

**MINUTES
REGULAR MEETING
BISHOP BOARD OF EDUCATION
JULY 10, 2008 - 6:00PM
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 10, 2008, at 6:00 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, Arlene Timbo, Greg Seabolt
Absent: None
Quorum: 3
Staff Present: Howard Hampton, Cyenthia Pennington, Christie Tugmon, Suzan Wait
Others Present: Kristan Kelly

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. LEASE-PURCHASE FINANCING

A. Discuss and vote to approve or to disapprove the renewal of lease-purchase of a Classroom Building & Equipment for the fiscal year ending June 30, 2009 as required under the provisions of the Equipment Lease/Purchase Agreement dated July 12, 2004 between the District and Government Leasing Company.

Motion: To approve the renewal of the Lease-Purchase Agreement. (Item III.A)

Motion made by: Mr. Seabolt
Motion seconded by: Ms. Timbo

| | | |
|--------------|------------------|------------|
| <i>Vote:</i> | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

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

Motion: To approve the Emergency Transfer Requests.

Motion made by: Mr. Seabolt
Motion seconded by: Ms. Timbo

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| <i>Vote:</i> | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

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

A. June 9, 2008, Regular Meeting

Motion: *To approve the minutes of the June 9, 2008, Regular Meeting.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

Vote: *Hickerson* *Yes*

Timbo *Yes*

Seabolt *Yes*

Motion carried.

VI. REPORTS FROM SCHOOL PERSONNEL

A. Treasurer's Report

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

B. Superintendent's Report

1. Professional Development

Mr. Hampton presented the worksheet detailing the professional development for July 29-31, 2008 and August 6-7, 2008.

2. 21st Center Community Learning Centers (21st CCLC) Grant

Mr. Hampton reported that the school received a 21st Center Community Learning Centers (21st CCLC) Grant.

3. OSSBA/CCOSA Conference August 22-24, 2008

Mr. Hampton informed the board members of the OSSBA/CCOSA Conference to be held in Oklahoma City on August 22-24, 2008.

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

Fiscal Year 2008

General Fund

- A. General Fund #279-289
- B. General Fund Payroll #70125-70126, 70129-70130, 70311, 70316-70317, 80100-80105
- C. Building Fund #23-25
- D. Child Nutrition #45-52
- E. Child Nutrition Payroll #70200, 80100-80102
- F. Change Orders GF #60, 89, 136, 251, 271, 274
GFP #70007, 70012-70013, 70019, 70022-70024, 70026, 70029-70030, 70033, 70041, 70116, 70120,-70121, 70200, 70202-70203, 70205, 70208, 70211, 70212, 70303, 80030
CNF #1, 20, 33

Fiscal Year 2009

- A. General Fund #1-193
- B. General Fund Payroll #70001-70006, 70100-70107
- C. Building Fund #1-10
- D. Child Nutrition Fund #1-25
- E. Bond Fund #1

Motion: *To approve warrants and encumbrances for Fiscal Year 2008 A-F as listed and for Fiscal Year 2009 A-E as listed.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

VIII. 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)]

- 1. Items for discussion:
 - a. Employing an Elementary Teacher
 - b. Employing a Teacher Assistant
 - c. Employing a Cafeteria Worker

Motion: *To convene in executive session. (The time was 6:27PM.)*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

- B. Vote to return to Open Session.

Motion: *To return to open session. (The time was 6:36PM.)*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

C. Executive Session Minutes Compliance Statement

Mr. Seabolt stated that Mr. Hampton, Mr. Hickerson, Ms. Timbo, and Greg Seabolt were present in executive session. He said that Item VIII.A.1.a-c was considered. No board action was taken in executive session.

D. Discuss and vote to employ or not to employ the following teachers for the 2008-2009 school year on a temporary contract:

1. Michelle Churchwell, Elementary Teacher
2. Kristan Kelly, Elementary Teacher

Motion: *To employ Michelle Churchwell and Kristan Kelly as Elementary Teachers for the 2008-2009 school year on a temporary contract.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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|--------------|------------------|------------|
| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

E. Discuss and vote to employ or not to employ the following for the 2008-2009 school year

1. D'Aisha Allen, Cook
2. Pamela Hill, Cook
3. Jeseana Tordillos, Teacher Assistant

Motion: *To employ D'Aisha Allen and Pamela Hill as cooks and Jeseana Tordillos as a teacher's assistant for the 2008-2009 school year.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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|--------------|------------------|------------|
| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

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

A. Discuss and vote to approve or not to approve designating Howard Hampton, Superintendent, as representative/agent for the 2008-2009 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
8. ERATE

Motion: *To approve designating Howard Hampton, Superintendent, as representative / agent for the 2008-2009 for items 1-8. [Item IX.A.1-8]*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

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B. Discuss and vote to approve or disapprove the following assignments for the 2008-2009 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 assignments 1-3 for the 2008-2009 school year. [Item IX.B.1-3]*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

