

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
JULY 16, 2018
6:30 P.M.
BOARD OF EDUCATION BUILDING
217 COMMERCE STREET
COMMERCE, OKLAHOMA**

1. President Herb Logan called the meeting to order at 6:31 p.m. Those present were Logan, Jamie Johnston, Emily Burkybile, and Leslie Bissell. Misty Hailey was absent. Superintendent Jim Haynes was also present.
2. Haynes gave the invocation.
3. Logan 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 May 14, 2018, regular board meeting
- b. Minutes of the June 11, 2018, regular board meeting
- c. Minutes of the July 12, 2018, special board meeting
- d. Approval of the monthly financial report of activity funds (Attachment #2)
- e. Approval of the monthly treasurer's report (Attachment #3)
- f. Approval of the list of FY 2018 General Fund encumbrances for June, July, and August payrolls (Attachment #4) (P.O. 50000-50004, 50006, 50008-50015, 50019-50025, 50027-50068, 50070-50104, 50108, 50111-50113, 50115-50129, 50135, 50140, 50144-50145, 50147-50152, 50155, 50157-50160)
- g. Approval of the lists of FY 2018 General Fund warrants for June, July, August, and June special payrolls. (\$1,148,046.69) (Warrants 2467-2862, 2886-2894, 2900-2919) (Attachment #5)
- h. Approval of the list of FY 2018 General Fund encumbrances for June (Attachment #6) (P.O. 1-3, 5-6, 9-16, 18-21, 25-27, 30, 35, 38,47, 49, 50, 54-58, 61, 63, 67-68, 74, 81-82, 84, 90, 94, 96, 100-101, 104, 107-110, 114-115, 121-122, 124-126, 128, 133, 136, 139, 145, 148, 160, 162-165, 169-171, 177-178, 181, 186, 188, 197-198, 203, 206-207, 209, 217-219, 223, 231, 242, 244, 249, 257, 263-264, 276-277, 279-280, 288-290, 293-294, 296-297, 305, 314,321-324, 333, 340, 342-344, 353, 355, 368, 372, 376-377, 380, 392, 395, 400, 402, 404, 408-109, 412-413, 415, 417-419, 423, 425-426, 433, 435-437, 439-441, 444-447, 449-450, 452, 454, 458-459, 462-464, 472, 483, 494, 509, 522, 527, 530-532, 537, 542-544, 548, 550, 554-555, 557, 559-560, 562-563, 565-569, 572, 574-593, 596, 598-602)
- i. Approval of the list of FY 2018 General Fund warrants for June bills (Attachment #7) (Warrant 2863-2885, 2895-2899, 2920-2947, 2949-2965)
- j. Approval of the list of General Fund encumbrances for July (Attachment #8) (P.O. 1-37, 39-59, 61)
- k. Approval of the list of General Fund warrants for July bills (Attachment #9) (Warrant 1-34)
- l. Approval of the list of FY 2018 Cooperative Fund warrants for June bills (Attachment #10) (Warrant 85)
- m. Approval of the list of FY 2018 Building Fund encumbrances for June payroll (Attachment #11) (P.O. 50000-50001)
- n. Approval of the list of FY 2018 Building Fund warrants for June payroll (\$8,815.75) (Attachment #12) (Warrant 149-160)
- o. Approval of the list of FY 2018 Building Fund encumbrances for June (Attachment #13) (P.O. 5)
- p. Approval of the list of FY 2018 Building Fund warrants for June bills (Attachment #14) (None)
- q. Approval of the list of Building Fund encumbrances for July (Attachment #15) (P.O. 1-2)

- r. Approval of the list of Building Fund warrants for July bills (Attachment #16) (Warrant 1-2)
- s. Approval of the list of FY 2018 Building Bond Fund of 2016 encumbrances for June (Attachment #17) (P.O. 2, 4, 10, 15, 19-20, 22-23, 33, 38, 45, 47, 50, 52, 55, 58, 63, 67, 74, 76, 83-84, 86, 88, 90, 92-94)
- t. Approval of the list of FY 2018 Building Bond Fund of 2016 warrants for June bills (Attachment #18) (Warrant 81-84)
- u. Approval of the additional list of fundraisers for SY 2018-2019 (None)

