

**MINUTES  
REGULAR MEETING  
BISHOP BOARD OF EDUCATION  
July 23, 2019 – 12:00PM  
Library – Bishop Public School  
2204 SW Bishop Road, Lawton, Oklahoma**

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Elementary School District No. 49, Comanche County, Oklahoma will hold a **REGULAR** meeting on **July 23, 2019, at 12:00 o'clock p.m.**, at the Library, Bishop School, Bishop Public School, 2204 SW Bishop Road, Lawton, Oklahoma.

The Bishop Board of Education may discuss, make motions, vote to approve or disapprove, vote to table, adopt, reject, reaffirm, rescind, or take no action on any item on this agenda.

I. CALL TO ORDER AND ROLL CALL

**Present:** *Thresa Seabolt, Arlene Timbo, Willie Guest*  
**Absent:** *None*  
**Quorum:** *3*  
**Staff Present:** *Lori Baggett, Howard Hampton, Cindy Pennington, Christie Tugmon, Suzan Wait*  
**Others Present:** *Augelica Fleming*

II. HEARING OF CITIZENS

A. Any citizen who wishes to make a presentation to the board concerning any agenda item

*None*

B. Any citizen who would like to address the board concerning an item for future consideration

*None*

III. DISCUSS AND VOTE TO APPROVE OR DISAPPROVE THE MINUTES OF THE FOLLOWING MEETING OF THE BISHOP BOARD OF EDUCATION

A. June 10, 2019, Regular Meeting

**Motion:** *To approve the minutes of the June 10, 2019, Regular Meeting.*

**Motion made by:** *Mr. Guest*

**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

IV. REPORTS FROM SCHOOL PERSONNEL

A. Treasurer's Report

*Cyenthia Pennington presented the monthly treasurer's report.*

B. Superintendent’s Report

1. Child Internet Protection Act (CIPA) Statement

*Mr. Hampton stated that Bishop School District uses Lightspeed for technology protection. Lightspeed Software 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. Lightspeed may be disabled for adults engaged in bona fide research or other lawful purposes. Our policy includes monitoring the online activities of minors. Students are being educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Bishop School District’s Internet Safety Policy addresses all of CIPA’s requirements.*

2. Summer Improvements Update

*Mr. Hampton updated the board on the summer improvements.*

3. Child Nutrition Procurement Review

*Mr. Hampton presented the Child Nutrition Programs (CNP) Procurement Review Follow-Up Action. The letter stated that the corrective action documentation has closed the review and a follow-up visit will not be necessary.*

4. Acquired Land Update

*Mr. Hampton stated that Dr. Kelsey’s family notified the District that they will release the land to Bishop School in February, 2020.*

5. OSSBA / CCOSA Conference – August 23-25, 2019

*Mr. Hampton presented the OSSBA / CCOSA Conference flier to the school board members.*

V. DISCUSS AND VOTE TO APPROVE OR DISAPPROVE WARRANTS AND ENCUMBRANCES

A. Fiscal Year 2019

- |    |                         |  |
|----|-------------------------|--|
| 1. | General Fund            | #304-309   |
| 2. | General Fund Payroll    | #70146   |
| 3. | Building Fund           | None   |
| 4. | Child Nutrition         | None   |
| 5. | Child Nutrition Payroll | None   |
| 6. | Change Orders           | GF #22, 31, 56, 65, 223, 298, 303<br>GF Payroll #70036<br>BF - None<br>CN - None |

**Motion:** *To approve warrants and encumbrances as listed. [Item V.A.1-6]*

**Motion made by:** *Mr. Guest*

**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

B. Fiscal Year 2020

- |    |                      |                            |
|----|----------------------|----------------------------|
| 1. | General Fund         | #1-180                     |
| 2. | General Fund Payroll | #70004-70006, 70110, 70043 |

- 3. Building Fund None
- 4. Child Nutrition #1-7
- 5. Child Nutrition Payroll None

**Motion:** *To approve warrants and encumbrances as listed. [Item V.B.1-5]*

**Motion made by:** Mr. Guest  
**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

VI. REGULAR BUSINESS ITEMS TO BE BROUGHT BEFORE THE BISHOP BOARD OF EDUCATION

A. Discuss and vote to approve or disapprove Howard Hampton as Purchasing Agent (Up to \$12,500) for Bishop Public School, Authorized Representative for all Federal programs including E-Rate, Impact Aid (81-874) Representative 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 2019-2020 school year.

