

## MINUTES

**REGULAR MEETING  
COMMERCE BOARD OF EDUCATION  
JUNE 11, 2018  
6:30 P.M.  
BOARD OF EDUCATION BUILDING  
217 COMMERCE STREET  
COMMERCE, OKLAHOMA**

1. President Herb Logan called the meeting to order at 6:34 p.m. Those present were Logan, Jamie Johnston, Emily Burkybile and Leslie Bissell. Misty Hailey was absent. Superintendent Jim Haynes was also present.
2. Burkybile gave the Invocation.
3. Logan welcomed and thanked the guests for attending. (Attachment #1)
4. No action was taken on board to consider and take possible action, in the absence of the President and/or Clerk, to appoint an acting President and/or acting Clerk for the School District to execute any and all documents pertaining to setting the maturities, date, time and place of the bond sale.
5. Motion by Johnston, second by Bissell, to adopt resolution determining the maturities of, and setting a date, time and place for the sale of the **\$555,000** Building Bonds of this School District; and designating bond counsel for this issuance of bonds. (Attachment #2) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
6. 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 May 14, 2018, regular board meeting
- b. Approval of the monthly financial report of activity funds (Attachment #3)
- c. Approval of the monthly treasurer's report (Attachment #4)
- d. Approval of the list of General Fund encumbrances for May payroll (Attachment #5) (P.O. 50000-50004, 50006, 50008-50015, 50019, 50021-50025, 50027-50047, 50049-50068, 50070-50094, 50096-50104, 50108, 50111-50113, 50115-50129, 50135, 50140,
- e. Approval of the list of General Fund warrants for May payroll (\$444,840.01) (Attachment #6) (Warrant 2233-2396, 2399-2402)
- f. Approval of the list of General Fund encumbrances for May-June (Attachment #7) (P.O. 1, 9, 11-12, 14, 18, 21, 23, 25, 52, 54, 57,-58, 82, 103, 106, 125, 187, 197, 341, 461, 463-464, 476, 478, 481, 507-508, 510-518, 521-540, 542-572)
- g. Approval of the list of General Fund warrants for May-June bills (Attachment #8) (Warrant 2229-2232, 2397-2398, 2403-2466)
- h. Approval of the list of Cooperative Fund encumbrances for May payroll (Attachment #9) (P.O. 50000-50002)
- i. Approval of the list of Cooperative Fund warrants for May-August payrolls (\$3,344.61) (Attachment #10) (Warrant 57-84)
- j. Approval of the Cooperative Fund encumbrances for May-June (Attachment #11) (P.O. 1)

- k. Approval of the Cooperative Fund warrants for May-June bills (None)
- l. Approval of the list of Building Fund encumbrances for May payroll (Attachment #12) (P.O. 50000-50001)
- m. Approval of the list of Building Fund warrants for May payroll (\$9,009.41) (Attachment #13) (Warrant 136-147)
- n. Approval of the list of Building Fund encumbrances for May-June (Attachment #14) (None)
- o. Approval of the list of Building Fund warrants for May-June bills (Attachment #15) (Warrant 148)
- p. Approval of the list of Building Bond Fund of 2016 encumbrances for May-June (Attachment #16) (P.O. 39, 50)
- q. Approval of the list of Building Bond Fund of 2016 warrants for May-June bills (Attachment #17) (Warrant 79-80)
- r. Approval of the additional list of fundraisers for SY 2018-2019 (Attachment #18)

Motion by Logan, second by Johnston, to approve consent agenda items “b” through “r” as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent

