

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
APRIL 8, 2013
6:30 P.M.
BOARD OF EDUCATION BUILDING
217 COMMERCE STREET
COMMERCE, OKLAHOMA**

(Note: The board may discuss, vote to approve, vote to not approve, vote to table, or decide not to discuss any item on the agenda.)

1. President Jim Cossairt called the meeting to order at 6:31 p.m. Those present were Cossairt, Kevin Reading, Kenny Smith, Misty Hailey, and Herb Logan. Superintendent Jim Haynes was also present.
2. The invocation was given by Reading.
3. Cossairt welcomed and 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 March 11, 2013, 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 encumbrances for March payroll. (Attachment #4)
- e. Approval of the list of General Fund warrants for March payroll (\$449,782.20). (Attachment #5)
- f. Approval of the list of General Fund encumbrances for March-April. (Attachment #6)
- g. Approval of the list of General Fund warrants for March-April bills. (Attachment #7)
- h. Approval of the list of Cooperative Fund encumbrances for March payroll. (Attachment #8)
- i. Approval of the list of Cooperative Fund warrants for March payroll (\$1,977.23). (Attachment #9)
- j. Approval of the list of Building Fund warrants for March-April bills. (Attachment #10)
- k. Approval of the list of Child Nutrition Fund encumbrances for March payroll. (Attachment #11)
- l. Approval of the list of Child Nutrition Fund warrants for March payroll (\$24,391.33). (Attachment #12)
- m. Approval of the list of Child Nutrition Fund encumbrances for March-April. (Attachment #13)
- n. Approval of the list of Child Nutrition Fund warrants for March-April bills. (Attachment #14)
- o. Approval of the additional list of substitute teachers for SY 2012-2013. (Attachment #15)
- p. Approval of the additional list of fundraisers for SY 2012-2013. (Attachment #16)
- q. Approval of the list of fundraisers for SY 2013-2014. (Attachment #17)

Haynes informed the Board that the school district received a settlement of \$168,195.22 for damage to the Picher-Cardin School property that has been deposited into the Building Fund.

Motion by Reading, second by Smith, to approve consent agenda items "a" through "q" as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes

6. Haynes presented the Board with an Individual School Board Member Report form that can be used to track their Continuing Education hours. He also presented flyers on the upcoming OSSBA New School Board Member Workshop scheduled for May 3-4, 2013 at the Tulsa Southern Hills Marriott and the OSSBA You're President, Now What? Workshop on May 4, 2013 at the Tulsa Southern Hills Marriott.
7. Administration Reports:
 - a. Superintendent's Report
 - i. Haynes had Commerce High School principal Jim Buttram present the Commerce High School Safety Committee report to the Board.
 - ii. Haynes had nothing further to report on the Mickey Mantle Statue Park Progress
 - iii. Haynes reported that we are conducting a Building Needs Survey and the Buildings Committee needs to meet to review the results of the survey.
 - b. Elementary Principal Kevin Wade informed the board that the 3rd, 4th and 5th grade would start testing on Wednesday the 10th and that Progress Reports would be going out on the 16th and the Land Run on the 25th. The Pre-K and Kindergarten will be going to the NEO petting zoo and there will be a full week of Pre-K and K enrollment for the parents only on April 29 through May 3. The students will be screened after school starts. May 6 is the Pre-K fun day, the carnival will be May 9 and the track meet will be May 10.
 - c. Middle School Principal Jack Kelley advised that baseball and track was going on. The 8th grade writing test is coming up and the State tests will start on Wednesday. The Top Tigers will be taken to lunch this week and they have had 60 participate this year. Brian Waybright is the Teacher of the Year at the middle school. May 17th at 7:00 will be the 8th grade graduation.
 - d. High School Principal Jim Buttram advised that graduation will be May 19. The Mickey Mantle Tournament will begin this week. The high school had 97 students participate in Challenge Day and the NHS induction will be April 30 at 6:00 p.m. Ashton Myers was recognized by the Walmart Hearts Organization. She was awarded an Ipad, 32" TV for her and a big screen TV for her family.
 - e. Athletic Director Rusty Barker was not present due to illness.
8. The Board gave an opportunity for students and their parents to address the board concerning the development of vocational education programs. There were no comments.
9. Motion by Reading, second by Logan, to authorize Jim Haynes to submit application for Vocational Education programs (Technology Education and Family and Consumer Sciences) and upon approval, to request reimbursement on an annual basis as recommended by Haynes. (Attachment #18) Vote: Reading-yes, Logan-yes, Cossairt-yes, Smith-yes, Hailey-yes
10. Vote to approve or not approve:
 - a. Promotion and Retention Policy (Attachment #19)
 - b. Grading (Regulation) (Attachment #20)
 - c. Reading Deficiency, Parent Notification Form (Attachment #21)
 - d. Student Retention (Regulation) (Attachment #22)
 - e. Midyear Promotion, Fourth-Grade (Regulation) (Attachment #23)

Motion by Logan, second by Reading, to approve "a" through "e" as recommended by Haynes. Vote:

