

**MINUTES
REGULAR MEETING
BISHOP BOARD OF EDUCATION
JULY 12, 2004 - 7:00PM
LIBRARY
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 12, 2004, at 7:00 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: Dennis Hickerson, David Isham
Absent: Johnnie Scheid
Quorum: 2
Employees Present: Howard Hampton, Cindy Pennington, Suzan Wait, Mildred Kanins, Jeanie LeGay
Others Present: Bruce McDanel, Jeff Wegener, Gary Laird, Jr., Arthur Castillo, Cary Dehart

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 90% CONSTRUCTION DOCUMENTS FOR THE CLASSROOM ADDITION AND AUTHORIZE LWPB ARCHITECTS & PLANNER TO COMPLETE PLANS AND ISSUE TO CONTRACTORS FOR BIDDING.

Motion: To approve the 90% construction documents for the classroom addition and authorize LWPB Architects & Planners to complete plans and issue to contractors for bidding.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

IV. LEASE-PURCHASE FINANCING

- A. Discuss and vote to employ or not to employ Stephen H. McDonald & Associates, Inc. as Financial Advisor to assist the District in obtaining lease-purchase financing of equipment and other personal property.

Motion: To employ Stephen H. McDonald & Associates, Inc. as Financial Advisor to assist the District in obtaining lease-purchase financing of equipment and other personal property.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

- B. Discuss and vote to approve or disapprove a resolution approving the lease-purchase of equipment and other personal property, and authorizing the President and the Clerk of the Board of Education and the Superintendent of Bishop Public School to execute all necessary documents, including the Equipment Lease/Purchase Agreement.

Motion: To approve a resolution approving the lease-purchase of equipment and other personal property, and authorizing the President and the Clerk of the Board of Education and the Superintendent of Bishop Public School to execute all necessary documents, including the Equipment Lease/Purchase Agreement.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

- C. Discuss and vote to approve or disapprove the selection a preferred financier for the funding of the lease-purchase for the financing of equipment and other personal property under the lease-purchase authorized under the resolution approved by the Board in its regular meeting of July 12, 2004.

Motion: To approve RCB Bank of Pryor, Oklahoma, at 4.09103 as preferred financier for the funding of the lease-purchase for the financing of equipment and other personal property.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

V. DISCUSS AND VOTE TO APPROVE OR DISAPPROVE EMERGENCY TRANSFER REQUESTS

Motion: To approve emergency transfer requests.

Motion made by: Mr. Isham

Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

VI. DISCUSS AND VOTE TO APPROVE OR DISAPPROVE THE MINUTES OF THE FOLLOWING MEETINGS OF THE BISHOP BOARD OF EDUCATION

- A. May 10, 2004, Regular Meeting
- B. May 24, 2004, Special Meeting
- C. June 8, 2004, Special Meeting

Motion: To approve the minutes from May 10, 2004, Regular Meeting, May 24, 2004, Special Meeting, June 8, 2004, Special Meeting.

Motion made by: Mr. Isham

Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

VII. REPORTS FROM SCHOOL PERSONNEL

- A. Treasurer's Report

Cyenthia Pennington presented the monthly Treasurer's Report to the board.

- B. Superintendent's Report
 - 1. Capital Expenditures from the General Fund

Mr. Hampton explained that capital expenditures could not be made from the General Fund without prior approval from the State Board of Education. Mr. Hampton presented a letter sent to Dwight Bruss, SDE Capital Improvement Director, requesting permission to use \$50,000 from the General Fund for capital expenditures for the 2005 fiscal year.

- 2. Impact Aid Revenue Fiscal Year 2005

Mr. Hampton recommended that the Impact Aid Revenue for the Fiscal Year 2005 be deposited into the Building Fund for the construction of the classroom addition.

3. Certified Salary Scale

Mr. Hampton reported that the state minimum salary scale would increase over the next few years ending in the 2008-2009 school year. He recommended increases to the Bishop certified salary scale. Mr. Hampton said that he would have a proposed certified salary scale at the next board meeting.

