

## MINUTES

**REGULAR MEETING  
COMMERCE BOARD OF EDUCATION  
NOVEMBER 12, 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. Scott Vrooman from TriArch Architecture made a presentation to the board on architectural services and their Pass Your Bond campaign services.
4. No action was taken on TriArch Architecture's presentation. The Building Committee will get with them at a later date.
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 October 8, 2012 regular board meeting.
- 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 warrants for FY 2012 encumbrances. (Attachment #3)
- e. Approval of the list of General Fund encumbrances for October payroll. (Attachment #4)
- f. Approval of the list of General Fund warrants for October payroll (\$446,603.95). (Attachment #5)
- g. Approval of the list of General Fund encumbrances for October-November. (Attachment #6)
- h. Approval of the list of General Fund warrants for October-November bills. (Attachment #7)
- i. Approval of the list of Cooperative Fund encumbrances for October payroll. (Attachment #8)
- j. Approval of the list of Cooperative Fund warrants for October payroll (\$1,242.57). (Attachment #9)
- k. Approval of the list of Building Fund encumbrances for October-November. (None)
- l. Approval of the list of Building Fund warrants for October-November bills. (Attachment #10)
- m. Approval of the list of Child Nutrition Fund encumbrances for October payroll. (Attachment #11)
- n. Approval of the list of Child Nutrition Fund warrants for October payroll (\$21,750.57). (Attachment #12)
- o. Approval of the list of Child Nutrition Fund encumbrances for October-November. (Attachment #13)
- p. Approval of the list of Child Nutrition Fund warrants for October-November bills. (Attachment #14)
- q. Approval of the additional list of substitute teachers for SY 2012-2013. (Attachment #15)
- r. Approval of the additional list of fundraisers for SY 2012-2013. (None)

Motion by Cossairt, second by Reading, to approve consent agenda items “a” – “j” and “l” – “q” as recommended by Haynes. Vote: Cossairt-yes, Reading-yes, Langston-yes, Smith-yes, Hartman-yes

6. Langston welcomed and thanked the guests for attending. (Attachment #16)
7. There were no public communications.
8. Written communications
  - a. Haynes presented a letter to the board from ACT recognizing Commerce High School as a “2012 College Readiness Award” winner.
  - b. Haynes presented the A-F Report Cards for our three schools.
  - c. Haynes presented an informational pamphlet on OSSBA’s Whole Board Development program to the board.
9. Administrative Reports:
  - a. Superintendent’s Report
    - i. Haynes had nothing further to report on the Mickey Mantle Statue Park progress.
    - ii. Haynes reported on the need to expand the Buildings Committee and confirm its members. It was decided to hold a Buildings Committee meeting on November 26, 2012 at 6:30 p.m.
  - b. Elementary Principal Kevin Wade reported they had their Veteran’s assembly today, Pre-K went to the Springfield Zoo and that December 18 will be the Christmas program at the NEO Auditorium. The semester ends on December 21.
  - c. Middle School Principal's Report
    - i. Middle School Principal Jack Kelley presented the annual dropout report, for grades 7-8. Mr. Kelley reported that the middle school did not have any dropouts. Mr. Kelley reported that he had a basketball game going on. The middle school was going to have their Veteran’s assembly on November 9, Wednesday progress reports go out.
  - d. High School Principal's Report
    - i. High School Principal Jim Buttram presented the annual dropout report, for grades 9-12. Mr. Buttram reported that the high school did not have any dropouts. Mr. Buttram reported the counselor, teachers, and students are working hard on ACT testing.
    - ii. High School Counselor and District Testing Coordinator Jennifer Buttram presented information on college readiness and the Annual Student College Remediation Report
    - iii. High School Counselor and District Testing Coordinator Jennifer Buttram presented a longitudinal analysis of testing program.
  - e. Athletic Director Rusty Barker was not present as he was supervising at the ballgame. Mr. Buttram handed out schedules on his behalf.
10. Motion by Hartman, second by Smith, to approve resolution regarding sequestration as recommended by Haynes. (Attachment #17) Vote: Hartman-yes, Smith-yes, Langston-yes, Cossairt-yes, Reading-yes
11. Motion by Reading, second by Cossairt, to approve resolutions calling for the 2013 Annual School Election as recommended by Haynes. (Attachment #18) Vote: Reading-yes, Cossairt-yes, Langston-yes, Smith-yes, Hartman-yes