**Motion:** *To approve Howard Hampton as Purchasing Agent (Up to \$12,500) for Bishop Public School, Authorized Representative for all Federal programs including E-Rate, Impact Aid (81-874) Representative 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 2019-2020 school year.*

**Motion made by:** Mr. Guest  
**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

B. Discuss and vote to approve or disapprove authorizing Howard Hampton to sign all current fiscal year expenditure reports, disbursements, and cash receipts filed with the Oklahoma Department of Education (OSDE) for the purpose and objectives set forth in the terms and conditions of the federal award(s).

**Motion:** *To approve authorizing Howard Hampton to sign all current fiscal year expenditure reports, disbursements, and cash receipts filed with the Oklahoma Department of Education (OSDE) for the purpose and objectives set forth in the terms and conditions of the federal award(s).*

**Motion made by:** Mr. Guest  
**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

- C. Discuss and vote to designate Howard Hampton, Superintendent, as Residency Officer and AHERA Compliance Officer for the 2019-2020 school year.

**Motion:** *To approve designate Howard Hampton, Superintendent, as Residency Officer and AHERA Compliance Officer for the 2019-2020 school year.*

**Motion made by:** Mr. Guest  
**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

- D. Discuss and vote to approve or disapprove the following assignments for the 2019-2020 school year:

1. Jody Ingram as Deputy Minutes Clerk
2. Cyenthia Pennington as Treasurer
3. Suzan Wait as Deputy Board Clerk, Encumbrance Clerk and Minutes Clerk

**Motion:** *To approve Jody Ingram as Deputy Minutes Clerk; Cyenthia Pennington as Treasurer; and Suzan Wait as Deputy Board Clerk, Encumbrance Clerk and Minutes Clerk.*

**Motion made by:** Mr. Guest  
**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

- E. Discuss and vote to approve or disapprove the following contracts and service agreements for the 2019-2020 school year:

1. 4-D Lawn & Landscape Co. for Landscaping
2. ADPC for Financial Accounting Software
3. Advanced Pest and Termite Service for Pest Control Service
- 4.
5. Allied Health Research Laboratory for Employee Drug and Alcohol Testing
6. Barlow and Associates for Federal Programs
7. Bennett Office Equipment for Copier Lease
8. Center for Education Law for Legal Services
9. Comanche County Health Department for Employee Immunizations
10. Christina Murray for Occupational Therapy (OT) Services
11. Crossroads Youth and Family Services, Inc., for Children with Disabilities from Three to Four Years Old
12. Don & Kathy Janitorial Service for Classroom Cleaning
13. Educational Development & Instructional Team (EDIT) for Professional Development
14. Employee Evaluation Systems, Inc. for Teacher Evaluations
15. Gills Container Service for Non-hazardous Waste Collection Services
16. Kellogg Consulting, LLC for E-rate Consulting
17. Keystone Foodservice for Food Management Service
18. Lawton Public School for Special Education Services
19. Lifetouch for Photography Services
20. Municipal Accounting Systems for Student Information Software
21. Oklahoma Writing Project for Professional Development for Writing Coach

- 22. Pat’s Wash Tub for Mop, Rug and Towel Cleaning Services
- 23. School Based Services, PLLC., for Psychometric services
- 24. Sooner Fundraiser, Inc. for Fundraising Services
- 25. Sooner Security Service for Security and Fire Monitoring
- 26. United Systems Cabling, Inc. for Support of Technology

**Motion:** *To approve contracts and service agreements as listed. [Items VI.E.1-3 and VI.E.5-26]*

**Motion made by:** *Mr. Guest*

**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

- F. Discuss and vote to approve or disapprove a resolution that Bishop Public School joins with other school districts, which have formed the Oklahoma Schools Insurance Group (OSIG).

