

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
SEPTEMBER 9, 2013
6:30 P.M.
BOARD OF EDUCATION BUILDING
217 COMMERCE STREET
COMMERCE, OKLAHOMA**

1. President Jim Cossairt called the meeting to order at 6:30 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. 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 August 12, 2013 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 2013 encumbrances. (Attachment #3)
- e. Approval of the list of General Fund encumbrances for August payroll. (Attachment #4)
- f. Approval of the list of General Fund warrants for August payroll (\$173,030.89). (Attachment #5)
- g. Approval of the list of General Fund encumbrances for August-September. (Attachment #6)
- h. Approval of the list of General Fund warrants for August-September bills. (Attachment #7)
- i. Approval of the list of Building Fund warrants for August-September bills. (None)
- j. Approval of the list of Child Nutrition Fund encumbrances for August payroll. (Attachment #8)
- k. Approval of the list of Child Nutrition Fund warrants for August payroll (\$3,379.45). (Attachment #9)
- l. Approval of the list of Child Nutrition Fund encumbrances for August-September. (Attachment #10)
- m. Approval of the list of Child Nutrition Fund warrants for August-September bills. (Attachment #11)
- n. Approval of the additional list of substitute cooks for SY 2013-2014. (Attachment #12)
- o. Approval of the additional list of substitute teachers for SY 2013-2014. (Attachment #13)
- p. Approval of the additional list of fundraisers for SY 2013-2014. (Attachment #14)

Motion by Reading, second by Smith, to approve consent agenda items "b" through "p" except the High School Student Council Pulled Pork Dinner Fundraiser on Friday, September 20, 2013 as recommended by Haynes. The High School Student Council Pulled Pork Dinner Fundraiser was approved for a date other than Friday, September 20, 2013. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes

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

4. Cossairt welcomed and thanked the guest for attending. (Attachment #15)
5. There were no public communications.

6. Administrator's Reports:
 - a. Superintendent's Report
 - i. Haynes presented the ACT College Readiness Letter for Commerce High School to the Board.
 - ii. Haynes had nothing additional to report on the Mickey Mantle Statue Park Progress.
 - iii. Haynes had architect Scott Vrooman from TriArch Architecture give a presentation to the Board.
 - b. Elementary Principal Kevin Wade reported Red Wheel ends this week, progress reports go out the 12th, parent-teacher conferences are on the 19th and 26th, no school on the 27th, book fair the 19th-27th, Red Wheel will be here on the 25th, and the 1st grade field trip to the Tulsa Zoo on October 16th.
 - c. Middle School Principal Jack Kelley reported softball ends this Friday, progress reports go out the 12th, middle school pulled pork fundraiser on the 20th, Top Tiger luncheon on the 27th, and the drug abuse assembly sponsored by the Quapaw Tribe that was held a couple of weeks ago.
 - d. High School Principal Jim Buttram reported on the new monthly Above and Beyond award for a staff member and new male and female student of the month awards. Each semester a male and female student will be drawn from the students of the month to go out to lunch. Man-Up will be held on the 11th. There are 249 students enrolled at the high school at the present time.
 - e. Athletic Director Rusty Barker was not present at the meeting.
7. Motion by Reading, second by Hailey, to approve the School District 2013-2014 Estimate of Needs and Financial Statement of the Fiscal Year 2012-2013 as recommended by Haynes. Vote: Reading-yes, Hailey-yes, Cossairt-yes, Smith-yes, Logan-yes
8. A public hearing was held for the purpose of taking public comment on financial matters, including past and future expenditures, of the district. (70 O.S. §5-134.1) There were no comments.
9. Motion by Logan, second by Smith, to approve the Alternative Education Plan as recommended by Haynes. Vote: Logan-yes, Smith-yes, Cossairt-yes, Reading-yes, Hailey-yes
10. Motion by Smith, second by Logan, to approve Gifted Educational Plan as recommended by Haynes. Vote: Smith-yes, Logan-yes, Cossairt-yes, Reading-yes, Hailey-yes
11. Vote to adopt or not adopt the following:
 - a. A revised Teacher Evaluation Policy
 - b. Teacher Performance Evaluation Procedures
 - c. List of Other Academic Measures

