

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
AUGUST 13, 2012
6:30 P.M.
BOARD OF EDUCATION BUILDING
217 COMMERCE STREET
COMMERCE, OKLAHOMA**

1. President Gene Langston called the meeting to order at 6:30 p.m. Those present were Langston, Jim Cossairt, Kevin Reading, Kenny Smith, and Steve Hartman. Superintendent Jim Haynes was also present.
2. The invocation was given by Hartman.
3. Langston thanked the guests for attending. (Attachment #1)
4. There were no public communications.
5. Consent Agenda:

All of the following items, which concern reports and items of a routine nature normally approved at board meetings, 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. Minutes of the July 9, 2012, regular board meeting.
- b. Approval of the monthly financial report of activity funds. (Attachment #2)
- c. Approval of the monthly treasurer's report. (Attachment #3)
- d. Approval of the list of General Fund warrants for FY 2012 encumbrances. (Attachment #4)
- e. Approval of the list of General Fund encumbrances for July payroll. (Attachment #5)
- f. Approval of the list of General Fund warrants for July payroll (\$77,750.22). (Attachment #6)
- g. Approval of the list of General Fund encumbrances for July-August. (Attachment #7)
- h. Approval of the list of General Fund warrants for July-August bills. (Attachment #8)
- i. Approval of the list of Building Fund encumbrances for July-August. (None)
- j. Approval of the list of Building Fund warrants for July-August bills. (Attachment #9)
- k. Approval of the list of Child Nutrition Fund Encumbrances for July Payroll. (Attachment #10)
- l. Approval of the list of Child Nutrition Fund warrants for July payroll (\$166.22). (Attachment #11)
- m. Approval of the list of Child Nutrition Fund encumbrances for July-August. (Attachment #12)
- n. Approval of the list of Child Nutrition Fund warrants for July-August bills. (Attachment #13)
- o. Approval of the list of substitute teachers for SY 2012-2013. (Attachment #14)
- p. Approval of the list of substitute cooks for SY 2012-2013. (Attachment #15)
- q. Approval of the additional list of fundraisers for SY 2012-2013. (Attachment #16)

Motion by Cossairt, second by Reading, to approve consent agenda item "a" as recommended by Haynes. Vote: Cossairt-yes, Reading-yes, Smith-yes, Hartman-yes, Langston-abstained

Motion by Hartman, second by Smith, to approve consent agenda items "b-h" and "j-q" as recommended by Haynes. Vote: Hartman-yes, Smith-yes, Langston-yes, Cossairt-yes, and Reading-yes

6. Written communications:
 - a. Haynes presented a thank you note from Jim Buttram and The John Buttram Family for the plant sent by the board and administration upon the passing of Jim Buttram's father, John Buttram. (Attachment #17)
7. Administrator's Reports:
 - a. Superintendent Haynes present an updated Capital Improvement Summary to the board.
 - i. Haynes reported no further progress on the Mickey Mantle Statue Park project.
8. No action was taken since construction of a bleacher cover for the softball field was already under construction.
9. Motion by Hartman, second by Cossairt, to adopt a school-hours policy for school year 2012-2013 as recommended by Haynes. (Attachment #18) Vote: Hartman-yes, Cossairt-yes, Langston-yes, Reading-yes, Smith-yes
10. Motion by Cossairt, second by Reading, to appoint Angela Bachman, Trevor Brough, Andrea Bundy, Gary Davis, Daniel Eulitt, Jennifer Montoya, Amy Myers, and Tisha Nading to the Local Advisory Committee on Gifted Education as recommended by Haynes. (Attachment #19) Vote: Cossairt-yes, Reading-yes, Langston-yes, Smith-yes, Hartman-yes
11. Motion by Cossairt, second by Smith, to adopt Prohibiting Harassment, Intimidation and Bullying (Regulation) as recommended by Haynes. (Attachment #20) Vote: Cossairt-yes, Smith-yes, Langston-yes, Reading-yes, Hartman-yes
12. Motion by Cossairt, second by Hartman, to adopt Prohibiting Harassment, Intimidation and Bullying (Investigation Procedures) as recommended by Haynes. (Attachment #21) Vote: Cossairt-yes, Hartman-yes, Langston-yes, Reading-yes, Smith-yes
13. Motion by Reading, second by Smith, to adopt Harassment/Bullying Incident Report Form as recommended by Haynes. (Attachment #22) Vote: Reading-yes, Smith-yes, Langston-yes, Cossairt-yes, Hartman-yes
14. Motion by Cossairt, second by Hartman, to adopt a revised Online Instruction Policy as recommended by Haynes. (Attachment #23) Vote: Cossairt-yes, Hartman-yes, Langston-yes, Reading-yes, Smith-yes
15. Proposed executive session to discuss:
 - a. the employment of a new kindergarten teacher's assistant so that the board can return to open session and vote to employ or not employ a new kindergarten teacher's assistant. 25 O.S. § (307)(B)(1).
 - b. the tendered resignation due to retirement of elementary custodian P.J. Miller effective October 25, 2012 so that the board can return to open session and vote to accept or not accept the tendered resignation due to retirement of elementary custodian P.J. Miller effective October 25, 2012. 25 O.S. § (307)(B)(1).
 - c. the termination of high school custodian Kimberly Edwards so that the board can return to open session and vote to terminate or not terminate the employment of high school custodian Kimberly Edwards. 25 O.S. § (307)(B)(1).
 - d. the tendered resignation of high school science teacher Kim McLain so that the board can return to open session and vote to accept or not accept the tendered resignation of high school science teacher Kim McLain. 25 O.S. § (307)(B)(1).
 - e. the employment of a new high school science teacher on a temporary contract so that the board can return to open session and vote to employ or not employ a new high school science teacher on a temporary contract. 25 O.S. § (307)(B)(1).
 - f. the employment of a new temporary high school custodian so that the board can return to open session and vote to employ or not employ a new temporary high school custodian. 25 O.S. § (307)(B)(1).

