

September 14, 2009

## **BOARD AGENDA**

REGULAR BOARD MEETING

MIDWEST CITY-DEL CITY PUBLIC SCHOOLS

SEPTEMBER 14, 2009

7:00 P.M.

MID-DEL BOARD OF EDUCATION, BOARD ROOM

7217 S.E. 15<sup>TH</sup>

MIDWEST CITY, OK 73110

Following is a list of the business to be conducted by the Board of Education at the above mentioned meeting:

I. Opening Exercises

A. Call to Order and roll-call recording of members present and absent

B. Flag Salute

II. Consent Agenda:

All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:

A. Approval of agenda

B. Vote to approve minutes of the August 10, 2009, Regular Board Meeting.

C. Vote to approve Monthly Financial and Investment Report ending August 31, 2009:

1. Treasurer's Report and Investment Report
2. Warrant Registers
3. School Activity Fund Monthly Summary

D. Vote to approve School Activity Funds:

1. Transfers within banks
2. Addenda
3. Sanctioning

E. Vote to approve Blanket Position Salary Reserves Report for FY2009-2010.

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- F. Vote to approve updated financial statement for the 2008-09 school year as required by Oklahoma Statutes, Title 70 O.S. Supp. 2003, as amended; and Title 68 O.S. Supp. 2003, as amended.
- G. Vote to approve out-of-state or overnight travel requests:
1. Lee Womack Jr., Del City High School, attended the Navy NJROTC In-Service Training in Pensacola, FL, on July 6-10, 2009. Funding for expenses were approved at the May 11, 2009, Regular Board Meeting to be paid by Navy JROTC, Project Code 775. A funding revision is requested for expenses to be paid from Navy JROTC School Activity Account, Project Code 947. Confirmation
  2. Carl Albert High School Student Council to attend Student Council State Convention in Norman, OK, on November 7-9, 2009. Expenses to be paid by School Activity Funds – Student Council, Project Code 869, Sanctioned Organization Funds and personal funds. Lunch and dinner provided by Convention.
  3. Heather Kirkes, Child Nutrition, to attend the American Dietetic Association National Conference in Denver, CO, on October 16-20, 2009. Expenses to be paid by Mrs. Kirkes.
  4. Jackie Castleberry, Administration, to attend the Student Drug Testing Initiative TRG Meeting in Washington, D.C., on October 18-20, 2009. Expenses to be paid by Student Drug Testing Initiative.
  5. Midwest City High School DECA to attend the National Marketing Conference in New York City, NY, on December 2-6, 2009. Expenses to be paid as follows: Ms. Boland's expenses to be paid from CareerTech Program money, Project Code 412; Daryla Combs' expenses to be paid from School Activity Account, Project Code 942. Students will pay their own expenses.
  6. Midwest City High School DECA to travel to Dallas, TX, on November 24, 2009, to learn about sports and entertainment marketing and to tour the World Trade Center. Expenses to be paid from School Activity Funds - DECA, Project Code 942, personal funds, and donations.
  7. Midwest City High School boys' basketball team to play in the Holiday Basketball Tournament in Jefferson City, MO, on December 28-30, 2009. Expenses to be paid by Jefferson City's Booster Club, personal funds and donations.
  8. Linda Clark, Steed Elementary, to present Educational Research on Promoting Cultural & Global competencies at the International Teachers Convocation in Orlando, FL, on October 28-November 1, 2009. Hotel, registration, and travel to be paid for through UCO-KDP.
  9. Midwest City High School Key Club to attend the Six Flags Rally in Arlington, TX, on October 3, 2009. Expenses to be paid by School Activity Funds – Key Club, Project Code 916 and personal funds.