4. Reading First Grant

Mr. Hampton presented a letter from Alisa Frank, Director, Reading First, stating that Bishop School had not been awarded a Reading First Grant.

5. 2004-2005 Classroom Assignments

Mr. Hampton reviewed the scores in reading and math for grades 3rd through 6th. He presented the 2004-2005 Classroom Assignment and recommended the following changes.

*Mrs. Lee – 4th Grade
Mrs. Penrod – 5th Grade*

Mr. Hampton stated that these changes would create a third 5th grade class.

6. Land Acquisition

Mr. Hampton reported that the Great Plains Improvement Foundation was interested in selling approximately 14 acres north of the school for \$150,000. Mr. Hampton also reported that there might be land available directly north of the school but he has not been able to make contact with the owner of the property to see if it is available for purchase.

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

Fiscal Year 2004

General Fund

- A. General Fund #281-282
- B. General Fund Payroll #70001,70002,70004-70011,70013-70019,70022,70025, 70026, 70028, 70029 70033, 70037-70039, 70104,70110, 70111, 70121,70128, 70742, 70837, 70919
- C. Child Nutrition Fund Payroll #80000, 80001
- D. Change Orders GF #23,172, 174, 230, 266, 262, 272

Motion: To approve warrants and encumbrances for fiscal year 2004 as listed: A. General Fund, B. General Fund Payroll, C. Child Nutrition Payroll, and D. Change Orders.

*Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson*

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

Fiscal Year 2005

- A. General Fund #1-157
- B. General Fund Payroll #70001-70005
- C. Child Nutrition Fund #1-24

Motion: To approve warrants and encumbrances for fiscal year 2005 as listed: A. General Fund, B. General Fund Payroll, and C. Child Nutrition Fund.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

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

A. Discuss and vote to designate Howard Hampton, Superintendent, as representative/agent for the 2004-2005 school year:

1. Federal Programs Director
2. Activity Fund Custodian
3. Cafeteria Fund Custodian
4. Impact Aid (81-874) Representative
5. Purchasing Agent for the District (Up to \$12,500)
6. Residency Officer
7. AHERA Compliance Officer

Motion: To designate Howard Hampton, Superintendent, as representative/agent for items IX.A.1-7 for the 2004-2005 school year.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

REGULAR MEETING MINUTES, JULY 12, 2004

B. Discuss and vote to approve or disapprove the following assignments for the 2004-2005 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. Isham*
Motion seconded by: *Mr. Hickerson*

Vote:	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

C. Discuss and vote to approve or disapprove compensation amounts for the 2004-2005 School Year:

1.	21 st CCLC Project Director	\$12,000.00
2.	Minutes Clerk	\$ 4,000.00
3.	Treasurer	\$ 4,000.00
4.	Teaching Assistant Principal	\$ 4,000.00
5.	Bus Driver	\$ 3,000.00
6.	Cafeteria Manager	\$ 1,200.00
7.	Gifted/Talented Coordinator	\$ 1,000.00
8.	Testing Coordinator	\$ 500.00
9.	Textbook Coordinator	\$ 250.00
10.	Professional Development Coordinator	\$ 250.00
11.	Certified/Non-Certified Substitute	\$ 52.00 per Day
12.	21 st CCLC Teacher	\$ 20.00 per Hour
13.	Travel reimbursement rate	\$ 0.375 per Mile

Motion: *To approve items IX.C.1-13 as listed.*

Motion made by: *Mr. Isham*
Motion seconded by: *Mr. Hickerson*

Vote:	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

D. Discuss and vote to approve or disapprove the following contracts and service agreements for the 2004-2005 school year:

