

COMMERCE PUBLIC SCHOOLS

Regular Meeting Board of Education January 8, 2007

1. The Commerce Board of Education met in regular session, Monday, January 8, 2007 in the High School Library. Those present were Steve Hartman, Paula Tedlock, Jim Cossairt and Gene Langston Dan McMMain was absent. A quorum being established the meeting was called to order by Steve Hartman at 6:30 p.m.
2. Paula Tedlock gave the invocation.
3. Jean Lewis from Archambo & Mueggenborg, Inc. presented the annual independent audit for school year 2005-2006 to the Board of Education. She said auditing gets more and more involved because of the Enron scandal and what they are coming up with for us to do. This year Commerce had a really good audit. Lewis reviewed the management letter and said this is probably the best management letter the school has ever had. We have taken some things off that have been there for years.

Lewis suggested a better trail to follow the deposits in the activity fund.

Lewis said in the past the purchase orders were not put in the system before the invoices or costs occurred and this has been an issue for quite awhile. This year we found that the encumbrance clerk is entering the purchase order before the order has been placed as requested by state law. We commend the school personnel in this area.

Dan McMMain arrived at 6:41 p.m.

Lewis reviewed the balance sheet, special revenue fund which is a combination of the Child Nutrition fund and the Building Fund, the General Fund revenue and expenditures, Federal Programs and said over all Commerce had a very good audit.

Tedlock said she was very pleased with the improvements over the last year.

Lewis said she wanted to thank the school for letting them do the audit and said she would be glad to answer any questions the board might have.

Lewis said they have done a lot of work this year.

Steve said right now they had no questions.

4. Motion by Cossairt, second by Tedlock to approve the annual independent audit acknowledgement. Vote: Cossairt-yes, Tedlock-yes, McMMain-yes, Langston-yes, Hartman-yes.
5. Mr. Haynes said he has not prepared the letter of response to the audit report at this time.
6. Motion by Cossairt, second by Tedlock to approve item "a".
 - a. Minutes of the December 11, 2006, regular board meeting.
Vote: Cossairt-yes, Tedlock-yes, Langston-yes, Hartman-yes, McMMain-abstained.Motion by McMMain, second by Cossairt to approve items "b" thru "m" as presented.
 - b. Approval of the monthly financial report of activity funds. (Attachment #1)
 - c. Approval of the monthly treasurer's report. (Attachment #2)
 - d. Approval of the list of General Fund encumbrances and warrants for December payroll

- (\$398,560.39). (Attachment #3)
- e. Approval of the list of General Fund warrants and claims for January bills. (Attachment #4)
- f. Approval of the list of Co-op Fund encumbrances and warrants for December payroll (\$6,994.33). (Attachment #5)
- g. Approval of the list of Co-op Fund warrants and claims for January bills. (Attachment #6)
- h. Approval of the list of Building Fund warrants and claims for January bills. (Attachment #7)
- i. Approval of the list of Child Nutrition encumbrances and warrants for December payroll (\$19,264.17). (Attachment #8)
- j. Approval of the list of Child Nutrition warrants and claims for January bills. (Attachment #9)
- k. Approval of the additional list of fund raisers for SY 2006-2007. (Attachment #10)
- l. Approval of the additional list of substitute kitchen assistants for SY 2006-2007. (Attachment #11)
- m. Approval of the additional list of substitute teachers for SY 2006-2007. (Attachment #12)

Vote: McMain-yes, Cossairt-yes, Tedlock-yes, Langston-yes, Hartman-yes.

