

## MINUTES

**REGULAR MEETING  
COMMERCE BOARD OF EDUCATION  
NOVEMBER 11, 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 Smith.
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 October 14, 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 October payroll. (Attachment #4)
- f. Approval of the list of General Fund warrants for October payroll (\$447,372.92). (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. (None)
- j. Approval of the list of Cooperative Fund warrants for October payroll (\$1,310.43). (Attachment #8)
- k. Approval of the list of Building Fund encumbrances for October-November. (Attachment #9)
- 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 (\$22,584.54). (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 2013-2014. (Attachment #15)
- r. Approval of the additional list of fundraisers for SY 2013-2014. (Attachment #16)

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

4. Cossairt welcomed and thanked the guest for attending. (Attachment #17)
5. There were no public communications.
6. Written communications

We received a Thank you note from Lyndon and Angie Cook for the staff's help during Debbie Cook's illness and passing.

7. Administrative Reports:
  - a. Superintendent Haynes reported on the upcoming fundraisers for the Cook family, bean/hotdog supper, hot roll sale, and Thunder ticket raffle.
    - i. Mickey Mantle Statue Park Progress Report – Haynes reported that he had contacted Brian Waybright regarding the bricks but had not received a response this time. He reported that the brick engraver was having problems with his equipment.
    - ii. Buildings Committee Update Report – Haynes recommend getting a real estate agent involved in the search for property for a new school. He knew one he was going to contact. Hailey inquired about the amount of land needed. Haynes said the architect had told him around 10 acres. Reading said 10 acres was going to be hard to come by in Commerce.

Haynes also asked the board if they had any questions about the financial information that he had provided to them in their meeting packets.
  - b. Elementary Principal Kevin Wade reported on meeting with 2<sup>nd</sup> grade parents regarding the new 3<sup>rd</sup> grade reading requirement for promotion to the 4<sup>th</sup> grade, the Veterans’ Assembly on the 11<sup>th</sup>, progress reports go out Wednesday, the Pre-K Thanksgiving Feast on the 26<sup>th</sup>, the Christmas Program at NEO on December 12<sup>th</sup>, and the school received a grade of C from the Oklahoma State Department of Education on their school report card.
  - c. Middle School Principal Jack Kelley reported that basketball is underway, the middle school attended the Veteran’s Day assembly at the high school, there will be a 6<sup>th</sup> grade basketball game at the high school on Wednesday, the 8<sup>th</sup> grade is playing in a tournament, on the 22<sup>nd</sup> the Top Tigers will be recognized with a luncheon, and the middle school received a C from the Oklahoma State Department of Education on their report card.
    - i. Kelley presented the annual dropout report, for grades 7-8. The middle school did not have a dropout.
  - d. High School Principal Jim Buttram reported the football play-offs start this Friday the 15<sup>th</sup> at 7:30 p.m., December 14<sup>th</sup> will be the Guns & Hoses fundraiser basketball game for the after prom, Floyd McKibben is working on a one act play, all-regional cheer - one of our cheerleaders had the top score, and the Veteran’s Day program.
    - i. Jim Buttram presented the annual dropout report, for grades 9-12.
    - ii. High School Counselor and District Testing Coordinator Jennifer Buttram presented the Annual Student College Remediation Report.
    - iii. Jennifer Buttram presented a longitudinal analysis of our testing program.
  - e. Athletic Director Rusty Barker reported that the play-off game will start at 7:30 p.m., next year all high school varsity football games will begin at 7:30 p.m., and he handed out the basketball schedule.
8. Motion by Logan, second by Reading, to approve regular board meeting dates for calendar year 2014 as recommended by Haynes. (Attachment #18) Vote: Logan-yes, Reading-yes, Cossairt-yes, Smith-yes, Hailey-yes
9. The board discussed whether or not to develop a School Colors Policy with no action taken.
10. Motion by Reading, second by Smith, to approve one or more board member(s) to attend the following OSSBA Workshops as recommended by Haynes:
  - a. Finance Workshop, Francis Tuttle Tech, Rockwell Campus – January 31, 2014
  - b. New School Board Member Workshop, Tulsa Southern Hills Marriott – March 7 & 8, 2014
  - c. Minutes Clerk Leadership Academy, Francis Tuttle Tech, Portland Campus – April 11, 2014
  - d. New School Board Member Workshop, Reed Conference Center, Midwest City – May 2 & 3, 2014
  - e. The Conference 2014, Cox Convention Center, OKC – August 22-24, 2014

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

11. Proposed executive session to discuss:
  - a. the employment of a new part-time technology assistant so the board can return to open session and vote to hire or not hire a new part-time technology assistant. 25 O.S. § (307)(B)(1).
  - b. 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).
12. Motion by Reading, second by Smith, to convene in executive session. Vote: Reading-yes, Smith-yes, Cossairt-yes, Hailey-yes, Logan-yes Time: 7:39 p.m.
13. Board president Cossairt announce the end of executive session and the board's return to open session at 7:53 p.m.
14. Cossairt announced, "Only the item listed on the executive session agenda was discussed and no votes were taken. Those present in the executive session were the five board members and Mr. Haynes."
15. Motion by Reading, second by Hailey, to hire Tyler Garrett as a new part-time technology assistant as recommended by Haynes. Vote: Reading-yes, Hailey-yes, Cossairt-yes, Smith-yes, Logan-yes
16. There were no resignations tendered since the posting of the Agenda.
17. Haynes did not recommend a stipend for certified and/or support personnel due to the financial condition of the district. Hailey inquired about the possibility of giving staff extra personal time instead of a stipend. Reading asked if each \$50 worth of stipend cost the district approximately \$7,000, which Haynes confirmed.

Motion by Reading, second by Cossairt, to approve a \$100 stipend for certified and support personnel. Vote: Reading-yes, Cossairt-yes, Hailey-yes, Logan-yes, Smith-no

18. New Business. "New Business", as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

Motion by Reading, second by Logan, to adopt a Resolution Calling on the Oklahoma Legislature to Create a Special Funding Situation for State Pension Liability as recommended by Haynes. (Attachment #19) Vote: Reading-yes, Logan-yes, Cossairt-yes, Smith-yes, Hailey-yes

19. Motion by Reading, second by Hailey, to approve adjournment. Vote: Reading-yes, Hailey-yes, Cossairt-yes, Smith-yes, Logan-yes Time: 8:07 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 7<sup>th</sup> day of November, 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. Casavant  
President-Board of Education

Misty Harley  
Deputy Clerk

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Vice-President

Herb Royer  
Member

Kenny Smith  
Clerk

Date: 12/09/2013

Wes Price  
Minutes Clerk

Date: 12-9-13