11. Motion by Smith, second by Hailey, to approve request to use the Sick Leave Sharing Program and allow the employee to receive up to the 100 days maximum of donated leave as recommended by Haynes. Vote: Smith-yes, Hailey-yes, Cossairt-yes, Reading-yes, Logan-yes
12. Motion by Reading, second by Smith to declare for sale property no longer needed for district purposes the items listed and to sell the property no longer needed for district purposes by silent auction as recommended by Haynes. (Attachment #24) Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes

13. Motion by Logan, second by Smith to approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2013-14 as recommended by Haynes. This resolution authorizes filing of the Form 471 applications for funding year 2013-14 and the payment of the applicant's share upon approval of funding and receipt of services. (Attachment #25) Vote: Logan-yes, Smith-yes, Cossairt-yes, Reading-yes, Hailey-yes
14. Motion by Reading, second by Hailey, to renew contract with Municipal Accounting Systems for financial accounting software for the 2013-2014 school year as recommended by Haynes. Vote: Reading-yes, Hailey-yes, Cossairt-yes, Smith-yes, Logan-yes
15. Motion by Smith, second by Reading, to renew contract with Clearwater Enterprises, LLC to supply natural gas for the 2013-2014 school year as recommended by Haynes. Vote: Smith-yes, Reading-yes, Cossairt-yes, Hailey-yes, Logan-yes
16. Motion by Logan, second by Smith, to renew membership in the National School Boards Association as recommended by Haynes. Vote: Logan-yes, Smith-yes, Cossairt-yes, Reading-yes, Hailey-yes
17. Motion by Cossairt, second by Reading, to approve establishing a new activity fund subaccount for the Soccer Booster Club as recommended by Haynes. Vote: Cossairt-yes, Reading-yes, Smith-yes, Hailey-yes, Logan-yes
18. Motion by Reading, second by Smith, to approve one or more board member(s) and/or staff to attend the OSSBA District 5 Meeting and Pre-District Meeting Workshop, which will be held Thursday, May 2, 2013 at the Upper Elementary School Cafeteria in Jay, Oklahoma as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes
19. Proposed executive session to discuss:
 - a. the tendered resignation of Phyllis Bruton, high school library assistant, due to retirement so that the board can return to opens session and vote to accept or not accept the tendered resignation of Phyllis Bruton, high school library assistant, due to retirement. 25 O.S. § 307(B)(1).
 - b. the tendered resignation of Retha Magers, middle school custodian/cook, due to retirement so that the board can return to open session and vote to accept or not accept the tendered resignation of Retha Magers, middle school custodian/cook, due to retirement. 25 O.S. § 307(B)(1).
 - c. coaching assignments for SY 2013-2014 so that the Board can return to open session and vote to employ or not employ individual coaches. 25 O.S. § 307(B)(1).
 - d. the employment of additional personnel for the 21st Century Community Learning Center program so that the Board can return to open session and vote to hire or not hire additional personnel for the 21st Century Community Learning Center program. 25 O.S. § (307)(B)(1).
 - e. employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of employees. 25 O.S. § (307)(B)(1).
20. Motion by Reading, second by Smith, to convene in executive session. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes Time: 7:48 p.m.
21. Board president Cossairt announced the end of executive session and the board's return to open session at 8:58 p.m.
22. Cossairt 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, and Mr. Wade."
23. There were no resignations tendered since the posting of the Agenda.

- 24. Motion by Reading, second by Smith, to accept the tendered resignation of Phyllis Bruton, high school library assistant, due to retirement as recommended by Haynes. (Attachment #26) Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes
- 25. Motion by Smith, second by Reading, to accept the tendered resignation of Retha Magers, middle school custodian/cook, due to retirement as recommended by Haynes. (Attachment #27) Vote: Smith-yes, Reading-yes, Cossairt-yes, Hailey-yes, Logan-yes
- 26. No action was taken on the employment of individual coaches for SY 2013-2014 as recommended by Haynes.
- 27. Motion by Smith, second by Hailey, to hire Chelsea Bonham for the 21st Century Community Learning Center program as recommended by Haynes. Vote: Smith-yes, Hailey-yes, Cossairt-yes, Reading-yes, Logan-yes
- 28. There were no resignations tendered since the posting of the Agenda.
- 29. There was no new business.
- 30. Motion by Reading, second by Logan, to adjourn. Vote: Reading-yes, Logan-yes, Cossairt-yes, Smith-yes, Hailey-yes

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 5th day of April, 2013 by Jim Haynes, Superintendent of Schools, and notice of this regular meeting was given to the Ottawa County Clerk prior to December 15, 2012 by Jim Haynes, Superintendent of Schools.

(ATTEST)

James M. Cossairt

 President-Board of Education

Misty Hailey

 Deputy Clerk

Lauri Roubal

 Vice-President

Herb Logg

 Member

Kenny Smiel

 Clerk

Date: 05/13/2013

Viisk Drees

 Minutes Clerk

Date: 5-13-2013