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

- 5. There were no written communications.
- 6. Staff Reports:
 - a. Superintendent's Report - Haynes reported the Oklahoma Supreme Court has ruled the tax protest petition invalid, therefore, the teacher pay raise bill and the revenue to go along with it will stand. Haynes reported full-time support staff will receive a \$1,250 raise and he is looking into giving 11-month support staff another \$125 and 12-month support staff another \$250. Haynes reported the teachers salary increase will be between \$5,000 and \$8,000 depending on experience and degree. Haynes provided the Board with three additional financial reports that were not part of the consent agenda: 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 was held the Saturday after last month's Board meeting (June 21st). He reported the auction brought in about \$3,000 and it cost us about a \$1,000 to put it on. He reported we will no longer have the \$660 per month storage fees because we are down to one storage unit that costs \$60 per month.
 - ii. Resignation Report - Haynes reported that long time employee of 40 or 41 years, Brenda Barr, elementary computer lab teacher's assistant, turned in a letter of resignation on July 2nd. She is going to retire. Logan asked about a retirement reception for Brenda. Elementary Principal Kevin Wade said the teachers are already working on it. Logan said Brenda is a good person and he never heard her say a negative word about anyone.
 - b. Opaa! Food Management Inc., Director Nutrition Services, Report - Opaa! DNS, Snowlynnne Wilson, was not in attendance. She was on vacation.
 - c. Teacher's Report - High School Special Education Teacher, Floyd McKibben, reported last Tuesday he and elementary teacher, Linsey Cass, attended Engage Oklahoma in Owasso. It is free professional development put on by the state department of education. McKibben also reported that the fundraiser they had for the Freshman class only raised \$39.45 but that wasn't bad for an hour and a half. And probably getting ready for school to start. Haynes commented that EngageOK has taken the place of the summer administrative conference that used to be held in Oklahoma City. Haynes reported that Wade, Mr. Brough, and he also attended the EngageOK conference in Owasso and Mr. Barker had attended in Bartlesville the day before.
 - d. Elementary Principal's Report - Elementary Principal Kevin Wade reported the format for EngageOK is good. He reported that we had all three kindergarten teachers, Mrs. Kipp, Mrs. Wright, and Mrs. Wall, attend an early childhood conference in Los Vegas last week. Maintenance is on track but they do not have the added pressure of the safe room construction last summer. He has seen our two new teachers at the school getting their classrooms ready and other staff too. Wade provided some headlines and statistics about school violence and shootings. He thinks we are becoming complacent as a society and shootings are occurring way too often. He encouraged the Board to look at this topic. He would like for the Board to look into possibly arming school employees with adequate training. He asked the Board to look into it sooner rather than later. Burkybile and Wade discussed how quickly this could be done. Haynes said most school policies that allow employees to carry firearms require CLEET training which is quite extensive. Bissell informed the Board that reserve officer CLEET training takes about 8-weeks and a local class is getting ready to start.
 - e. Middle School Principal's Report - Middle School Principal Jack Kelly commented that he would rather not

carry but he thinks we are going to have to sooner or later. Kelley reported it is a lot more relaxed this summer at the middle school than it was last summer. Logan made a comment about when he was principal a group of his teachers went a conference in San Antonio and one of them missed their plane on the way back home. Kelley reported we are doing well, maintenance is on schedule. We have been doing improvements to the existing building, New LED lights have been installed in the cafeteria and classrooms, the ceiling has been repainted, the entire cafeteria has been repainted, and the floors have been reshined so it looks real nice in there. Haynes reported that he authorized the retiling of the Tech Ed room today. Kelley reported on the remodeling of the Tech Ed room with the help of Pitt State where our new teacher Melissa Stebbins just graduated from. He also reported on new hires Brooke Hunter who will be teaching remedial math and coaching girls' basketball, and Ryan Gleaves who will be teaching science and coaching. Kelley brought up 6th graders playing middle school football. He reported what other area schools do. Kelley recommended allowing 6th graders to play middle school football. There were no objections from the Board.

