

**MINUTES  
SPECIAL MEETING  
BISHOP BOARD OF EDUCATION  
July 3, 2020 – 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 **SPECIAL** meeting on **July 3, 2020, 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, Christy Mays, Cindy Pennington, Christie Tugmon, Suzan Wait*

**Others Present:** *None*

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, 2020, Special Meeting

*No action.*

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. Farmhouse Update

*Mr. Hampton reported that the yard area as well as along the barbed wire fence needed to be mowed. He suggested having the custodians weed eat around the house or getting a quote to have it mowed. Mr. Hampton discussed having the farmhouse roof done.*

3. 2020-2021 School Year Enrollment

**Mr. Hampton stated that the enrollment process would be online. He said that parents without internet access or a device would be able to come to the school and would be assisted by a staff member.**

4. 2020-2021 Return to Learn Options

**Mr. Hampton presented the two options for Bishop School’s Return to Learn; Option 1 – Traditional / Blended Learning “A”-“B” Model, and Option 2 – Virtual.**

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

A. Fiscal Year 2020

- |    |                         |   |
|----|-------------------------|---|
| 1. | General Fund            | #292-297  |
| 2. | General Fund Payroll    | #70142-70143  |
| 3. | Building Fund           | None  |
| 4. | Child Nutrition         | None  |
| 5. | Child Nutrition Payroll | None  |
| 6. | Change Orders           | GF #2, 86, 165, 284<br>GF Payroll #70002, 70004, 70013-70015, 70019, 70022-70023,70027,<br>70038-70039, 70041<br>BF - None<br>CN - #70001-70005 |

B. Fiscal Year 2021

- |    |                         |        |
|----|-------------------------|--------|
| 1. | General Fund            | #1-160 |
| 2. | General Fund Payroll    | #      |
| 3. | Building Fund           | None   |
| 4. | Child Nutrition         | #1-10  |
| 5. | Child Nutrition Payroll | None   |

**Motion:** *To approve Warrants and Encumbrances as listed. [Item V.A.1-6 & V.B.1-5]*

**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.**

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 2020-2021 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 2020-2021 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 2020-2021 school year.

**Motion:** *To approve the designation of Howard Hampton, Superintendent, as Residency Officer and AHERA Compliance Officer for the 2020-2021 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.**

SPECIAL MEETING MINUTES – JULY 3, 2020

- D. Discuss and vote to approve or disapprove the following assignments for the 2020-2021 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 the following assignments for the 2020-2021 school year as listed. [Item VI.D.1-3]*

**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.**

- E. Discuss and vote to approve or disapprove the following contracts and service agreements for the 2020-2021 school year:
1. Bennett Office Equipment for Copier Lease
  2. Center for Education Law for Legal Services
  3. Christina Murray for Occupational Therapy (OT) Services
  4. Communication Innovations, LLC. for Speech-Language Services
  5. Crossroads Youth and Family Services, Inc., for Children with Disabilities from Three to Four Years Old
  6. Don & Kathy Janitorial Service for Classroom Cleaning
  7. Employee Evaluation Systems, Inc. for Teacher Evaluations
  8. Kellogg Consulting, LLC for E-rate Consulting
  9. Keystone Foodservice for Food Management Service
  10. Lifetouch for Photography Services
  11. Municipal Accounting Systems for Student Information Software
  12. United Systems Cabling, Inc. for Support of Technology

*The contracts listed below were approved at the March 3, 2020, Regular Board Meeting.*

1. *Catapult Learning – Literacy First for Professional Development*
2. *Kagan Professional Development for Professional Development*

**Motion:** *To approve contracts and service agreements as listed. [VI.E.1-12]*

**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.**

SPECIAL MEETING MINUTES – JULY 3, 2020

- 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
  2. District Regulation: BB-R – Use of District Facilities

**Motion:** *To approve District Policy: EN – Child Nutrition Health and Wellness and Physical Fitness Policy and District Regulation: BB-R – Use of District Facilities.*

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

**Vote:**

|         |     |
|---------|-----|
| Seabolt | Yes |
| Timbo   | Yes |
| Guest   | Yes |

**Motion carried.**

- H. Discuss and vote to approve Bishop Public School’s Paid Lunch Equity (PLE) Tool for the 2020-2021 school year.

**Motion:** *To approve Bishop Public School’s Paid Lunch Equity (PLE) Tool for the 2020-2021 school year.*

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

**Vote:**

|         |     |
|---------|-----|
| Seabolt | Yes |
| Timbo   | Yes |
| Guest   | Yes |

**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 2020-2021 school year.

**Motion:** *To approve a loan agreement between the Bishop General Fund and the Bishop Child Nutrition Fund for the 2020-2021 school year.*

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

**Vote:**

|         |     |
|---------|-----|
| Seabolt | Yes |
| Timbo   | Yes |
| Guest   | Yes |

**Motion carried.**

- J. Discuss and vote to approve or disapprove the following activity fund sub-accounts and activities (Revenue and Expenditures) for the 2020-2021 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

**No action.**

SPECIAL MEETING MINUTES – JULY 3, 2020

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 2020-2021 school year.