- g. 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).
16. Motion by Cossairt, second by Reading, to convene in executive session. Vote: Cossairt-yes, Reading-yes, Langston-yes, Smith-yes, Hartman-yes Time: 6:53 p.m.
 17. Board president Langston announced the end of executive session and the board's return to open session at 7:43 p.m.
 18. Langston announced, "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, and Danny Knight."
 7. Administrator's Reports: (Note: Principals arrived late due to open houses.)
 - b. Elementary Principal Kevin Wade advised they had open house this evening and there was a great turnout. He figured that around 80% of his parents attended. He informed the board that the enrollment at the elementary is standing at 470 at this time and that they are ready for school to start.
 - c. Middle School Principal Jack Kelley advised they had open house this evening and that around 70% of his parents attended and that they were ready for school to start. As of this date there is an enrollment of 206. He informed the board that softball started this evening and that they won the game. Also, the inside walk-in freezer has gone out in the kitchen.
 - d. High School Principal Jim Buttram advised they had open house this evening and that they had a good turnout. He advised that 60 freshmen and parents attended the freshmen orientation session. At this time there are 230 enrolled at the high school.
 - e. Athletic director Rusty Barker was not in attendance.
 19. There were no resignations tendered since the posting of the Agenda.
 20. Motion by Hartman, second by Smith, to employ Jennifer Pugh as a new kindergarten teacher's assistant as recommended by Haynes. Vote: Hartman-yes, Smith-yes, Langston-yes, Cossairt-yes, Reading-yes
 21. Motion Cossairt, second by Langston, to accept the tendered resignation due to retirement of elementary custodian P.J. Miller effective October 25, 2012 as recommended by Haynes. (Attachment #24) Vote: Cossairt-yes, Langston-yes, Reading-yes, Smith-yes, Hartman-yes
 22. Motion by Langston, second by Smith, to table as recommended by Haynes the termination of employment of high school custodian Kimberly Edwards. Vote: Langston-yes, Smith-yes, Cossairt-yes, Reading-yes, Hartman-yes
 23. No action was taken on the acceptance of the tendered resignation of high school science teacher Kim McLain because she withdrew her resignation since the posting of the agenda.
 24. No action was taken on the employment of a new high school science teacher on a temporary contract.
 25. Motion by Hartman, second by Smith, to employ Karla Forrester as a new temporary high school custodian as recommended by Haynes. Vote: Hartman-yes, Smith-yes, Langston-yes, Cossairt-yes, Reading-yes
 26. There was no new business.
 27. Motion by Hartman, second by Cossairt, to adjourn. Vote: Hartman-yes, Cossairt-yes, Langston-yes, Reading-yes, Smith-yes Time: 8:06 p.m.

August 13, 2012

The agenda was posted on the inside of the front door (visible from outside the building) of the Board of Education building at 3:30 p.m. on the 10th day of August, 2012 by Jim Haynes, Superintendent of Schools and notice of this regular meeting was given to the Ottawa County Clerk prior to December 15, 2011 by Jim Haynes, Superintendent of Schools.

(ATTEST)

President-Board of Education

James McCaskey
Vice-President

Karin Brady
Clerk

Irish Price
Minutes Clerk

Kenny Smith
Deputy Clerk

Jim Haynes
Member

Date: 09/10/2012

Date: 9-10-12