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10. Midwest City High School girls' basketball team to compete in the National Invitational Tournament in Springfield, Missouri, on December 27-31, 2009. Expenses to be paid as follows: Springfield Booster Club is providing hotel rooms and paying \$750.00 to help cover expenses, some expenses are being paid from School Activity Fund – Girls' Basketball, Project Code 865, and personal funds.
  11. Carl Albert High School Pom to compete in the North Texas Classic Pom and Dance Competition in Dallas, TX, on November 8, 2009. Expenses to be paid by Pom Booster Club.
  12. Jamie Butler, Midwest City High School Counselor, to attend the Oklahoma City Foundation Fall Workshop in Wichita, KS, on October 27-28, 2009. Expenses to be paid by the Oklahoma City Community Foundation.
  13. Marilyn Butler, Midwest City High School Teacher, to attend ACTE/NATFACS National Convention in Nashville, TN, on November 18-22, 2009. Expenses to be paid by FACS, Project Code 412.
  14. Renita Powers, Midwest City High School Teacher, to attend ACTE National Convention in Nashville, TN, on November 18-21, 2009. Expenses to be paid by FACS, Project Code 412.
  15. Del City High School DECA to attend the 2009 DECA New York Experience Conference in New York City, New York, on November 18-22, 2009. Expenses to be paid as follows: Fundraisers, Project Code 942, and personal funds. Teacher expenses to be paid from Career-Tech Funds, Project Code 412.
  16. Midwest City High School girls' basketball team to compete in the National Invitational Tournament in Ft. Smith, Arkansas, on December 9-12, 2009. Expenses to be paid as follows: Ft. Smith Booster Club is paying \$2000.00 to help cover some of the expenses, School Activity Account – Girls' Basketball, Project Code 865, and personal funds.
- H. Vote to approve 2009-10 District Gifted and/or Talented Advisory Committee.
- I. Vote to approve the sale of surplus buses and a 1971 Ford truck.
- J. Vote to approve blanket purchase orders in the amount of \$4,500.00 increments not to exceed \$25,000.00 to the vendor Classic Paper for Certified Foaming Hand Soap to be paid from General Fund, Project 055 Warehouse.
- K. Vote to approve blanket purchase orders in the amount of \$3,500.00 increments not to exceed \$25,000.00 from the vendor Classic Paper for trash can liners to be paid from General Fund, Project 055 Warehouse.
- L. Vote to approve Professional Development District Committee Members.

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III. Recognitions

- A. Eloise Blanton, Del City High School, selected as the Oklahoma Council for Social Studies' Secondary Teacher of the Year.
- B. 2009-10 Mid-Del Technology Center Student Leadership Team

IV. Information and Staff Reports

- A. Public Participation
- B. Superintendent's Report

V. Executive Session for the purpose of:

- A. Consideration and vote to convene in Executive Session to have confidential communications with legal counsel for the Board of Education regarding a pending claim by Union Pacific Railroad upon the advice of legal counsel that disclosure of the matter would seriously impair the ability of the Board of Education to process or resolve the claim, pursuant to 25 O.S. §307(B)(4).
  - 1. Vote to convene in Executive Session
  - 2. Vote to acknowledge the Board has returned from Executive Session
  - 3. Statement of minutes of Executive Session

VI. Action Items to Follow Executive Session:

- A. Discussion and possible action regarding a pending claim by Union Pacific Railroad.

VII. Vote to approve or not approve a Special Board Meeting to be held on Thursday, September 24, 2009, at 7:30 A.M., at the Mid-Del Board of Education Center in the Board Room, 7217 S.E. 15<sup>th</sup>, Midwest City, OK. – Mr. Scoggan

VIII. Vote to approve or not approve 2010 encumbrances. – Dr. Deering

IX. Vote to approve or not approve bids and requests to purchase – Dr. Deering

- A. Purchase and installation of Interactive Whiteboards and projectors for use in various programs at the Mid-Del Technology Center from SKC. Total cost will be \$95,962.60 to be paid from Mid-Del Technology Center Building Fund 23, Project Code 032.
- B. Purchase and installation of a new four color envelope printer and folding/inserting/sealing system from Image Works of Oklahoma for use in the Adult Ed Program at Mid-Del Technology Center. Total cost will be \$61,000.00 to be paid from Mid-Del Technology Center Building Fund 23, Project Code 032. Image Works of Oklahoma was the only vendor to return a bid.

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- C. Purchase and installation of a digital inkjet printer with sign cutting plotter from Image Works of Oklahoma for use in the Graphics Communications Program at Mid-Del Technology Center. Total cost will be \$31,689.00 to be paid from Mid-Del Technology Center Building Fund 23, Project Code 032. Image Works of Oklahoma was the only vendor to return a bid.
  