**Motion:** *To approve a resolution that Bishop Public School joins with other school districts, which have formed the Oklahoma Schools Insurance Group (OSIG).*

**Motion made by:** *Mr. Guest*

**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

- G. Discuss and vote to approve or disapprove the following policies, regulations and forms:
  - 1. District Policy: EN – Child Nutrition Health and Wellness and Physical Fitness Policy

**Motion:** *To approve District Policy: EN – Child Nutrition Health and Wellness and Physical Fitness Policy.*

**Motion made by:** *Mr. Guest*

**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

- H. Discuss and vote to approve Bishop Public School’s Paid Lunch Equity (PLE) Tool for the 2019-2020 school year.

**Motion:** *To approve Bishop Public School’s Paid Lunch Equity (PLE) Tool for the 2019-2020 school year.*

**Motion made by:** *Mr. Guest*

**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

- I. Discuss and vote to approve or disapprove a loan agreement between the Bishop General Fund and the Bishop Child Nutrition Fund for the 2019-2020 school year.

**Motion:** *To approve a loan agreement between the Bishop General Fund and the Bishop Child Nutrition Fund for the 2019-2020 school year.*

**Motion made by:** *Mr. Guest*  
**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

- J. Discuss and vote to approve or disapprove the following activity fund sub-accounts and activities (Revenue and Expenditures) for the 2019-2020 school year.
  1. Elementary Class Activity Fund
  2. Extended Day Activity Fund
  3. Faculty & Staff Activity Fund
  4. Library Activity Fund
  5. Petty Cash Activity Fund
  6. Sixth Grade Class Activity Fund

**Motion:** *To approve the following activity fund sub-accounts and activities (Revenue and Expenditures) for the 2019-2020 school year as listed. [Items VI.J.1-6]*

**Motion made by:** *Mr. Guest*  
**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

- K. Discuss and vote to approve or disapprove the activity fund transfers from the Extended Day Activity Fund to the Bishop General Fund for Extended Day Expenditures for the 2019-2020 school year.

**Motion:** *To approve the activity fund transfers from the Extended Day Activity Fund to the Bishop General Fund for Extended Day Expenditures for the 2019-2020 school year.*

**Motion made by:** *Mr. Guest*  
**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

- L. Discuss and vote to participate or not to participate in the State Treasurer’s CD Pool for the 2019-2020 school year.

**Motion:** *To participate in the State Treasurer’s CD Pool for the 2019-2020 school year.*

**Motion made by:** Mr. Guest

**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

- M. Discuss and vote to approve or disapprove sending School Board Members and Superintendent, at District expense, to OSSBA sponsored meetings / workshops during the 2019-2020 school year.

**Motion:** *To approve sending School Board Members and Superintendent, at District expense, to OSSBA / CCOSA sponsored meetings / workshops during the 2019-2020 school year.*

**Motion made by:** Mr. Guest

**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

- N. Discuss and vote to approve or disapprove sending Howard Hampton and Bishop School Board Members, at District expense, to the 2020 National School Board Annual Conference in Chicago, IL, on April 4-6, 2020.

**Motion:** *To approve sending Howard Hampton, Christie Tugmon and Bishop School Board Members, at District expense, to the 2020 National School Board Annual conference in Chicago, IL, on April 4-6, 2020.*

**Motion made by:** Mr. Guest

**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

VII. PERSONNEL

- A. Discuss and vote to approve or disapprove to pay Christy Mays \$1,000 for the 21<sup>st</sup> CCLC Grant Preparation Fee.

**Motion:** *To approve to pay Christy Mays \$1,000 for the 21<sup>st</sup> CCLC Grant Preparation Fee.*

**Motion made by:** Mr. Guest

**Motion seconded by:** Ms. Timbo

<b>Vote:</b>	<b>Seabolt</b>	<b>Yes</b>
	<b>Timbo</b>	<b>Yes</b>
	<b>Guest</b>	<b>Yes</b>

**Motion carried**

REGULAR MEETING MINUTES – JULY 23, 2019

- B. Discuss and vote to approve or disapprove a one-year medical leave of absence for Ginger Merrick for the 2019-2020 school year.

