

## MINUTES

**REGULAR MEETING  
COMMERCE BOARD OF EDUCATION  
DECEMBER 10, 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 Leslie Bissell and Adam Bruton. Emily Burkybile was absent. Superintendent Jim Haynes was also present.
2. Logan gave the invocation.
3. Logan welcomed and thanked the guest 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 November 12, 2018 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 warrants for FY 2018 encumbrances (Attachment #4) (Warrant 2998)
- e. Approval of the list of General Fund encumbrances for November payroll (Attachment #5) (P.O. 50001-50014, 50016-50110, 50112-50119, 50121-50124, 50127, 50129, 50131, 50133-50136)
- f. Approval of the list of General Fund warrants for November payroll (Attachment #6) (Warrant 827-1229)
- g. Approval of the list of General Fund encumbrances for November-December (Attachment #7) (P.O. 1, 10, 12, 19, 266, 278-279, 294, 301, 328, 339, 341, 350, 356, 363-372, 376-383, 385-398, 408, 417-418)
- h. Approval of the list of General Fund warrants for November-December bills (Attachment #8) (Warrant 1230-1311)
- i. Approval of the list of Cooperative Fund encumbrances for November payroll (Attachment #9) (P.O. 50000-50002)
- j. Approval of the list of Cooperative Fund warrants for November payroll (Attachment #10) (Warrant 14-20)
- k. Approval of the list of Building Fund encumbrances for November payroll (Attachment #11) (P.O. 50000-50001)
- l. Approval of the list of Building Fund warrants for November payroll (Attachment #12) (Warrant 57-68)
- m. Approval of the list of Building Fund warrants for November-December bills (Attachment #13) (None)
- n. Approval of the list of Building Bond Fund of 2016 warrants for FY 2018 encumbrances (Attachment #14) (Warrant 90)
- o. Approval of the additional list of substitute teachers for SY 2018-2019 (Attachment #15)
- p. Approval of the additional list of fundraisers for SY 2018-2019 (None)

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

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. He reported that the State Supreme Court has

ruled on the motor vehicle tax lawsuit and we will be receiving additional funds. Haynes reported we are looking at changes to the North Miami bus route after Christmas break due to bus tire damage. He also reported on the addition Chromebook cart at the elementary.

- i. Facilities Report - Haynes reported on the problems with the heaters in the high school gym, a water leak at the elementary school, and the addition of security cameras at all three sites. A discussion was also held about an indoor baseball practice facility. It was also mentioned about the need for a track first.
    - ii. There were no resignations to report.
  - b. Opa! 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 that the Christmas program is next Tuesday, Bright Futures meeting with Tim Osborn, and Mr. & Mrs. Brough, Jessica Smith maternity leave, and Carla Karsten will be filling in for her.
  - e. Middle School Principal's Report - Middle School Principal Jack Kelley reported on a student body food drive for the community, student body took up money totaling \$550.00 for Mattie Brown family following hip surgery. The collection of money was a contest and the winner gets a pizza party. Basketball is still going on, and band and choir Christmas concert on Monday. The Friday before Christmas will be movie day.
  - f. High School Principal/Athletic Director's Report - High School Principal/Athletic Director Rusty Barker was absent due to his attendance at the Welch Basketball Tournament. Haynes reported in his absence on the National Honor Society Remembrance Ceremony Wednesday at 6:00 pm and the band receiving first place at the Commerce Christmas Parade.
7. A discussion was held with no action taken on a request from Richard Schartz for payment for unused sick days due to lack of documentation indicating that he has actually retired.
8. Motion by Johnston, second by Bruton, to declare no longer needed for district purposes the items listed with Haynes selling the bus by sealed bid and the band uniforms to be used as deemed by the director.
  - a. 2001 65 passenger Freightliner School Bus (#6) VIN: 4UZ3CFAA81CH45561 with Thomas Built Body ID: 97065-9930138-10005
  - b. All old band uniforms
9. Motion by Logan, second by Johnston, to appoint Bissell 2019 OSSBA Legislative Liaison. Vote: Logan-yes, Johnston-yes, Bissell - yes, Bruton - yes, Burkybile - absent
10. Proposed executive session to discuss:
  - a. the evaluation of the Superintendent, with no resulting vote to be made 25 O.S. § (307)(B)(1)
  - b. discuss the employment of a new financial secretary so the Board can return to open session and vote to hire or not hire a financial secretary 25 O.S. § 307(B)(1)
  - c. the appointment of fall 2019 coaches with no resulting vote to be made 25 O.S. § (307)(B)(1).
11. Motion by Johnston, second by Bissell, to convene in executive session. Vote: Logan- yes, Johnston-yes, Bissell-yes, Bruton-yes, Burkybile-absent Time: 7:04 pm
12. Board president Logan announced the end of executive session and the board's return to open session at 7:59 pm.
13. 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, Mr. Haynes, and Mr. Moss."
14. Motion by Bissell, second by Bruton to hire Leanne Dorey as a new financial secretary as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Bissell-yes, Bruton-yes, Burkybile was absent.
15. There was no new business.

- 16. Motion by Johnston, second by Bissell to adjourn. Vote: Logan-yes, Johnston-yes, Bissell-yes, Bruton-yes, Burkybile-absent. Time: 8:01 pm

The agenda was posted on the inside of the front door (visible from outside the building) of the Board of Education building at 3:30 p.m. on the 7<sup>th</sup> day of December, 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

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 Emily Burkybile, Deputy Clerk

Date: 01/14/2019

  
 Robin Smith, Minutes Clerk

Date: 01/14/2019