12. Motion by Cossairt, second by Reading, to approve or not approve regular board meeting dates for calendar year 2013 as recommended by Haynes. (Attachment #19) Vote: Cossairt-yes, Reading-yes, Langston-yes, Smith-yes, Hartman-yes
13. Motion by Cossairt, second by Hartman, to approve Request for Approval of State Aid and/or Federal Fund for Schools Cooperative Fund as recommended by Haynes. (\$19,789.09) (Attachment #20) Vote: Cossairt-yes, Hartman-yes, Langston-yes, Reading-yes, Smith-yes
14. Motion by Reading, second by Cossairt, to purchase two new buses as recommended by Haynes. (Attachment #21) Vote: Reading-yes, Cossairt-yes, Langston-yes, Smith-yes, Hartman-yes
15. No action was taken on the following capital improvement projects.
  - a. Installation of fencing at Commerce Middle School.
  - b. Repair of high school track.
  - c. Installation of bleacher covers at the baseball field.
  - d. Paving of parking area west of the Middle School.
16. Motion by Cossairt, second by Reading, to approve establishing a new activity fund subaccount for the Alexander Elementary School to track grant funds from Tank Connection as recommended by Haynes. Vote: Cossairt-yes, Reading-yes, Langston-yes, Smith-yes, Hartman-yes
17. Motion by Reading, second by Hartman, to approve required 403(b) Plan update for HEART Act as recommended by Haynes. (Attachment #22) Vote: Reading-yes, Hartman-yes, Langston-yes, Cossairt-yes, Smith-yes
18. Motion by Hartman, second by Cossairt to approve one or more board member(s) to attend the following OSSBA Workshops as recommended by Haynes:
  - a. School Law Workshop, which will be held Friday, November 30, 2012 at the Moore Norman Technology Center, South Penn Campus in Oklahoma City.
  - b. Legislative Liaison Workshop (For Legislative Liaison Board Members Only) , which will be held Friday, November 30, 2012 at the Moore Norman Technology Center, South Penn Campus in Oklahoma City.
  - c. 3<sup>rd</sup> Annual OPSUCA Workshop, which will be held Thursday, December 6, 2012 at the Francis Tuttle Technology Center, Portland Campus in Oklahoma City and Thursday, December 13, 2012 at the Tulsa Technology Center, HSC in Tulsa.

Vote: Hartman-yes, Cossairt-yes, Langston-yes, Reading-yes, Smith-yes

19. Proposed executive session to discuss:
  - a. the tendered resignation of Justin White, middle school bi-lingual teacher's assistant, so that the board can return to open session and vote to accept or not accept the tendered resignation of Justin White, middle school bi-lingual teacher's assistant. 25 O.S. § (307)(B)(1).
  - b. the employment of a new elementary custodian so the board can return to open session and vote to hire or not hire a new elementary custodian. 25 O.S. § (307)(B)(1).
  - c. 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).

- 20. Motion by Cossairt, second by Reading, to convene in executive session. Vote: Cossairt-yes, Reading-yes, Langston-yes, Smith-yes, Hartman-yes Time: 8:43 p.m.
- 21. Board president Langston announced end of executive session and the board's return to open session at 9:31 p.m.
- 22. 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, Mr. Buttram, Mr. Kelley, Mr. Wade, and Mr. Brough."
- 23. Motion by Hartman, second by Cossairt, to accept the tendered resignation of Justin White, middle school bi-lingual teacher's assistant as recommended by Haynes. (Attachment #23) Vote: Hartman-yes, Cossairt-yes, Langston-yes, Reading-yes, Smith-yes
- 24. Motion by Reading, second by Cossairt, to hire Stephen Moore as a new elementary custodian as recommended by Haynes. Vote: Reading-yes, Cossairt-yes, Langston-yes, Smith-yes, Hartman-yes
- 25. There were no resignations tendered since the posting of the Agenda.
- 26. Motion by Reading, second by Cossairt, to approve a \$250 stipend for certified and/or support personnel as recommended by Haynes. Vote: Reading-yes, Cossairt-yes, Langston-yes, Smith-yes, Hartman-yes
- 27. There was no new business.
- 28. Motion by Cossairt, second by Hartman, to approve adjournment. Vote: Cossairt-yes, Hartman-yes, Langston-yes, Reading-yes, Smith-yes Time: 9:34 p.m.

The agenda was posted on the inside of the front door (visible from outside the building) of the Board of Education building at 3:00 p.m. on the 8<sup>th</sup> day of November, 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)

*Gene Langston*  
President-Board of Education

*Kenny Smith*  
Deputy Clerk

*James M. Cossairt*  
Vice-President

*John Smith*  
Member

*Laurin Beachy*  
Clerk

Date: 1-14-13

*Trish Driess*  
Minutes Clerk

Date: 1-14-13