- X. Vote to approve or not approve sanctioning application with conditions for Del City High School Choral Boosters for 2009-10. – Dr. Deering
  
- XI. Vote to approve or not approve the 2009-10 Estimate of Needs and Financial Statement of the fiscal year 2008-09 for the Sinking Fund. – Dr. Deering
  
- XII. Vote to approve or not approve the following policy revision: – Dr. Deering  
C-25 Retention, Retrieval, Access and Litigation Hold of Records and Electronic Mail Transmissions ~~Electronic Storage and Retention~~
  
- XIII. Vote to approve or not approve the following policy revisions and new policies: – Dr. Hughes
  - I-8 Advanced Learning Program ~~Gifted Education~~
  - I-20 Proficiency Based Promotion (PBP)
  - I-24 Online Instruction ~~Internet Based Instruction~~
  - J-18 Student Expectations Guidelines
  - J-21 Physical Education
  - J-22 Student Clubs and Organizations
  
- XIV. Vote to approve or not approve the following policy revision: - Mr. Allen  
E-1A Medication: Administering to Students
  
- XV. Vote to approve or not approve Culinary Standards Company to process our commodity turkey for school year 2009-2010. Total cost is \$17,858.56 for 436 cases of finished products yielding a total serving per case of 175. – Mr. Ponce
  
- XVI. Maintenance
  - A. Vote to approve or not approve change orders and bids/requests to purchase for the Maintenance and Construction Department as follows: – Mr. Mitchell
    - 1. Recommend approval of Change Order #2 for Ridgecrest Elementary in the amount of \$2,050.00 to add signage, ceilings in gymnasium and change urinals to Mid-Del standards. This change order is to be paid from Bond Fund 31.
  
    - 2. Recommend approval of Change Order #2 for Midwest City High School for a total credit of \$3,593.70. This change order includes: deducting of \$8,910.00 for omission of track lighting in the art rooms and the adding of \$5,316.30 to include labor and materials for removal of vinyl wall covering, patch/float and make ready for paint; add wall mounted plug mold to west wall of each science room and add eight (8) 2 x 2 light fixtures in the science rooms. This change order is to be credited to Bond Fund 31.

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XVII. Personnel

A. Vote to approve or not approve all actions recommended in the Personnel Reports – Mr. Allen

1. Certified Personnel
2. Non-Certified Personnel
3. Child Nutrition
4. Transportation

B. Vote to approve or not approve a recommendation to recognize Andra Dunn as an Adjunct Instructor to teach drama at Highland Park Elementary – Mr. Allen

XVIII. New Business

Item(s) that could not have been foreseen or known about at the time the agenda was posted which need action at this board meeting.

XIX. Adjourn

This agenda was posted at the Board of Education Center, 7217 S.E. 15<sup>th</sup> Street, Midwest City, Oklahoma, on September 11, 2009, at 8:50 A.M., in accordance with the Open Meeting Law.

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Minute Clerk

Next Board Meeting scheduled for October 12, 2009 at 7:00 P.M.

**To: Mr. Bill Scoggan & Mid-Del Board of Education**  
**From: Steve Allen, Asst. Superintendent of Personnel**  
**Re: Certified Personnel Report**  
**Date: September 14, 2009**

**Based upon information provided by the appropriate supervisory personnel, the following actions are recommended.**

**Approve Temporary Employment**

<b>New Teachers</b>	<b>Site/Assignment</b>	<b>University</b>	<b>Degree/Exp.</b>	<b>Effective</b>
Adams, Ashleigh	Country Est./Elementary Ed.	UCO	BS/0	09/01/09
Carlson, Martin	CAMS/Math	OU	BS/0	2009/10
Duree, Sarah	Parkview/Elementary Ed.	SWOSU	BS/3	08/20/09
Eddy, Dana	Townsend/Elementary Ed.	UCO	BS/2	08/28/09
Grotheer, Lindsey	Country Estates/Elementary Ed.	OU	BS/0	08/27/09
McLeod, Natalie	East Side/KDGN	OU	BS/0	08/21/09
Price, David	West Side/Social Studies	OU	BS/0	2009/10
Rowland, Stacie	Tinker/Elementary Ed.	UCO	BS/0	2009/10
Schlecht, Andrew	MCHS/Psychology/Sociology	OSU	BS/0	2009/10
Thompson, Melissa	District Wide/Adv. Learning	Mid-Amer. Christian	BS/2	2009/10
Walk, Nicole	Traub/Elementary Ed.	OK Christian	BS/0	08/25/09