C. Discuss and vote to approve or disapprove compensation amounts for the 2008-2009 School Year:

| | | | |
|-----|--|--------------|----------|
| 1. | 21 st CCLC Project Director | \$ 12,000.00 | |
| 2. | Minutes Clerk | \$ 7,000.00 | |
| 3. | Treasurer | \$ 7,000.00 | |
| 4. | Teaching Assistant Principal | \$ 7,000.00 | |
| 5. | PIPS Coordinator | \$ 5,000.00 | |
| 6. | Bus Driver | \$ 3,250.00 | |
| 7. | Cafeteria Manager | \$ 4,000.00 | |
| 8. | Activity Fund Director | \$ 3,000.00 | |
| 9. | Gifted/Talented Coordinator | \$ 1,000.00 | |
| 10. | Testing Coordinator | \$ 1,000.00 | |
| 11. | Textbook Coordinator | \$ 500.00 | |
| 12. | Professional Development Coordinator | \$ 500.00 | |
| 13. | Certified/Non-Certified Substitute | \$ 60.00 | per Day |
| 14. | 21 st CCLC Teacher | \$ 20.00 | per Hour |
| 15. | Travel reimbursement rate | \$.585 | per Mile |

Motion: *To approve compensation amounts for the 2008-2009 school year. [Item IX.C.1-15]*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

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D. Discuss and vote to approve or disapprove the following contracts and service agreements for the 2008-2009 school year:

1. Advanced Pest Control for Pest Control Service
2. ADPC for School Accounting Software
3. Allied Health Research Laboratory for Employee Drug and Alcohol Testing
4. American Fidelity Assurance Company for 403(b) Administrative Services
5. Barlow and Associates for Federal Programs and Child Nutrition Management
6. Bennett Office Equipment and Supply
7. Crossroads Youth & Family Services, Inc. for Services to Children with Disabilities
Ages Three to Five
8. Digital Express for Photography Service
9. Dogs Against Drugs, Inc.
10. Great Plains Technology Center for Special Education Testing
11. IESI Northwest TX for Non-hazardous Waste Collection Service
12. Interquest Detection Canines of Oklahoma
13. Kellogg Consulting, LLC for E-rate Consulting
14. Municipal Accounting Systems for Student Information Software
15. Pat's Wash Tub for Mop, Rug and Towel Cleaning Services
16. Sooner Security Service for Security and Fire Monitoring
17. The Center for Educational Law, Inc. for Legal Services
18. United Systems Cabling, Inc. for Support of Technology

Note: The following contracts for 2008-2009 were approved at the April 14, 2008, Regular Board Meeting:

1. Linda Baily, Mathematics Consultant
2. Dr. Mary Howard, Reading Consultant
3. OT Works, Occupational Therapy Services

Motion: *To approve contracts and service agreements for the 2008-2009 school year. [Item IX.D.1-18]*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

E. 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 approve Hiland Dairy Foods' bid for milk and Papa John's Pizza bid for pizza.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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|--------------|------------------|------------|
| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

F. Discuss and vote to approve or disapprove the Child Nutrition Program Renewal Application / Agreement for the 2008-2009 school year.

Motion: *To approve the Child Nutrition Program Renewal Application / Agreement for the 2008-2009 school year.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

G. Discuss and vote to approve or disapprove a loan contract and agreement between the Bishop General Fund and the Bishop Child Nutrition Program for the 2008-2009 school year

Motion: *To approve a loan contract and agreement between Bishop General Fund and the Bishop Child Nutrition Program for the 2008-2009 school year.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

H. Discuss and vote to approve or disapprove the following activity fund sub-accounts and activities (Revenue and Expenditures) for the 2008-2009 school year:

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

Motion: *To approve the activity fund sub-accounts and activities (Revenue and Expenditures) for the 2008-2009 school year 1-4 as listed.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</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. Seabolt*

Motion seconded by: *Ms. Timbo*

| | | |
|--------------|------------------|------------|
| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

- J. Discuss and vote to approve or disapprove membership in the Oklahoma Public Schools unemployment compensation account (OPSUCA) for the 2008-2009 school year.

Motion: *To approve membership in the Oklahoma Public Schools unemployment compensation account (OPSUCA) for the 2008-2009 school year.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

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|--------------|------------------|------------|
| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

- K. Discuss and vote to approve or disapprove the sanctioning of parent organization(s) for the 2008-2009 school year.

No action taken.

- L. 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. Seabolt*

Motion seconded by: *Ms. Timbo*

| | | |
|--------------|------------------|------------|
| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

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 2008-2009 school year.

Motion: *To approve sending School Board Members and Superintendent, at district expense, to OSSBA sponsored meetings / workshops during the 2008-2009 school year.*

Motion made by: *Mr. Seabolt*

Motion seconded by: *Ms. Timbo*

| | | |
|--------------|------------------|------------|
| Vote: | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

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- N. Review the following policies:
1. District Policy: CG – Child Nutrition Program Procurement
 2. District Policy BJ – Internet Access and Acceptable Use Policy
 3. District Policy EQ – Indian Policies and Procedures

No action taken.

X. VOTE TO ADJOURN

Motion: To adjourn. (The time was 7:05PM.)

Motion made by: Mr. Seabolt

Motion seconded by: Ms. Timbo

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| <i>Vote:</i> | <i>Hickerson</i> | <i>Yes</i> |
| | <i>Timbo</i> | <i>Yes</i> |
| | <i>Seabolt</i> | <i>Yes</i> |

Motion carried.

Agenda and notice of this meeting were posted on the 9th day of July 2008 at 6:00PM 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 15th day of November 2007 at 3:46 PM.

Approved this 11th day of August 2008.

President

Vice-President

Clerk