**Motion:** *To approve activity fund transfers from the Extended Day Activity Fund to the Bishop General Fund for Extended Day Expenditures for the 2020-2021 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.**

L. Discuss and vote to participate or not to participate in the State Treasurer’s CD Pool for the 2020-2021 school year.

**Motion:** *To approve participation in the State Treasurer’s CD Pool for the 2020-2021 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 2020-2021 school year.

**Motion:** *To approve sending School Board Members and Superintendent, at District expense, to OSSBA sponsored meetings / workshops during the 2020-2021 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 2021 National School Board Annual Conference in New Orleans, LA, on April 10-12, 2021.

**Motion:** *To approve sending Howard Hampton and Bishop School Board Members, at District expense, to the 2021 National School Board Annual Conference in New Orleans, LA, on April 10-12, 2021.*

**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.**

- O. Discuss and vote to approve or disapprove Joel Kendall, Barlow and Associates for Federal Programs, for preparation and funding of the CARES Act Incentive Grant.

**Motion:** *To approve Joel Kendall, Barlow and Associates for Federal Programs, for the preparation and funding of the CARES Act Incentive Grant.*

**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.**

VII. PERSONNEL

- A. Discuss and vote to approve or disapprove the 2020-2021 Certified Salary Schedule.

**Motion:** *To approve the 2020-2021 Certified Salary Schedule.*

**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. Discuss and vote to approve or disapprove a One-Time Stipend to Staff for FY 2020.

**Motion:** *To approve a One-Time Stipend to Staff for FY2020.*

**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 resignation of Karri Landoll.

**Motion:** *To approve the resignation of Karri Landoll.*

**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.**

SPECIAL MEETING MINUTES – JULY 3, 2020

D. Discuss and vote to approve or disapprove compensation amounts for the 2020-2021 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     | \$ 7,000.00 *      |
| 6.  | Title VI Program Coordinator           | Lori Baggett     | \$ 7,000.00 *      |
| 7.  | MCASP Grant #2 Project Director        | Megan Veldhuizen | \$ 7,000.00 *      |
| 8.  | MCASP Grant #1 STEM Lab Assistant      | Megan Veldhuizen | \$ 7,000.00 *      |
| 9.  | Distance Learning Teacher              |                  | \$ 7,000.00 *      |
| 10. | Certified Academic Tutor               |                  | \$ 7,000.00 *      |
| 11. | Bus Driver                             | Howard Hampton   | \$ 4,500.00 *      |
| 12. | Bus Driver                             | Jody Ingram      | \$ 4,500.00 *      |
| 13. | Bus Driver                             | Terry Jolly      | \$ 4,500.00 *      |
| 14. | Bus Driver                             | Jeanie Peters    | \$ 4,500.00 *      |
| 15. | Bus Driver                             | Alisha Saufoi    | \$ 4,500.00 *      |
| 16. | Bus Driver                             | Erica Tondre     | \$ 4,500.00 *      |
| 17. | Testing / Alt. Ed. / G & T Coordinator | Jeanie Peters    | \$ 7,000.00 *      |
| 18. | Extended Day Program Coordinator       | Chisty Mays      | \$ 7,000.00 *      |
| 19. | Chimaleers Coordinator                 | Brenda Chambers  | \$ 2,000.00        |
| 20. | Reading Sufficiency Coordinator        | Lori Baggett     | \$ 2,000.00 *      |
| 21. | Certified / Non-Certified Substitute   |                  | \$ 75.00 Per Day   |
| 22. | Math / Reading Tutor                   |                  | \$ 22.50 Per Hour  |
| 23. | Activity Trip – Certified Supervision  |                  | \$ 17.00 Per Hour  |
| 24. | Certified Extended Day Supervision     |                  | \$ 17.00 Per Hour  |
| 25. | Certified Gymnasium Supervisor         |                  | \$ 17.00 Per Hour  |
| 26. | Travel Reimbursement Rate              |                  | \$ 57.5 Per Mile * |

\* Denotes recommended changes for the 2020-2021 school year

**Motion:** *To approve compensation amounts for the 2020-2021 school year as listed. [Item VII.D.1-26]*

**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.**

VIII. VOTE TO ADJOURN

**Motion:** *To adjourn. (The time was 12:48PM.)*

**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.**

Agenda and notice of this meeting were posted on the **1<sup>st</sup> day of July, 2020 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 **29<sup>th</sup> day of June, 2020.**

APPROVED THIS 13<sup>TH</sup> DAY OF AUGUST, 2020.

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*Board President*

*Board Vice-President*

*Board Clerk*