**Approve Temporary**

<b>Teachers Rehired</b>	<b>Site/Assignment</b>	<b>Effective</b>
Dillon, Daniel (R)	East Side/Elementary Ed.	2009/10

<b>Approve Adm. Change in Status</b>	<b>From - Site/Assignment</b>	<b>Sch/Step</b>	<b>To - Site/Assignment</b>	<b>Sch/Step</b>	<b>Effective</b>
Johnson, Heather	Admin./Parent Ed Facilitator	BS/0	Admin./Parent Ed Coordinator	ADCOOR/1	9/15/09

**Approve Request for Leave**

<b>Name</b>	<b>Site</b>	<b>FMLA/LOA</b>	<b>Effective</b>
Danner, Christine	Highland Park	FMLA	10/5/09-11/13/09
Evans, Dara	Epperly Heights	FMLA	8/06/09-9/30/09
Harris, Shelly	Midwest City HS	FMLA	8/27/09-9/23/09
Ohlheiser, Amy	Soldier Creek	FMLA	10/12/09-12/18/09
Williams, Bob	Jarman MS	FMLA	08/28/09-10/27/09

FMLA = Family Medical Leave Act  
 LOA – Leave of Absence

**Certified Personnel Report, Cont'd**

**Accept Resignations/Retirements and/or Resignation Agreements**

<b>Name</b>	<b>Site/Assignment</b>	<b>Effective</b>
Elam, Shelley	Schwartz/Elementary Ed.	09/18/09
Hebert, Mary	Special Svcs/Speech Path	08/12/09
Lorne, Floyd	MCHS/Psychology/Sociology	08/07/09
Mosher, Merlin A.	CAMS/Math	08/03/09

**Ret. = Retirement**                      **R.A. = Resignation Agreement**                      **Term. = Termination**



**To: Mr. Bill Scoggan & Mid-Del Board of Education**  
**From: Steve Allen, Asst. Superintendent - Personnel**  
**Re: Non-Certified Personnel Report**  
**Date: September 14, 2009**

NEW EMPLOYEES	SITE/ASSIGNMENT	REPLACE	SCH/STEP	EFFECTIVE
Brown, Rachel	Monroney MS/Teacher Asst.	Lynn German	Sch-BB/1	2009/2010
Good, Mark	Del City /SITE Tech	Karen Walls	Sch-H/1	08/11/09
Hymel, Meagan	Carl Albert HS/Paraprofessional	Added Position	Sch-JJ/1	08/24/09
Jones, Doug	Del City HS/Teacher Asst.	Nancy Fox	Sch-BB/1	2009/2010
Wilkes, Valery	Del City Elem/Pre-K Teacher Asst.	Karen Tribble	Sch-BB/1	2009/2010

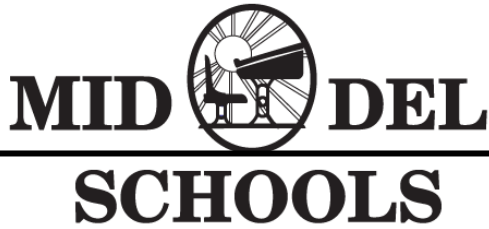
TRANSFERS & PROMOTIONS	FROM	SCH/STEP	TO	SCH/STEP	EFFECTIVE
Blue, Karen	Adm./Payroll Coordinator	NCINFC/9	Adm./Director of Payroll	NC Dir 1/9	07/01/09
Boyer, Stacey	Adm./Dir. of Public Relations	ADNCDR/4	Adm./Dir. of Public Relations	NCDGRD/5	07/01/09
Bryant, Cole	Maint./Appr. Elect.	Sch-W3/4	Maint./Jrny Elect.	Sch-Y/1	08/25/09
Burley, Bridgette	Kerr MS/T. Asst.	Sch-BB/1	Del City HS/T. Asst.	Sch-BB/1	2009/2010
Carlberg, Donna	Adm./NC Bus. Manager	ADNCDR/10	Adm./Director of Acct.	NCDGRD/11	07/01/09
Frazier, Barbara	CN/Payroll Spec.	Sch-B/10	Admin/Pers. Spec.	Sch-B/10	08/04/09
Gilliam, Anthony	Parkview/TA-Para	SchJJ/5	Jarman/TA-Para	Sch-JJ/5	2009/2010
Long, Kenneth	Maintenance/Carpenter	Sch-U/4	Maintenance/Carpenter	Sch-V/8	2009/2010
Murphy, Albert	WH/Asst. WH Spvsr	Sch-U/10	WH/Asst. WH Spvsr.	Sch-V/13	2009/2010
Woodard, Jacqueline	Adm./Executive Secretary	NCEXSB/5	Adm./Budget Supervisor	NCMTWS/1	07/01/09