No action was taken on item 11. Haynes recommended taking no action on item 11 until the administration had an opportunity to meet with and consult with teachers.
12. Motion by Reading, second by Smith, to close the Class of 2013 Activity Fund subaccount and transfer the balance to the General Fund Activity Fund subaccount as recommended by Haynes. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes
13. Motion by Reading, second by Smith, to approve Crisis Team Members for School Year 2013-2014 as recommended by Haynes. (Attachment #16) (Mindy Hailey, Mistee Chandler, Tom Fenderson, Jerry Myers, Jennifer Buttram, Heather Pittman, Misty Hailey, Jim Haynes) Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes
14. Motion by Reading, second by Hailey, to approve Professional Development Committee Members for School Year 2013-2014 as recommended by Haynes. (Attachment #17) (Suzy Bryant, Joan McMinn, Paula Knight, Denise Payton, Jennifer Buttram, Kristenee Smith, Jim Haynes) Vote: Reading-yes, Hailey-yes, Cossairt-yes, Smith-yes, Logan-yes

15. Motion by Smith, second by Logan, to approve one or more board member(s) and/or staff to attend any/all of the following, “a” through “j”, OSSBA Workshops, Conferences, and/or Webinars as recommended by Haynes.
 - a. Working Together to get Back-to-School Webinar, which will be held Wednesday, September 11, 2013 from 12:00 – 1:00 p.m.
 - b. Using Technology in the Classroom Webinar, which will be held Wednesday, October 16, 2013 from 12:00 – 1:00 p.m.
 - c. Technology Workshop, which will be held Friday, October 25, 2013 at Western Heights High School in Oklahoma City.
 - d. District 5 Meeting, which will be held Tuesday, November 5, 2013 at Verdigris High School Commons Area in Verdigris.
 - e. Customer Service – It’s Everyone’s Business Webinar, which will be held Wednesday, September 11, 2013 from 12:00 – 1:00 p.m.
 - f. Customer Service Workshop, which will be held Friday, November 15, 2013 at the OU Schusterman Center in Tulsa.
 - g. Budget Webinar, which will be held Wednesday, January 22, 2014 from 12:00 – 1:00 p.m.
 - h. Meetings, Statutes, Points, OH MY! Webinar, which will be held Wednesday, February 26, 2014 from 12:00 – 1:00 p.m.
 - i. Testing 1, 2, 3... Webinar, which will be held Wednesday, March 26, 2014 from 12:00 – 1:00 p.m.
 - j. The Ayes Have It! Webinar, which will be held Wednesday, May 28, 2014 from 12:00 – 1:00 p.m.

Vote: Smith-yes, Logan-yes, Cossairt-yes, Reading-yes, Hailey-yes

16. Proposed executive session to discuss:
 - a. 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).
17. Motion by Smith, second by Reading, to convene in executive session. Vote: Smith-yes, Reading-yes, Cossairt-yes, Hailey-yes, Logan-yes Time: 7:57 p.m.
18. Board president Cossairt announced the end of executive session and the board’s return to open session at 8:24 p.m.
19. Cossairt stated, “Only the item listed on the executive session agenda was discussed and no votes were taken. Those present in executive session were the five board members and Mr. Haynes.”
20. There were no resignations tendered since the posting of the agenda.
21. There was no new business.
22. Motion by Reading, second by Hailey, to adjourn. Vote: Reading-yes, Hailey-yes, Cossairt-yes, Smith-yes, Logan-yes Time: 8:24 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 3:30 p.m. on the 6th day of September, 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)

President-Board of Education

Deputy Clerk

Vice-President

Member

Clerk

Date:_____

Minutes Clerk

Date:_____

Seal