as authorized representative(s) for Child Nutrition Programs for school year 2017-2018 as recommended by Haynes. (Attachment #41) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

26. Proposed executive session to discuss:
 - a. the employment of a new middle school teacher and a new secondary social studies teacher so the board can return to open session and vote to hire or not hire a new middle school teacher and a new secondary social studies teacher O.S. § 307(B)(1)
 - b. coaching assignments for SY 2017-2018 so the board can return to open session and vote to assign or not assign coaches for SY 2017-2018 25 O.S. § 307(B)(1)
 - c. employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of an employee. 25 O.S. § (307)(B)(1)
27. Motion by Smith, second by Hailey, to convene in executive session. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes Time: 8:42 p.m.
28. Board president Reading announced the end of executive session and the board's return to open session at 10:27 p.m.
29. 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, Mr. Haynes, Mr. Kelley, and Mr. Barker."
30.
 - a. Motion by Reading, second by Smith, to hire Kaily Harvey as a new middle school teacher on a temporary contract as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
 - b. Motion by Smith, second by Hailey, to hire David Bindel as a new secondary social studies teacher on a temporary contract as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
31. Motion by Hailey, second by Johnston, to assign Kaily Harvey as Head High School Softball Coach, Bobby Crawford as Assistant High School Softball Coach, Kaily Harvey as Assistant High School Girls Basketball Coach, Terry Tyree Jr. as Head High School Boys Basketball Coach, David Bindel as Assistant High School Boys Basketball Coach, Bruce Rhodes as Head High School Girls Track Coach, Kevin Earll/David Bindell as Assistant High School Girls Soccer Coach, and David Bindell/Kevin Earll as Assistant High School Boys Soccer Coach for SY 2017-2018 as recommended by Haynes. (Attachment #42) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
32. There was no new business.
33. Motion by Reading, second by Logan, to adjourn. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes Time: 10:31 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 5:15 p.m. on the 7th day of July, 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)

Karin Beach
President-Board of Education

Janie M. Johnston
Deputy Clerk

Vice-President

Heidi Log
Member

Clerk

Date: _____

Wish Price
Minutes Clerk

Date: 7-10-17



08/15/2017