**Approve Request for Leave**

Name	Site/Assignment	FMLA/LOA	Effective
Heath, Robert	Maintenance/Building & Grounds	FMLA	9/14/09-10/13/09

RESIGNATIONS/RETIREMENTS/ TERMINATIONS	SITE	POSITION	EFFECTIVE
Kiespert, Jason	Child Nutrition	Computer Supp. Tech	09/11/09
Simpson, Regenia (Ret.)	Child Nutrition	Secretary/Bookkeeper	10/01/09
Youngblood, Jessica	Del Crest MS	Teacher Asst.	09/07/09

**Ret. = Retirement**                      **R.A. = Resignation Agreement**                      **Term. = Termination**



**Bill Scoggan**  
**Superintendent**

607 West Rickenbacker • Midwest City, OK 73110  
 739-1611 • Fax (405) 739-1613

**Kevin Ponce**  
 Director  
 Child Nutrition Program

**TO: Mid-Del School Board of Education & Superintendent Bill Scoggan**  
**FROM: Kevin Ponce, Child Nutrition Director**  
**DATE: September 14, 2009**  
**RE: Personnel Report for Child Nutrition**

**NEW HIRES**

<u>EMPLOYEE</u>	<u>JOB SITE</u>	<u>POSITION</u>	<u>SCH - STEP</u>	<u>HRS</u>
<u>EFFECTIVE</u>				
None				

**PROMOTIONS/CHANGE**

<u>EMPLOYEE</u>	<u>JOB SITE</u>	<u>FROM</u>	<u>TO</u>	<u>SCH - STEP</u>
<u>EFFECTIVE</u>				

**RESIGNATIONS**

<u>EMPLOYEE</u>	<u>JOB SITE</u>	<u>POSITION</u>	<u>HRS</u>
<u>EFFECTIVE</u>			
Brown, Rachael 8/4/09	Tinker	Cafeteria Assistant	3.5
Savage, Jennifer 8/10/09	MCHS	Cafeteria Assistant	5.0

**TERMINATIONS**

<u>EMPLOYEE</u>	<u>JOB SITE</u>	<u>POSITION</u>	<u>HRS</u>
<u>EFFECTIVE</u>			

**RETIREMENT**

<u>EMPLOYEE</u>	<u>JOB SITE</u>	<u>POSITION</u>	<u>HRS</u>
<u>EFFECTIVE</u>			
None			

*Mission Statement*

*When the young people of Mid-Del enter our schools, they will be safe.  
 When they enter our classrooms, they will be challenged.  
 When they leave our schools, they will be ready.*

**TO:** Bill Scoggan, Superintendent and Members of the Board of Education  
**FROM:** Brent Clements, Director of Transportation  
**DATE:** September 14, 2009  
**SUBJECT:** Personnel Report

**NEW HIRE**

Holderman, Leanna	08/13/09	4Hr Driver
Fowlkes, Orlando	08/10/09	4Hr Driver
Thayer, Barbara	08/06/09	4Hr Driver
Wooten, Aris	08/13/09	4Hr Driver

**ASSIGNMENT CHANGE**

Birth, Connie	08/17/09	6HR Driver
Greenhoward, Mark	08/25/09	6HR Driver

**TERMINATION**

Fowlkes, Orlando	08/21/09	4HR Driver
Mitchem, Chris	08/21/09	4HR Driver

**RESIGNATION**

Bell, Janice	05/21/09	6HR Driver
Thompson, Rita	08/14/09	6HR Driver
Tucker, Kelley	05/21/09	4HR Driver
Wilson, Tonya	05/21/09	4HR Driver