7. There were no written communications.

8. Staff Reports:

- a. Superintendent's Report - Haynes reported on the CCOSA Summer Leadership Conference and the status of the initiative petition to repeal the new tax increases. Haynes reported of completion of the Annual Statistical Report. Our average daily membership was comparable to last year's at approximately 875. Haynes provided a spreadsheet showing the historical average daily membership/average daily attendance over the past 7 or 8 years. Haynes report our funding is based upon our student enrollment and student classifications such as special education, free/reduced lunch, limited English proficiency, etc. Haynes also reported on Community Eligibility Program in the Child Nutrition Program where all student eat for free. Haynes reported although we do qualify for the program, it is not financially feasible due to the fact the district would have to supplement the program with local funds. Johnson reported she talked to an individual that would like to pay for students that cannot afford to pay for their lunches. Haynes said to have them come and see him and he would get it set up. Haynes provided a Budget Analysis Report, a Revenue Comparison/Projection Report, and a Financial Statement Report for the Board's Information.
  - i. Facilities Report - Haynes reported our surplus auction will be held at 9:00 a.m. Saturday. The maintenance staff has been busy preparing for the auction.
  - ii. Resignation Report - Haynes reported that he has not received a resignation since last month's meeting.
- b. Opaa! Food Management Inc., Director Nutrition Services, Report - Snowlyn Wilson was absent.
- c. Teacher's Report - Teacher Floyd McKibben reported that teachers have received training on IXL, Google, and are being shown how to operate the new Chromebooks, also allowing them to take home. Students went to Vo-Tech on a tour and see what classes were available.
- d. Elementary Principal's Report - Elementary Principal Kevin Wade reported on lunches, free lunches, alternative trays and PB&J's given to students. This was discussed due to Johnston mentioning someone inquiring about giving donations to help students to pay for lunches. He said no student has received a PB&J sandwich over the past two or three years. He gets involved and contacts the parents to resolve the situation before hand. Wade reported on the summer program and how about 20 students are participating in the lunch and reading that is being offered. Quapaw has been picking up about 20 lunches daily for their students. Mathseeds is a new program they are trying this year. It is to Grow in math skills, this program can be used at home by the students. He is not sure if they can see how many kids are using the program but Steve says that they will be able to see student progress.
- e. Middle School Principal's Report - Middle School Principal Jack Kelley was absent. He was at a Summer League Baseball game.
- f. High School Principal/Athletic Director's Report - High School Principal/Athletic Director Rusty

Barker passed out football schedules. He reported on getting ready to start working on HS gym floor and replacing metal on some of the buildings. He reported there are a lot of sports activities going on right now, football camp and passing league. He reported cheer camp is this week and summer baseball is going on.

9. Motion by Johnston, second by Bissell, to approve Amendment to Renew Fixed Price Food Service Management Contract with Opaa! Food Management of Oklahoma, LLC for the 2018-2019 school year as recommended by Haynes. (Attachment #19) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
10. Motion by Bissell, second by Burkybile, to renew Workers' Compensation Insurance Policy with OSAG, Oklahoma School Assurance Group, and to authorize payment of the premium (\$19,735.65). (Policy period July 1, 2018 through June 30, 2019) as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
11. Motion by Johnston, second by Logan, to approve Application for Temporary Appropriations for FY 2018-2019 as recommended by Haynes. (Attachment #20) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
12. Motion by Bissell, second by Burkybile, to approve requests for Open Transfer of Student for the 2018-2019 school year as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
13. No action was taken on vote to cancel or not cancel previously granted Open Transfer of Student for the 2018-2019 school year as recommended by Haynes.
14. No action was taken on vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2018-19. This resolution authorizes filing of the Form 471 application(s) for funding year 2018-19 and the payment of the applicant's share upon approval of funding and receipt of services. Haynes recommended no action since it was previously approved at the April 9, 2018 regular meeting.
15. Motion by Johnston, second by Logan, to approve Services Agreement for Professional E-Rate & OUSF Management Services with Kellogg & Sovereign Consulting, LLC for the 2018-2019 school year as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
16. Motion by Johnston, second by Burkybile, to approve 2018-2019 Cooperative Agreement / Title III Consortium Lead Fiscal Agent Board Form as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
17. Motion by Johnston, second by Logan, to renew membership in the Oklahoma State School Boards Association for the 2018-2019 school year as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
18. Motion by Johnston, second by Logan, to renew membership in the National School Boards Association for the 2018-2019 school year as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
19. Motion by Bissell, second by Johnston, to renew subscription to the OSSBA Policy Services for the 2018-2019 school year as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent

20. Motion by Johnston, second by Logan, to renew membership in the Organization of Rural Oklahoma Schools for the 2018-2019 school year as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
21. Motion by Johnston, second by Logan, to declare no longer needed for district purposes the items listed and authorize the Superintendent to add additional items to the list and sell at public auction at 9:00 a.m. on Saturday, June 16, 2018 as recommended by Haynes. (Attachment #21) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
22. Proposed executive session to discuss:
  - a. the appointment of personnel for the 2018-2019 school year 25 O.S. § 307(B)(1)
  - b. the employment of a new elementary school teacher so the board can return to open session and vote to hire or not hire a new elementary school teacher on a temporary contract O.S. § 307(B)(1)
  - c. the appointment of personnel to extra duty assignments for SY 2018-2019 so the board can return to open session and vote to appoint personnel to extra duty assignments for SY 2018-2019 25 O.S. § (307)(B)(1)
  - d. coaching assignments for SY 2018-2019 so the board can return to open session and vote to assign or not assign coaches for SY 2018-2019 25 O.S. § 307(B)(1)
  - 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)
23. Motion by Johnston, second by Logan, to convene in executive session. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent Time 7:18 p.m.
24. Board president Logan announced the end of executive session and the board's return to open session at 7:55 p.m.
25. Logan stated, "Only the items listed on the executive session agenda were discussed and no votes were taken. Those present in executive session were the four Board members and Mr. Haynes."
26. Motion by Johnston, second by Burkybile, to appoint the following personnel for SY 2018-2019 as recommended by Haynes (Attachment #22):
  - a. Philip Geren – School District Treasurer
  - b. Heather Pittman – Assistant Treasurer in charge of collecting and depositing local Child Nutrition Funds, Co-Custodian of Activity Funds, and Assistant Encumbrance Clerk
  - c. Robin Smith – Encumbrance Clerk and Minutes Clerk
  - d. Jimmy R. Haynes – Co-Custodian of Activity Funds

Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent

27. Motion by Johnston, second by Logan, to hire Shari Sharp as a new elementary school teacher on a temporary contract as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
28. Motion by Logan, second by Johnston, to appoint personnel to extra duty assignments for SY 2018-2019 as recommended by Haynes. (Attachment #23) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
29. Motion by Logan, second by Johnston, to assign coaches for SY 2018-2019 as recommended by

June 11, 2018

Haynes. (Attachment #24) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent

30. There was no new business.
31. Motion by Johnston, second by Burkybile, to adjourn. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent Time: 8:01 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 6:00 p.m. on the 8<sup>th</sup> day of June, 2018, 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, 2017, by Jimmy R. Haynes Ed. S., Superintendent of Schools.

(ATTEST)

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

  
\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Vice-President

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Clerk

Date: 07/16/2018

  
\_\_\_\_\_  
Minutes Clerk

Date: 07/16/2018



## **MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS**

Pursuant to notice given under the Open Meeting Act, the Board of Education of Independent School District Number 18 of Ottawa County, Oklahoma, met in regular session at the Board of Education Building, Commerce Public Schools, 217 Commerce Street, Commerce, Oklahoma, in said School District on the 11<sup>th</sup> day of June, 2018, at 6:30 o'clock p.m.

Present:     **HERB LOGAN**, President and Member  
                  **JAMIE M. JOHNSTON**, Clerk and Member  
                  **EMILY BURKYBILE**, Member  
                  **LESLIE BISSELL**, Member

Absent:       **MISTY HAILEY**, Vice President and Member

Notice of the schedule of regular meetings of the School District for the calendar year 2018 was given in writing, to the County Clerk of Ottawa County, Oklahoma at 1:39 o'clock p.m. on the 14<sup>th</sup> day of November, 2017, and public notice of this meeting, setting forth the date, time, place and agenda was posted at the front door of the Board of Education Building, Commerce, Oklahoma, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 6:00 o'clock p.m. on the 8<sup>th</sup> day of June, 2018, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

### **(OTHER PROCEEDINGS)**

Thereupon **LOGAN** introduced a Resolution by reading the Title, and upon motion by **JOHNSTON**, seconded by **BISSELL**, said Resolution was adopted by the following vote:

Aye: LOGAN, JOHNSTON, BURKYBILE, BISSELL

Nay: NONE

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District and is as follows:

## **RESOLUTION**

**A RESOLUTION FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR, FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW; AND DESIGNATING BOND COUNSEL FOR THIS ISSUANCE OF BONDS.**

WHEREAS, the issuance of \$8,450,000 of Building Bonds by Independent School District Number 18 of Ottawa County, Oklahoma, has been duly authorized at an election held for that purpose and certified by the County Election Board of Ottawa County, Oklahoma on the 8<sup>th</sup> day of April, 2016; and

WHEREAS, the Board of Education of Independent School District No. 18 of Ottawa County, Oklahoma, having determined at the time that the election was called to authorize the \$8,450,000 Building Bonds would be issued in separate series, the first series in the amount of \$1,105,000 Building Bonds dated June 1, 2016; the second series in the amount of \$555,000 Building Bonds, dated September 1, 2017; and the next series in the amount of \$555,000 Building Bonds to be issued immediately; and

WHEREAS, the Board of Education of Independent School District No. 18 of Ottawa County, Oklahoma, desires to employ Terry L. Hawkins of Phillips Murrah P.C., as Bond Counsel for this issuance of bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 18 OF OTTAWA COUNTY, OKLAHOMA:

**SECTION 1.** That the \$555,000 of Building Bonds of Independent School District Number 18 of Ottawa County, Oklahoma, voted on the 5<sup>th</sup> day of April, 2016, shall be offered for sale at the Board of Education Building, Commerce Public Schools, 217 Commerce Street, Commerce, Oklahoma, on the 12<sup>th</sup> day of July, 2018, at 12:00 o'clock p.m., said Bonds to become due \$555,000 in two (2) years from their date until paid.