- f. High School Principal/Athletic Director's Report - High School Principal/Athletic Director Rusty Barker reported installation of a new electrical panel in the back building, installation of a new south door in the cafeteria, and installation of some new metal siding panels on the back building and gym to replace some that were rusting on the bottom. Barker reported on the refinishing of the gym floor and Janet is working on repainting the bleachers. The mowers are really happy that we got a new Kubota mower three or four weeks ago. He said he had given out schedules the last two meetings, but especially softball and baseball are subject to schedule changes, so he recommended using the CPS Webcalendar because me, Mr. Haynes, and Mr. Moss some try to keep it pretty updated.
7. Motion by Johnston, second by Burkybile, to adopt a school-hours policy for school year 2018-2019 as recommended by Haynes. (Attachment #19) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
8. Motion by Burkybile, second by Johnston, to write off Child Nutrition Program "unpaid charges" for SY 2017-2018 for audit purposes as recommended by Haynes. (Attachment #20) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
9. Motion by Johnston, second by Logan, to establish meal prices for the 2018-2019 school year as recommended by Haynes. (Attachment #21) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
10. Motion by Johnston, second by Bissell, to approve Collaborative Services Agreement and Memorandum of Understanding with Grand Head Start as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
11. Motion by Burkybile, second by Logan, to approve a resolution authorizing the School District Treasurer to invest monies from one fund into another as recommended by Haynes. (Attachment #22) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
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 Johnston, second by Logan, adopt policy BBB School Board Members Term of Office with four (4) or more consecutive unexcused absences from board meetings may constitute abandonment of office. (Attachment #23) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
14. Motion by Johnston, second by Burkybile, to approve changes in the CMS CHS Student-Parent Handbook for 2018-2019 as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent

15. Motion by Burkybile, second by Johnston, to approve changes in the Alexander Elementary School Student-Parent Handbook for 2018-2019 as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
16. Motion by Johnston, second by Logan, 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: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent

17. Motion by Johnston, second by Logan, to approve a 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 #24) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
18. Motion by Johnston, second by Burkybile, 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 2018-2019 school year as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
19. A discussion regarding compliance with Children’s Internet Protection Act (CIPA) was held.

Haynes reported we are using SONICWALL and GO GUARDIAN for our technology protection measure (Internet filtering software). SONICWALL and GO GUARDIAN protects 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 Johnston, second by Burkybile, to approve the personnel evaluation team for school year 2018-2019 as recommended by Haynes. (Attachment #25)
 - 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: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent

21. Motion by Logan, second by Johnston, 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 2018-2019 as recommended by Haynes. (Attachment #26) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
22. Motion by Johnston, second by Burkybile, to approve or not 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 2018-2019 as recommended by Haynes. (Attachment #27) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
23. Motion by Logan, second by Johnston, to approve Jim Haynes and/or Steve Moss as authorized representative(s) for Title VIII "Impact Aid" for school year 2018-2019 as recommended by Haynes. (Attachment #28) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
24. Motion by Johnston, second by Burkybile, to approve Jim Haynes and/or Trevor Brough as authorized representative(s) for IDEA-Special Education Programs for school year 2018-2019 as recommended by Haynes. (Attachment #29) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
25. Motion by Logan, second by Johnston, to approve Jim Haynes and/or Heather Pittman as authorized representative(s) for Child Nutrition Programs for school year 2018-2019 as recommended by Haynes. (Attachment #30) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
26. Motion by Johnston, second by Burkybile, to approve request for new activity fund subaccount for Chromebook Maintenance Fees as recommended by Haynes. (Attachment #31) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent
27. Proposed executive session to discuss:
 - a. additional coaching assignments for SY 2018-2019 so the board can return to open session and vote to assign or not assign additional coaches for SY 2018-2019 25 O.S. § 307(B)(1)
 - b. employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of an employee. 25 O.S. § (307)(B)(1)
28. Motion by Bissell, second by Logan, to convene in executive session. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent Time: 7:53 p.m.
29. Board president Logan announced the end of executive session and the board's return to open session at 8:27 p.m..
30. Logan stated, "Only the items listed on the executive session agenda were discussed and no votes were taken. Those present in executive session were Mr. Haynes, Mr. Logan, Jamie, Emily, Leslie, Mr. Barker, and Mr. Moss."
31. Motion by Johnston, second by Burkybile, to assign Bruce Rhodes as an additional assistant high school softball coach and Jerry Myers as assistant high school boys' basketball coach for SY 2018-2019 as recommended by Haynes. (Attachment #32) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent

- 32. There was no new business.
- 33. Motion by Johnston, second by Burkybile, to adjourn. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Hailey-absent Time: 8:29 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 5:00 p.m. on the 13th day of July, 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, and notice of this rescheduled regular meeting was given to the Ottawa County Clerk on June 25, 2018, by Jimmy R. Haynes Ed. S., Superintendent of Schools.

(ATTEST)



President-Board of Education

Deputy Clerk

Vice-President



Member



Clerk

Date: 08/13/2018



Minutes Clerk

Date: 08/13/2018

