

REGULAR MEETING MINUTES
RESCHEDULED
BISHOP BOARD OF EDUCATION
2204 SW BISHOP ROAD, LAWTON, OKLAHOMA
LIBRARY
JANUARY 20, 2004 AT 7:00PM

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, Johnnie Scheid**
Absent: **David Isham**
Quorum: **2**
Employees Present: **Howard Hampton, Cindy Pennington, Suzan Wait, Mildred Kanins, Jeanie LeGay, Donna Curtis, Janice Holloway**
Others Present: **Bruce McDanel**

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
1. Brent Erman, Parent

Mr. Hampton stated that Mr. Erman said he would not be in attendance.

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

A. December 16, 2003, Regular Meeting

No action was taken.

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

None

V. REPORTS FROM SCHOOL PERSONNEL

A. Treasurer's Report

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

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B. Superintendent's Report

1. Literacy First Phase IV School

Mr. Hampton presented a letter from the Oklahoma Commission for Teacher Preparation. The letter stated that Bishop School had been selected to be a Literacy First Phase IV School funded by the Oklahoma Commission for Teacher Preparation.

2. Oklahoma Energy Resources Board

Mr. Hampton presented a letter from Mindy Burney, Assistant Director for the Oklahoma Energy Resource Board. The letter thanked Bishop School for participating in the OERB's POWER Grant Campaign and stated that the school was receiving a check to purchase science materials. The amount of the grant is \$1010.

3. State Aid Comparison

Mr. Hampton presented to the board members the State Aid Comparison of July FY 2004 Allocation to January FY 2004 Allocation from the Oklahoma State Department of Education.

4. E-Rate Update

Mr. Hampton presented the E-Rate 2004-2005 Bid Packet. He said the school would receive an 80% discount on E-Rate eligible services for the 2004-2005 school year.

5. Professional Development

Mr. Hampton presented to the board the Summary of Yearly and Accumulated Professional Points, Professional Development Activities for the Summer 2004, and the tentative 2004-2005 Professional Development Schedule.

6. Preliminary Audit – January 12, 2004

Mr. Hampton presented the fund balances from the preliminary audit on January 12, 2004 from Dr. Charles Page, CPA, Inc.

7. Standard Testing and Engineering Company

Mr. Hampton reported that the Standard Testing and Engineering Company would begin testing on January 21, 2004. He stated that the cost would be \$5000 and would be paid from the Building Fund.

8. Smith, Roberts, Baldischwiler LLC - Surveying and Civil Engineering

Mr. Hampton reported that Smith, Roberts, Baldischwiler LLC - Surveying and Civil Engineering would do a topical survey of the land for approximately \$5000. He said that they would help draw the plans for the new storm drain.

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9. Maintenance Equipment

Mr. Hampton presented to the board members a quote from Kretchmar Distributing, Inc. for a 25HP Grasshopper mower that the school would be purchasing.

Mr. Hampton reported that the school had purchased a wet/dry vacuum and burnisher but would not purchase the heavy-duty scrubber until the end of the 2004 school year because of the expense.

10. Lawton Municipal Airport

Mr. Hampton gave members of the board the letter he sent to Barbara McNally, Lawton Municipal Airport, detailing the potential classroom addition.

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

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|----|-------------------------|--|
| A. | General Fund | #212-223 |
| B. | General Fund Payroll | #70047, 70902, 70906-70918 |
| C. | Building Fund | #2 |
| D. | Building Fund Payroll | None |
| E. | Child Nutrition Fund | None |
| F. | Child Nutrition Payroll | None |
| G. | Change Order Listing | GF #33, 74, 209 GF Payroll #70001,70002, 70004, 70005, 70008-70010, 70013-70016, 70018-70020, 70022, 70026-70027, 70029, 70033, 70036-70039, 70901, 70903-70905 CNF #5, 19 CNF Payroll #80000, 80002, 80005 |

Motion: To approve warrants and encumbrances as listed previously by Vice President, Dennis Hickerson. (General Fund #212-223; General Fund Payroll #70047, 70902, 70906-70918; Change Order Listing GF #33, 74, 209; GF Payroll #70001,70002, 70004, 70005, 70008-70010, 70013-70016, 70018-70020, 70022, 70026-70027, 70029, 70033, 70036-70039, 70901, 70903-70905; CNF #5, 19; CNF Payroll #80000, 80002, 80005)

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

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

Motion carried.

VII. PERSONNEL

- A. Discuss and vote to convene or not to convene in executive session.
(Executive sessions will be permitted... for the purpose of discussing employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of an employee.)
[Authorized by 25 O.S. §307 (B) (1)]

Items for discussion:

1. Resignation of Carolyn Zimmerman, Teacher Assistant
2. Resignation of Tracy McMillen, Teacher Assistant
3. Employing a Teacher Assistant
4. Employing a Reading Specialist

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Motion: To not convene in executive session.

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

Vote:

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| <i>Isham</i> | <i>Absent</i> |
| <i>Hickerson</i> | <i>Yes</i> |
| <i>Scheid</i> | <i>Yes</i> |

Motion carried.

B. Vote to return to Open Session

No action was taken.

C. Executive Session Minutes Compliance Statement

None

D. Discuss and vote to accept or not to accept the resignation of Carolyn Zimmerman, Teacher Assistant

Motion: To accept the resignation of Carolyn Zimmerman, Teacher Assistant.

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

Vote:

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| <i>Isham</i> | <i>Absent</i> |
| <i>Hickerson</i> | <i>Yes</i> |
| <i>Scheid</i> | <i>Yes</i> |

Motion carried.

E. Discuss and vote to accept or not to accept the resignation of Tracy McMillen, Teacher Assistant

Motion: To accept the resignation of Tracy McMillen, Teacher Assistant, effective February 9, 2004.

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

Vote:

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| <i>Isham</i> | <i>Absent</i> |
| <i>Hickerson</i> | <i>Yes</i> |
| <i>Scheid</i> | <i>Yes</i> |

Motion carried.

F. Discuss and vote to employ or not to employ Janice Holloway as a Teacher Assistant

Motion: To employ Janice Holloway as a Teacher Assistant.

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

Vote:

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| <i>Isham</i> | <i>Absent</i> |
| <i>Hickerson</i> | <i>Yes</i> |
| <i>Scheid</i> | <i>Yes</i> |

Motion carried.

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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 7:24PM.)

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

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

Motion carried.

Agenda and notice of this meeting were posted on the 16th day of January 2004 at 3:15PM. Notice of this meeting was given to the Comanche County Clerk on the 14th day of November 2003 at 10:34AM. Notice of the change of date for this regular meeting was given to the Comanche County Clerk on the 19th day of December 2003 at 11:15AM.

_____ Suzan Wait, Minutes Clerk