**SECTION 2.** That the Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

**SECTION 3.** The Board of Education of Independent School District No. 18 of Ottawa County, Oklahoma, hereby employs Terry L. Hawkins of Phillips Murrah P.C., as Bond Counsel for this issuance of bonds.

Adopted this 11<sup>th</sup> day of June, 2018.

✓ Herb Love  
President, Board of Education

ATTEST:

✓ Janice M. Johnston  
Clerk, Board of Education






# Commerce Public Schools

217 Commerce Street  
Commerce, Oklahoma 74339-2200  
(918) 675-4316  
Fax (918) 675-4464

June 11, 2018

I recommend appointment of the following personnel for school year 2018-2019:

- a. Philip Geren – School District Treasurer
- b. Heather Pittman – Assistant Treasurer in charge of collecting and depositing local Child Nutrition Funds, Co-Custodian of Activity Funds, and Assistant Encumbrance Clerk
- c. Robin Smith – Encumbrance Clerk and Minutes Clerk
- d. Jimmy R. Haynes – Co-Custodian of Activity Funds



Jimmy R. Haynes Ed. S.  
Superintendent of Schools

Alexander Elementary School  
601 6<sup>th</sup> St

(918) 675-4336  
FAX (918) 675-5056

Commerce Middle School  
500 Commerce St

(918) 675-4101  
FAX (918) 675-5353

Commerce High School  
420 Doug Furnas Blvd

(918) 675-4343  
FAX (918) 675-4682

# Commerce Public Schools

217 Commerce Street  
Commerce, Oklahoma 74339-2200  
(918) 675-4316  
Fax (918) 675-4464

June 11, 2018

I recommend appointment of the following personnel to extra duty assignments for school year 2018-2019:

- a. Rusty Barker – Athletic Director
- b. Steve Moss – Assistant Athletic Director
- c. Steve Moss – Federal Programs Director
- d. Trevor Brough – Special Education Director
- e. Jack Kelley – Civil Rights/Section 504 Coordinator
- f. Rusty Barker – Alternative Education Director
- g. Logan Cawyer – Assistant Alternative Education Director
- h. Jana Kelley – Curriculum/Professional Development Coordinator
- i. Jennifer Buttram – District Testing Coordinator
- j. Jennifer Buttram – AdvancED/North Central Association Chairperson
- k. Rusty Barker – Tri-Transportation Director
- l. Danny Knight – Tri-Transportation Director
- m. Jimmy R. Haynes – Tri-Transportation Director



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Superintendent of Schools

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## COMMERCE PUBLIC SCHOOLS COACHING ASSIGNMENTS FOR THE 2017-2018 SCHOOL YEAR June 11, 2018

### High School Football

Head - Steve Moss  
Asst. - John Medlin  
Asst. - Matt Poteet  
Asst. - Jack Kelley  
Asst. - Logan Cawyer  
Asst. - Terry Tyree Jr.  
Asst. - Ryan Gleaves

### High School Softball

Head - Bobby Crawford  
Asst. - Brooke Hunter

### High School Girls Basketball

Head - Brooke Hunter  
Asst. - Ryan Gleaves

### High School Boys Basketball

Head - Terry Tyree Jr.  
Asst. -

### High School Track

Head Boys - Steve Moss  
Head Girls - Bruce Rhodes

### High School Baseball

Head - Jack Kelley  
Asst. - Logan Cawyer

### High School Girls Soccer

Head - John Medlin  
Asst. - Kevin Earl

### High School Boys Soccer

Head - John Medlin  
Asst. - David Bindel

### High School Cheerleaders

Head - Kristy Moudy  
Asst. - Rochelle Crawford

### Mickey Mantle Tournament Director

Brian Waybright

### Middle School Football

Head - Steve Moss  
Asst. - Matt Poteet

### Middle School Softball

Head - Brian Simmons  
Asst. - Whitney Crawford

### Middle School Girls Basketball

7-8 Head - Brooke Hunter  
7-8 Asst. - Jerry Myers  
6 Head - Brooke Hunter

### Middle School Boys Basketball

7-8 Head - Terry Tyree Jr.  
7-8 Asst. - Matt Poteet  
6 Head - Terry Tyree Jr.

### Middle School Track

Head 7-8 Boys - Matt Poteet  
Head 6 Boys - Terry Tyree Jr.  
Head Girls - Jerry Myers

### Middle School Baseball

Head - Brian Simmons  
Asst. -

### Middle School Cheerleaders

Head - Kristy Moudy  
Asst. - Rochelle Crawford

I recommend the above coaching assignments for the 2018-2019 school year.



June 11, 2018  
Date

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601 6<sup>th</sup> Street

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