1. ADPC for School Accounting Software
2. Allied Health Research Laboratory for Employee Drug and Alcohol Testing
3. Barlow and Associates for Federal Programs and Child Nutrition Management
4. Blunck Studios for School Pictures (Fall, Spring and Graduation)
5. Comanche County Memorial Hospital for Occupational Therapy/Physical Therapy
6. Cintas Corporation for Mop, Rug and Towel Cleaning Services
7. Kellogg Consulting, LLC for E-rate Consulting
8. Marie Detty Youth Services for Four-Year-Old Program
9. Municipal Accounting Systems for Student Information Software
10. Sooner Security Service for Security and Fire Monitoring
11. The Center for Educational Law, Inc. for Legal Services
12. United Systems Cabling, Inc. for Support of Technology

Motion: To approve contracts and service agreements for the 2004-2005 school year as listed: items IX.D.1-12

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

E. Discuss and vote to approve or disapprove the following activity fund sub-accounts and activities (Revenue and Expenditures) for the 2004-2005 school year:

1. Elementary Class Fund
2. Flower Fund
3. Library Activity Fund
4. Petty Cash Fund

Motion: To approve activity fund sub-accounts and activities as listed for the 2004-2005 school year: items IX.E.1-4.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

F. Review and vote to modify or not to modify the Child Nutrition Procurement Policy.

Motion: To make no changes to the Child Nutrition Procurement Policy.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

G. Discuss and vote to approve or disapprove the Child Nutrition Program Renewal Application/Agreement for the 2004-2005 school year.

Motion: To approve the Child Nutrition Program Renewal Application/Agreement for the 2004-2005 school year.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

H. Discuss and vote to approve or disapprove the following bids/quotes for the Child Nutrition Program:

1. Milk, Cheese and Dairy Products
2. Bread and Grain Products
3. Pizza

Motion: To award the Milk, Cheese, and Dairy Products bid to Hiland Dairy Products, and to award the Bread and Grain Products bid to Sara Lee, and to award the Pizza bid to Papa Louie's.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

- I. Discuss and vote to approve or disapprove to participate in a cooperative with Lawton Public Schools and authorize the payment of Bishop's district allocation of statewide Alternative Education Academy Program Funds to Lawton Public Schools.

Motion: To approve to participate in a cooperative with Lawton Public Schools and authorize the payment of Bishop's district allocation of statewide Alternative Education Academy Program Funds to Lawton Public Schools.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

- J. Discuss and vote to approve or disapprove the sanctioning of parent organization(s) for the 2004-2005 school year.

No Action Taken

- K. Discuss and vote to approve or disapprove sending Howard Hampton, Cindy Pennington and Suzan Wait, at District expense, to the Oklahoma State University Center for School Business Management Finance Classes.

Motion: To approve sending Howard Hampton, Cindy Pennington and Suzan Wait, at District expense, to the Oklahoma State University Center for School Business Management Finance Classes.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

- L. Discuss and vote to approve or disapprove sending School Board Members and Superintendent, at district expense, to OSSBA sponsored meetings/workshops during the 2004-2005 school year.

Motion: To approve sending School Board Members and Superintendent, at district expense, to OSSBA sponsored meetings/workshops during the 2004-2005 school year.

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

X. NEW BUSINESS

None

XI. VOTE TO ADJOURN

Motion: To adjourn. (The time was 9:05PM.)

Motion made by: Mr. Isham
Motion seconded by: Mr. Hickerson

<i>Vote:</i>	<i>Hickerson</i>	<i>Yes</i>
	<i>Scheid</i>	<i>Absent</i>
	<i>Isham</i>	<i>Yes</i>

Motion carried.

Agenda and notice of this meeting were posted on the 9th day of July 2004 at 4:30PM at the main entrance to Bishop School, Bishop Public School, 2204 SW Bishop Road, Lawton, Oklahoma. Notice of this meeting was given to the Comanche County Clerk on the 14th day of November 2003 at 10:34AM.

Posted By:

_____ Howard Hampton, Superintendent