

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
NOVEMBER 12, 2018
6:30 P.M.
BOARD OF EDUCATION BUILDING
217 COMMERCE STREET
COMMERCE, OKLAHOMA**

1. President Herb Logan called the meeting to order at 6:30 p.m. Those present were Logan, Jamie Johnston, Emily Burkybile, Leslie Bissell, and Adam Bruton. Superintendent Jim Haynes was also present.
2. Burkybile 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 October 9, 2018 regular board meeting
- b. Minutes of the October 12 2018 special board meeting
- c. Approval of the monthly financial report of activity funds (Attachment #2)
- d. Approval of the monthly treasurer's report (Attachment #3)
- e. Approval of the list of General Fund warrants for FY 2018 encumbrances (Attachment #4) (Warrant 2996-2997)
- f. Approval of the list of General Fund encumbrances for October payroll (Attachment #5) (P.O. 50001-50014, 50016-50110, 50112-50119, 50122-50124, 50127, 50131-50133)
- g. Approval of the list of General Fund warrants for October payroll (\$497,721.61) (Attachment #6) (Warrant 600-750, 752-756)
- h. Approval of the list of General Fund encumbrances for October-November (Attachment #7) (P.O. 6, 8, 10, 18, 28, 134, 174, 185, 221, 232, 237, 262, 266, 274, 282, 286, 294, 299, 319-325, 327-348, 351, 353-356, 364-365)
- i. Approval of the list of General Fund warrants for October-November bills (Attachment #8) (Warrant 594-599, 751, 757-826)
- j. Approval of the list of Cooperative Fund warrants for October payroll (\$1,002.57) (Attachment #9) (Warrant 7-13)
- k. Approval of the list of Building Fund encumbrances for October payroll (Attachment #10) (P.O. 50000-50001)
- l. Approval of the list of Building Fund warrants for October payroll (\$9,767.22) (Attachment #11) (Warrant 43-54)
- m. Approval of the list of Building Fund encumbrances for October-November (Attachment #12) (P.O. 5)
- n. Approval of the list of Building Fund warrants for October-November bills (Attachment #13) (Warrant 55-56)
- o. Approval of the list of Building Bond Fund of 2016 warrants for October-November bills (Attachment #14) (Warrant 3)
- p. Approval of the list of Building Bond Fund of 2017 warrants for October-November bills (Attachment #15) (Warrant 2)
- q. Approval of the additional list of substitute teachers for SY 2018-2019 (None)
- r. Approval of the additional list of substitute cooks for SY 2018-2019 (Attachment #16)

- s. Approval of the additional list of fundraisers for SY 2018-2019 (None)

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

- 5. There were no written communications.
- 6. Staff Reports:
 - a. Superintendent's Report - 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 we are trying to maintain what we have, keeping the facilities clean and up to date. Logan asked about the water in the ditch at the football field. Haynes reported we had a leaking faucet by the softball field that Danny capped off about a week or so ago. Logan asked if the water was due to a leak or rain since water was not standing other places. Steve Moss reported it got dry enough in July he could mow there without getting stuck for the first time in years..
 - ii. Resignation Report - Haynes reported Middle School Computer Lab Assistant had submitted her resignation and Andrew Medlin has been reassigned to that position.
 - b. Opaal Director Nutrition Services, Report - Snow Wilson was not present to report.
 - c. No teacher was present to report.
 - d. Elementary Principal's Report - Elementary Principal Kevin Wade reported the students and Mrs. Dunn did a great job at the Veterans' Day assembly on Friday, progress reports go out tomorrow for the second quarter, Thanksgiving Break is next week, Mr. Brough and he are busy getting into the classrooms doing teacher observations for evaluations. Wade bragged on the staff about how they impressed him during his evaluation observations and how we are fortunate to have the staff that we have.
 - e. Middle School Principal's Report - Middle School Principal Jack Kelley reported how busy the calendar is with basketball starting, teachers' meeting tomorrow, and last science fair is Thursday.
 - i. Presentation of annual dropout report, for grades 7-8
 - f. High School Principal/Athletic Director's Report - High School Principal Rusty Barker reported band and choir went to Pitt State Homecoming Parade and placed third out of twelve schools which included several larger schools, the band and choir did a really good job at the Disabled Veterans' Hunt Flag Raising Ceremony in the rain, and did a really great job at the Veterans' Day Assembly. Barker reported the whole assembly was really good the Student Council did a really great job, the singing and playing was really good, and on the taps, she nailed it. Barker reported the Academic Team qualified for Area, the placed fourth in Regionals, last Saturday. The Area will be in January and Mr. McKibben is extremely excited. FCCLA just got back from Kentucky yesterday. Art Club did a really great job making spiders to hang up around the school for Halloween and they also did a really great job painting the logo on the football field. Football will be going to Hulbert for the second round playoff game this Friday. You can buy an online ticket for \$8.35 or pay \$7.00 at the gate unless you have a pass.
 - i. Presentation of annual dropout report, for grades 9-12 - Barker handed out his report to the Board before his oral report.
 - ii. Presentation of Annual Student College Remediation Report - Barker handed out his report to the Board before his oral report.
- 7. Motion by Logan, second by Bissell, to approve regular board meeting dates for calendar year 2019. (Attachment #17) Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Bruton-yes
- 8. Proposed executive session to discuss:
 - a. the employment of a new custodian so the Board can return to open session and vote to hire or not hire a new custodian 25 O.S. § 307(B)(1)

- b. discuss employing central office personnel, with no resulting vote to be made 25 O.S. § (307)(B)(1)
- 9. Motion by Johnston, second by Burkybile, to convene in executive session. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Bruton-yes Time: 6:46 p.m.
- 10. Board president Logan announced the end of executive session and the board's return to open session at 7:07 p.m.
- 11. 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 and the five Board members."
- 12. Motion by Johnston, second by Burkybile, to hire Guadalupe (Lupita) Carballo Rodriguez as a new custodian as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Bruton-yes
- 13. Motion by Burkybile, second by Johnston, to approve a \$100 stipend for all certified and support personnel as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Bruton-yes
- 14. There was no new business.
- 15. Motion by Johnston, second by Bissell, to approve adjournment. Vote: Logan-yes, Johnston-yes, Burkybile-yes, Bissell-yes, Bruton-yes Time: 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 9:00 p.m. on the 8th day of November, 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)



 Herb Logan, President-Board of Education



 Leslie Bissell, Member



 Jamie Johnston, Clerk



 Adam Bruton, Member

 Emily Burkybile, Deputy Clerk

Date: 12/10/2018



 Robin Smith, Minutes Clerk

Date: 12/10/2018