7. Hartman thanked the guests for attending the meeting. (Attachment #13).
8. No Public Communications.
9. No written communications.
10. Administrative Reports:
 - a. Superintendent Haynes reported on meeting with the City on the millings and still looking for funding sources to help with the clean up.
 - b. Elementary Principal Wade reviewed the calendar of events, the new software installed at the Elementary for calculating grades, grade cards go out tomorrow, dental hygiene program, accelerated reader award trip to Chunk E. Cheese, spelling bee on January 11th where we decide on our winner for our school that will go on for the district to participate in the Ottawa County Spelling Bee.
 - c. Middle School Principal Logan reported that grade cards will go out and instructions to parents on how to get on line to view students grades, Parent Teacher Conferences coming up, the gym floor was refinished over Christmas break.
 - d. High School Principal Buttram said a lot of students are failing because they have missed too many days so they will have to repeat some classes and get into the Alternative Ed. Program Mr. Buttram said he met with the new truancy officer and had a recent drug situation and had to suspend 2 students for the rest of the year.
 - e. Athletic Director Barker was at the ballgame.
11. Motion by McMain, second by Cossairt to approve resolution designating the Superintendent of Schools as the authorized representative of this school district for the purpose of completing and signing insurance applications, uninsured motorist election / rejection forms, submitting proof of loss forms and generally dealing with any and all insurance carriers providing insurance coverage to this school district. Vote: McMain-yes, Cossairt-yes, Tedlock-yes, Langston-yes, Hartman-yes.
12. A discussion was held regarding the Student Conduct Dress Code (Regulation) as it applies to "grill" jewelry. No action was taken.
13. No action was taken regarding future building plans of the district.
14. Proposed executive session to discuss:
 - a. the employment of a new special education paraprofessional for the middle school so the board can return to open session and vote to hire a new special education paraprofessional for the middle school. 25 O.S. § (307)(B)(1).
 - b. the tendered resignation of Audry Mask, high school cook, so the board can return to open session and vote to accept or not accept the tendered resignation of Audry Mask, high school cook. 25 O.S. § (307)(B)(1).

- c. the employment of a new high school cook so the board can return to open session and vote to hire or not hire a new high school cook. 25 O.S. § (307)(B)(1).
 - d. the purchase of real property. 25 O.S. § (307)(B)(3).
 - e. employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of an employee, with no resulting vote to be made. 25 O.S. § (307)(B)(1).
15. Motion by Tedlock, second by Cossairt to convene in executive session. Vote: Tedlock-yes, Cossairt-yes, McMMain-yes, Langston-yes, Hartman-yes. Time: 7:15 p.m.
 16. Motion by Cossairt, second by McMMain to acknowledge the board's return to open session. Vote: Cossairt-yes, McMMain-yes, Tedlock-yes, Langston-yes, Hartman-yes. Time: 7:59 p.m.
 17. Hartman said, "Only the items listed on the executive session agenda were discussed and no votes were taken. Those present in executive session were the five board members, Mr. Haynes, Mr. Wade, Mr. Brough, Mr. Buttram and Mr. Logan."
 18. Motion by McMMain, second by Tedlock to hire Tamara Morey as the new paraprofessional for the middle school as recommended by Mr. Logan and Mr. Haynes. Vote: McMMain-yes, Tedlock-yes, Cossairt-yes, Langston-yes, Hartman-yes.
 19. Motion by McMMain, second by Cossairt to accept the tendered resignation of Audry Mask, high school cook as recommended by Mr. Haynes. (Attachment #14). Vote: McMMain-yes, Cossairt-yes, Tedlock-yes, Langston-yes, Hartman-yes.
 20. Motion by Cossairt, second by Tedlock to hire Nancy Rathjen as the new high school cook as recommended by Linda Colver and Mr. Haynes. Vote: Cossairt-yes, Tedlock-yes, McMMain-yes, Langston-yes, Hartman-yes.
 21. No "New Business".
 22. Motion by Tedlock, second by Cossairt to adjourn. Vote: Tedlock-yes, Cossairt-yes, McMMain-yes, Langston-yes, Hartman-yes. Time: 8:00 p.m.

(ATTEST)



 President-Board of Education

 Deputy Clerk



 Vice-President



 Member

 Clerk

Date: 02/12/2007



 Minutes Clerk

Date: 02/12/2007

Seal