

## MINUTES

**SPECIAL MEETING  
COMMERCE BOARD OF EDUCATION  
MARCH 10, 2015  
6:30 P.M.  
BOARD OF EDUCATION BUILDING  
217 COMMERCE STREET  
COMMERCE, OKLAHOMA**

1. President Kevin Reading called the meeting to order at 6:30 p.m. Those present were Reading, Kenny Smith, Misty Hailey, Herb Logan, and Jamie Johnston. Superintendent Jim Haynes was also present.
2. The invocation was given by Logan.
3. Kevin Reading took the Oath of Office and Loyalty Oath. (Attachment #1)
4. Motion by Reading, second by Smith, to elect the following officers of the Board of Education:
  - a. President – Kenny Smith
  - b. Vice President – Misty Hailey
  - c. Clerk – Herb Logan
  - d. Deputy Clerk – Jamie Johnston

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

5. Smith welcomed and thanked the guests for attending. (Attachment #2)
6. There were no public communications.
7. 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 February 12, 2015, special board meeting.
- b. Approval of the monthly financial report of activity funds. (Attachment #3)
- c. Approval of the monthly treasurer's report. (Attachment #4)
- d. Approval of the list of General Fund encumbrances for February payroll. (Attachment #5)
- e. Approval of the list of General Fund warrants for February payroll (426,866.10). (Attachment #6)
- f. Approval of the list of General Fund encumbrances for February-March. (Attachment #7)
- g. Approval of the list of General Fund warrants for February-March bills. (Attachment #8)
- h. Approval of the list of Cooperative Fund warrants for February payroll (\$1,327.37). (Attachment #9)
- i. Approval of the list of Building Fund encumbrances for February-March. (Attachment #10)
- j. Approval of the list of Building Fund warrants for February-March bills. (Attachment #11)
- k. Approval of the list of Child Nutrition Fund encumbrances for February payroll. (Attachment #12)
- l. Approval of the list of Child Nutrition Fund warrants for February payroll (\$19,187.37). (Attachment #13)
- m. Approval of the list of Child Nutrition Fund encumbrances for February-March. **(None)**
- n. Approval of the list of Child Nutrition Fund warrants for February-March bills. (Attachment #14)
- o. Approval of the additional list of substitute teachers for SY 2014-2015. **(None)**
- p. Approval of the additional list of fundraisers for SY 2014-2015. (Attachment #15)

Motion by Reading, second by Hailey, to approve consent agenda items “a” through “p” as recommended by Haynes. Vote: Reading-yes, Hailey-yes, Smith-yes, Logan-yes, Johnston-yes

8. Written communications:
  - a. The Board received notice from the Commerce Association of Classroom Teachers of their intent to negotiate for the 2015-2016 school year.
  - b. The Board and administration received a thank you note from the Richard Schartz family for the plant sent upon the passing of his mother.
  - c. The Brighter Future #okedrally is coming Monday, March 30. The rally will be held at the Oklahoma State Capitol, 2300 N. Lincoln Blvd. in Oklahoma City.
  - d. Haynes presented information on the OSSBA Minutes Clerk Leadership Academy, April 10, Francis Tuttle Technology Center-Portland Campus, Room A2125, 3500 NW 150<sup>th</sup> St., Oklahoma City, OK 73134
  - e. Haynes presented information on the OSSBA You’re President Now What Workshop, Saturday, April 11, Embassy Suites OKC Airport, 1815 S. Meridian, Oklahoma City, OK 73108
  - f. Haynes presented information on the OSSBA OPSUCA Unemployment Fun and Games Workshop, Friday, April 24, Credit Union House, 631 East Hill Street, Oklahoma City, OK 73105
  - g. Haynes presented information on the OSSBA School Law Series: Employment, May 1, Embassy Suites Downtown, 741 Phillips Avenue, Oklahoma City, OK 73104
  - h. Haynes presented information on the OSSBA New School Board Member Workshop “Ballot Box to Board Room”, May 2, Embassy Suites Downtown, 741 Phillips Avenue, Oklahoma City, OK 73104
9. Administration Reports:
  - a. Superintendent’s Report – Haynes presented an Expenditure Summary Report, a Revenue Analysis Report, and a Financial Statement Report.
    - i. Safety Committees – High School Principal Jim Buttram presented the High School Safety Committee meeting report.
    - ii. Mickey Mantle Statue Park Progress Report – Haynes had nothing further to report.
    - iii. Facilities Committee Report – Haynes had nothing further to report.
  - b. Elementary Principal’s Report – Elementary Principal Kevin Wade reported that Read Across America is in progress, the Red Wheel fundraiser is in progress, grade cards will be going out on the 10<sup>th</sup>, a Ben Franklin impersonator will be hear on the 10<sup>th</sup> for 4<sup>th</sup> and 5<sup>th</sup> graders, the Revolutionary Wax Museum will be held the 25<sup>th</sup> and 26<sup>th</sup>, Lisa Dunn has been selected as Alexander’s Teacher of the Year.
  - c. Middle School Principal’s Report – Middle School Principal Jack Kelley was at baseball game at Oklahoma Union. He arrived at 7:45 p.m. Kelley reported that TSA is doing well, Clint Kisse was selected as Career Tech Teacher of the Year, there are 18 middle school baseball players, and the awnings are going up at the middle school.
  - d. High School Principal’s Report – High School Principal Jim Buttram reported on their safety committee meeting results. He said more cameras are needed on the gym parking lot and they need to start issuing parking permits to deter unlicensed drivers. Ms. Buttram will be doing an evening enrollment for next year. Denise Bayless has been selected as High School Teacher of the Year.
  - e. Athletic Director’s Report – Athletic Director Rusty Barker reported that we are in charge of the Lucky 7 Conference this year and the Mickey Mantle Tournament is next month.
10. Motion by Reading, second by Logan, to continue the food service management contract with OPAA! for the 2015-2016 school year as recommended by Haynes. Vote: Reading-yes, Logan-yes, Smith-yes, Hailey-yes, Johnston-yes
11. No action was taken on revising the 2014-2015 school calendar.
12. Motion by Hailey, second by Johnston, to renew contract with Municipal Accounting Systems for financial accounting software for the 2015-2016 school year as recommended by Haynes. Vote: Hailey-yes, Johnston-yes, Smith-yes, Logan-yes, Reading-yes

