**Minutes of the Special Board Meeting of**

**The Chouteau-Mazie Board of Education**

**September 17, 2012**

**6:30 p.m.**

The Chouteau-Mazie Board of Education met in special session on Monday, September 17, 2012, 6:30 p.m. in the Board Room at the Administration Building, 521 N. McCracken, Chouteau Oklahoma. The original agenda for this special meeting was posted on Friday, September 14, 2012, by 10:54 a.m. by the doors of the Administration Building, 521 N. McCracken. Notice of the regular meeting was given in writing to the County Clerk of Mayes County, Oklahoma and public notice of the meeting was posted in prominent view at least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays, and legal holidays, all in compliance with the Oklahoma Open Meeting Act.

**Agenda Item I.** The meeting was called to order at 6:31 p.m. by Mrs. Wynema Potter, President. The following individuals were present: Mrs. Wynema, President; Mr. Lynn Hershberger, Vice President; Mr. James Grossman, Member, Mrs. Connie Holland, Member; Mr. Kenneth Mason, Superintendent; Amber Rice, Minutes Clerk; Guests

A quorum was established.

**Agenda Item II.** No public comments

**Agenda Item III.** Mr. Mason presented the financial status of the district, student transfers for FY13 and the district accreditation update.

**Agenda Item IV.** On the motion of Lynn Hershberger and seconded by James Grossman the board agreed to approve the following consent docket items with the exception of C & D being voted on separately. The motion carried with four votes cast as follows; Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes

1. Approved August 7th, 2012 special board meeting minutes.
2. Approved August 13, 2012 regular board meeting minutes
3. On the motion of James Grossman and seconded by Lynn Hershberger the board voted to approve the August 27, 2012 special board meeting minutes. The motion carried with three votes cast as follows; Ms. Potter, abstained; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
4. On the motion of James Grossman and seconded by Connie Holland the board voted to approve the September 6, 2012 special board meeting minutes. The motion carried with three votes cast as follows; Ms. Potter, yes; Mr. Hershberger, abstained; Mr. Grossman, yes; Ms. Holland, yes
5. Approved Financial statements, all warrants issued for payment, change orders and all purchase orders and activity fund balances.
6. Reserve warrants FY 2011-12 General Fund #'s 3097-3105

  General Fund # 11 FY 2012-13 Encumbrances #'s 130-178

   General Fund #11 FY 2012-13  Warrants #'s 47-315

   Building Fund #21 FY 2012-13 Encumbrances #'s 21-26

  Building Fund #21 FY 2012-13 Warrants #'s 8-16

  Child Nutrition Fund #22 FY 2012-13 Encumbrances #'s 12-16

    Child Nutrition Fund #22 FY 2012-13 Warrants #'s 9-32

   Building Fund Bond #33 FY2012-13 Warrant #2

1. Fundraiser: Band Mafia- sale of yard signs; proceeds to be used for Band trip to the Alamo bowl in 2013.
2. Fundraiser: Elementary Library- Titlewish, Follett Library Resources’ fundraising program, an online donation program, Book Fair; proceeds to be used for the purchase of new books and furniture for the library.

 **Agenda Item V.** **Current Business: Action Items**

1. On a motion of James Grossman and seconded by Connie Holland the board voted to approve Courtney Holeman as asst. cheer coach for the 2012-13 school year. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
2. On a motion of Lynn Hershberger and seconded by Connie Holland the board voted to amend extra duty amount for Jeff Kimball to be asst. HS football coach. Current stipend amount is $1000.00, change to $1500.00 to be in compliance with negotiated agreement. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
3. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve Larry Caton as adjunct teacher for one hour of Biology for school year 2012-13. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
4. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve Sommer Reider as adjunct teacher for one hour of Speech for school year 2012-13. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
5. On a motion of Lynn Hershberger and seconded by Connie Holland the board voted to approve an additional 30 minutes per day for Tina Morton to assist with bus duty; currently at 7 hours per day, would move to 7.5 hours per day. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
6. On a motion of Lynn Hershberger and seconded by Connie Holland the board voted to approve an additional 30 minutes per day for Lynne Ruffin to assist with bus duty; currently at 7 hours per day, would move to 7.5 hours per day. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
7. On a motion of Lynn Hershberger and seconded by Connie Holland the board voted to approve an additional 30 minutes per day for Linda Helms to assist with bus duty; currently at 7 hours per day, would move to 7.5 hours per day. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
8. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to classify personnel as exempt employees based on Fair Labor Standards Rules; salary will be equivalent to current contract pay for hourly wages. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes

 Personnel to list as exempt support employees:

1. Donnelly, John
2. Martin, Stacy
3. Owen, Gerry
4. Rice, Amber
5. Scott, Wes
6. Shanks, Debbie
7. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve transfer of activity funds from Concession acct. 836 to Football acct. 843 for working the concession stand; amount of $200.00. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
8. On a motion of James Grossman and seconded by Lynn Hershberger the board voted to approve transfer of activity funds from Concession acct. 836 to Boys’ Basketball acct. 844 for working the concession stand; amount of $200.00. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
9. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve transfer of activity funds from Concession acct. 836 to H.S. Cheerleading acct. 850 for working the concession stand; amount of $200.00. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
10. On a motion of James Grossman and seconded by Connie Holland the board voted to approve the fieldtrip for Pre-K and Kindergarten to the pumpkin patch in Porter. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
11. On a motion of Lynn Hershberger and seconded by Connie Holland the board voted to approve the fieldtrip for Multi-Handicap students to Frontier City in OKC on Oct. 14th. This day is designated specifically for disabled children. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
12. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve Title VII tutors at $30.00 per hour, 2 hours per week, see attachment A. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
13. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to table purchase of school vehicles with bond funds. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
14. On a motion of James Grossman and seconded by Lynn Hershberger the board voted to approve purchase of 36 inch exhaust fan with louvers and damper control motor for the gymnasium: total cost of $3350.00 to be paid out of QZAB fund. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
15. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve $3500.00 expenditure from QZAB fund to finish PTO project for school Marque. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
16. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve Mr. Mason to send letters of commitment by businesses to contribute to Chouteau-Mazie schools with the passing of the QZAB bond. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
17. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve projects such as floor machines in the amount of $8,413.00, signs for the Transportation building $1,432.00, bus barn $2,572.72 and locks for the bus barn in the amount of $1,223.00 utilizing QZAB bond funds. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
18. On a motion of Lynn Hershberger and seconded by Connie Holland the board voted to approve the Red Cross Cord Program for High School graduates. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
19. On a motion of Lynn Hershberger and seconded by Connie Holland the board voted to adopt a policy/program for Blood Borne Pathogens. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
20. On a motion of James Grossman and seconded by Lynn Hershberger the board voted to approve PPE program. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
21. On a motion of Lynn Hershberger and seconded by James Grossman the board voted to approve Estimate of Needs for the 2012-13 school year; Fiscal year 2013 as prepared by Kerry Patten, CPA. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes
22. On a motion of Lynn Hershberger and seconded by Connie Holland the board voted to adopt policy and regulations for school volunteers. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes

 **Agenda Item** **VI.** No new business

**Agenda Item VII.** On a motion of Lynn Hershberger and seconded by James Grossman the board voted to adjourn the meeting at 8:50 p.m. The motion carried with four votes cast as follows: Ms. Potter, yes; Mr. Hershberger, yes; Mr. Grossman, yes; Ms. Holland, yes

Submitted by

Amber Rice, Minutes Clerk

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 Board President Board Vice President

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 Board Clerk Board Member

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 Board Member