**Motion:** *To approve a one-year medical leave of absence for Ginger Merrick for the 2019-2020 school year.*

**Motion made by:** *Mr. Guest*

**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**

- C Discuss and vote to approve or disapprove the 2019-2020 Certified Salary Schedule.

**No action.**

- D. Discuss and vote to approve or disapprove compensation amounts for the 2019-2020 school year:

1.	Teaching Assistant Principal	Christie Tugmon	\$ 18,000.00 *
2.	Treasurer	Cindy Pennington	\$ 17,000.00
3.	Minutes Clerk	Suzan Wait	\$ 14,000.00
4.	Activity Fund Director	Jody Ingram	\$ 10,000.00
5.	MCASP Grant #1 Project Director	Lori Baggett	\$ 6,250.00
6.	MCASP Grant #2 Project Director	Megan Veldhuizen	\$ 6,250.00 *
7.	MCASP Grant #1 STEM Lab Assistant	Megan Veldhuizen	\$ 6,250.00 *
8.	Bus Driver	Howard Hampton	\$ 4,250.00
9.	Bus Driver	Jody Ingram	\$ 4,250.00
10.	Bus Driver	Terry Jolly	\$ 4,250.00
11.	Bus Driver	Jeanie Peters	\$ 4,250.00
12.	Bus Driver	Alisha Saufoi	\$ 4,250.00
13.	Bus Driver	Erica Tondre	\$ 4,250.00
14.	Testing / Alt. Ed. / G & T Coordinator	Jeanie Peters	\$ 4,000.00 *
15.	Extended Day Program Coordinator	Chisty Mays	\$ 4,000.00 *
16.	Chimaleers Coordinator	Brenda Chambers	\$ 1,000.00
17.	Reading Sufficiency Coordinator	Lori Baggett	\$ 1,000.00
18.	Title VI Program Coordinator	Lori Baggett	\$ 6,250.00 *
19.	Certified / Non-Certified Substitute		\$ 65.00 Per Day
20.	Math / Reading Tutor		\$ 22.50 Per Hour
21.	Activity Trip – Certified Supervision		\$ 17.00 Per Hour*
22.	Certified Extended Day Supervision		\$ 17.00 Per Hour*
23.	Certified Gymnasium Supervisor		\$ 17.00 Per Hour*
24.	Travel Reimbursement Rate		\$ 0.58 Per Mile *

\* *Denotes recommended changes for the 2019-2020 school year*

**Motion:** *To approve compensation amounts for the 2019-2020 school year.*

**Motion made by:** *Mr. Guest*

**Motion seconded by:** *Ms. Timbo*

<b>Vote:</b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

**Motion carried**



VIII. NEW BUSINESS

- A. Any item not listed on the Agenda that was not known or could not have been reasonably foreseen prior to the posting of the Agenda.

*None*

IX. VOTE TO ADJOURN

***Motion:*** *To adjourn. (The time was 12:39PM.)*

***Motion made by:*** *Mr. Guest*

***Motion seconded by:*** *Ms. Timbo*

<b><i>Vote:</i></b>	<i>Seabolt</i>	<i>Yes</i>
	<i>Timbo</i>	<i>Yes</i>
	<i>Guest</i>	<i>Yes</i>

***Motion carried***

Agenda and notice of this meeting were posted on the **22<sup>nd</sup> day of July, 2019 at 12:00PM** at the main entrance to Bishop School, Bishop Public School, 2204 SW Bishop Road, Lawton, OK. Notice of this meeting was given to the Comanche County Clerk on the **12<sup>th</sup> day of October, 2018**.

APPROVED THIS 9<sup>TH</sup> DAY OF SEPTEMBER, 2019.

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*Board President*

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*Board Vice-President*

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*Board Clerk*