13. Motion by Reading, second by Hailey to declare for sale a 1994 Dodge 8 Passenger Van, VIN: 284HB25Y5RK159919, property no longer needed for district purposes and to donate it to The Landing in Fairland to transport veterans to doctor's appointments as requested by Danny Knight and recommended by Haynes. Reading-yes, Hailey-yes, Smith-yes, Logan-yes, Johnston-yes
14. Motion by Reading, second by Hailey, to approve one or more board member(s) and/or staff to attend the OSSBA Day at the Capitol, which will be held Monday, April 27, 2015 at the Oklahoma State Capitol in Oklahoma City as recommended by Haynes. Vote: Reading-yes, Hailey-yes, Smith-yes, Logan-yes, Johnston-yes
15. Motion by Logan, second by Hailey, to approve one or more board member(s) and/or staff to attend the OSSBA Region 5 Meeting & Pre-Region Meeting Workshop "New Ethics Rules for School Board Members", which will be held Thursday, April 2, 2015 at the Pryor Junior High Commons as recommended by Haynes. Vote: Logan-yes, Hailey-yes, Smith-yes, Johnston-yes, Reading-yes
16. Motion by Reading, second by Logan, to appoint board member, Misty Hailey, to the district teacher of the year selection committee. Vote: Reading-yes, Logan-yes, Smith-yes, Hailey-yes, Johnston-yes
17. Proposed executive session to discuss:
  - a. the tendered resignation of Jan Lee, pre-kindergarten teacher's assistant so that the board can return to open session and accept or not accept the tendered resignation of Jan Lee, pre-kindergarten teacher's assistant. 25 O.S. § 307(B)(1).
  - b. the employment of a new pre-kindergarten teacher's assistant so that the board can return to open session and vote to hire or not hire a new temporary pre-kindergarten teacher's assistant. 25 O.S. § (307)(B)(1).
  - c. status of current negotiations with the Commerce Association of Classroom Teachers with no resulting vote to be made. 25 O.S. § 307(B)(2).
  - d. fall and winter coaching assignments for SY 2015-2016, with no resulting vote to be made. 25 O.S. § 307(B)(1).
  - e. 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).
18. Motion by Hailey, second by Reading to convene in executive session. Vote: Hailey-yes, Reading-yes, Smith-yes, Logan-yes, Johnston-yes Time: 7:28 p.m.
19. Board president Smith announced the end of executive session and the board's return to open session at 8:50 p.m.
20. Smith stated, "Only the items on the executive session agenda were discussed and no votes were taken. Those present in executive session were the five board members and Mr. Haynes, Mr. Barker, Mr. Kelley, and Mr. Buttram."
21. Accept any resignations tendered since the posting of the Agenda.


Haynes informed the Board that he had received two letters of resignation after the posting of the Agenda, one from Joan McMinn, middle school Title I remedial reading and mathematics teacher, and one from Judy Garrett, middle school Title I teacher's assistant. He recommended the board accept their resignations.


Motion by Hailey, second by Johnston, to accept the tendered resignations of Joan McMinn, middle school Title I remedial reading and mathematics teacher, due to retirement and Judy Garrett, middle school Title I teacher's assistant, due to retirement as recommended by Haynes. (Attachments 16 and 17) Vote: Hailey-yes, Johnston-yes, Smith-yes, Logan-yes, Reading-yes.


- 22. Motion by Logan, second by Reading, to accept the tendered resignation of Jan Lee, pre-kindergarten teacher's assistant as recommended by Haynes. (Attachment 18) Vote: Logan-yes, Reading-yes, Smith-yes, Hailey-yes, Johnston-yes
- 23. Motion by Reading, second by Hailey, to hire Andrea Bundy as a new temporary pre-kindergarten teacher's assistant as recommended by Haynes. Vote: Reading-yes, Hailey-yes, Smith-yes, Logan-yes, Johnston-yes
- 24. Motion by Reading, second by Logan, to adjourn. Vote: Reading-yes, Logan-yes, Smith-yes, Hailey-yes, Johnston-yes

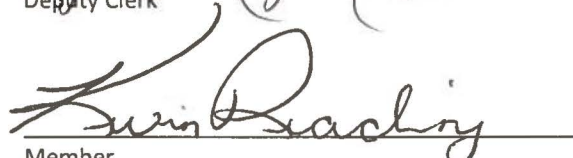
The agenda was posted on the inside of the front door (visible from outside the building) of the Board of Education building at 3:30 p.m. on the 6<sup>th</sup> day of March, 2015, by Jim Haynes, Superintendent of Schools, and notice of this special meeting was given in writing to the Ottawa County Clerk at least forty-eight (48) hours prior to said meeting by Jim Haynes, Superintendent of Schools.


(ATTEST)

  
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President-Board of Education

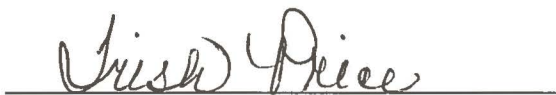
  
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Deputy Clerk

  
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Vice-President

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Clerk

Date: 04/13/2015

  
\_\_\_\_\_  
Minutes Clerk

Date: 4-13-15

