

MINUTES

**REGULAR MEETING
COMMERCE BOARD OF EDUCATION
JULY 13, 2015
6:30 P.M.
BOARD OF EDUCATION BUILDING
217 COMMERCE STREET
COMMERCE, OKLAHOMA**

1. President Kenny Smith called the meeting to order at 6:30 p.m. Those present were Smith, Herb Logan, Jamie Johnston, and Kevin Reading. Misty Hailey was absent. Superintendent Jim Haynes was also present.
2. The invocation was given by Johnston.
3. Smith welcomed and thanked the guests for attending. (Attachment #1)
4. 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 June 8, 2015, 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 FY 2015 General Fund encumbrances for June, July, and August payrolls. (Attachment #4)
- e. Approval of the lists of FY 2015 General Fund warrants for June, July, and August payrolls. (June - \$438,416.82, July - \$340,922.40, August - \$248,626.92, June Special for Driver Education Extra - \$2,311.00, and June Special for Professional Development - \$2,106.41) (Attachment #5-9)
- f. Approval of the list of FY 2015 General Fund encumbrances for June. (Attachment #10)
- g. Approval of the list of FY 2015 General Fund warrants for June bills. (Attachment #11)
- h. Approval of the list of General Fund encumbrances for July. (Attachment #12)
- i. Approval of the list of General Fund warrants for July bills. (Attachment #13)
- j. Approval of the list of FY 2015 Building Fund encumbrances for June. (Attachment #14)
- k. Approval of the list of FY 2015 Building Fund warrants for June bills. (Attachment #15)
- l. Approval of the list of Building Fund encumbrances for July. (Attachment #16)
- m. Approval of the list of Building Fund warrants for July bills. (Attachment #17)
- n. Approval of the list of FY 2015 Child Nutrition Fund encumbrances for June, July, and August payrolls. (Attachment #18)
- o. Approval of the lists of FY 2015 Child Nutrition Fund warrants for June, July, and August payrolls. (June - \$19,180.28, July - \$19,114.73, and August - \$20,470.71) (Attachments #19-21)
- p. Approval of the list of FY 2015 Child Nutrition Fund encumbrances for June. (Attachment #22)
- q. Approval of the list of FY 2015 Child Nutrition Fund warrants for June bills. (Attachment #23)
- r. Approval of the list of Child Nutrition Fund encumbrances for July. (Attachment #24)
- s. Approval of the list of Child Nutrition Fund warrants for July bills. (Attachment #25)
- t. Approval of the additional list of fundraisers for SY 2015-2016. (Attachment #26)

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

5. Written communications: Haynes presented a summer reading program thank you card and an OSSBA/CCOSA Conference flyer. Haynes poled the board members about their attendance at the upcoming OSSBA/CCOSA Conference on August 28-30 since it conflicts with our first home football game on Friday, August 28.

6. Administrator's Reports:
 - a. Superintendent's Report – Haynes reported that the initial state aid allocation for this school year was \$3,227,091 which is down from last year's initial state aid allocation of \$3,262,991 by \$35,900. He also provided the board with an Expenditure Report, a Revenue Analysis Report, and a Financial Statement Report for their information. Haynes reported that
 - i. Mickey Mantle Statue Park Progress Report – Haynes had nothing further to report and it was suggested that this item be taken off of the agenda until there is something further to report.
 - ii. Facilities Report – Haynes had nothing further to report beyond Vrooman's presentation.
 - b. Elementary Principal's Report – Elementary Principal Kevin Wade reported school starts one month from today, there was no leaking during the recent hard rains, and we are still looking for a cook.
 - c. Middle School Principal's Report – Middle School Principal Jack Kelley reported open house will be held on August 10 from 6:00-8:00 p.m., maintenance is going well, the boys' restroom has been remodeled, the awnings have been completed, and vandals broke windows.
 - d. High School Principal's Report – High School Principal Jim Buttram was absent. Haynes reported on the vandalism at the baseball field.
 - e. Athletic Director's Report – Athletic Director Rusty Barker was not in attendance.
7. Scott Vrooman from TriArch Architecture made a presentation to the Board on the possible placement of a new middle school building and gymnasium on the high school campus and the projected cost of the project. No action was taken.
8. Motion by Reading, second by Logan, to approve Amendment to Renew Fixed Price Food Service Management Contract with Opa! Food Management of Oklahoma, LLC for the 2015-2016 school year as recommended by Haynes. (Attachment #27) Vote: Reading-yes, Logan-yes, Smith-yes, Johnston-yes, Hailey-absent
9. Motion by Logan, second by Smith, to write off Child Nutrition Program "unpaid charges" for SY 2014-2015 for audit purposes as recommended by Haynes. (Attachment #28) Vote: Logan-yes, Smith-yes, Johnston-yes, Reading-yes, Hailey-absent
10. Motion by Reading, second by Smith, to establish meal prices for the 2015-2016 school year as recommended by Haynes. (Attachment #29) (Full price student meals were increased by \$0.10 each and adult lunches were increased by \$0.25) Vote: Reading-yes, Smith-yes, Logan-yes, Johnston-yes, Hailey-absent
11. No action was taken on 6th graders' status on the middle school softball and baseball teams. It was left to the administration.
12. Motion by Reading, second by Logan, to approve Collaborative Services Agreement and Memorandum of Understanding with Grand Head Start as recommended by Haynes. Vote: Reading-yes, Logan-yes, Smith-yes, Johnston-yes, Hailey-absent
13. Motion by Reading, second by Logan, to approve a resolution authorizing the School District Treasurer to invest monies from one fund into another as recommended by Haynes. (Attachment #30) Vote: Reading-yes, Logan-yes, Smith-yes, Johnston-yes, Hailey-absent
14. A hearing was held to take public input on the adoption of local school board policies. (Proposed policies may be found on the school district website homepage at <http://www.commercetigers.net>. There was no public input.
15. Motion by Smith, second by Logan, to adopt policies "a" through "e" as recommended by Haynes:
 - a. DAAB RECORDS INVESTIGATION (Attachment #31)
 - b. GKE USE OF SCHOOL STORM SHELTER (Attachment #32)
 - c. EIAE PROFICIENCY BASED PROMOTION (Attachment #33)
 - d. EIAE-P PROFICIENCY BASED PROMOTION, TESTING PROCEDURES (Attachment #34)
 - e. EIED GRADUATION REQUIREMENTS (Attachment #35)

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

Motion by Smith, second by Logan, to repeal policies “f” through “j” as recommended by Haynes.

- f. B-78 OVERNIGHT TRIPS (March 2, 1969) (Attachment #36)
- g. B-98 CONCESSION INCOME (June 1, 1969) (Attachment #37)
- h. B-125-B-127 DISCIPLINE POLICY (November 1982) (Attachment #38)
- i. B-128 NINE WEEK TEST EXEMPTION POLICY AMENDED (October 3, 1983) (Attachment #39)
- j. B-129 SCHOOL JACKETS AND CLASS RINGS (February 9, 1984) (Attachment #40)

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

- 16. Motion by Reading, second by Johnston, to approve revised School Food Authority: Commerce Public Schools Procurement Plan for Child Nutrition Programs as recommended by Haynes. (Attachment #41)
Vote; Reading-yes, Johnston-yes, Smith-yes, Logan-yes, Hailey-absent
- 17. Motion by Reading, second by Johnston, to approve child nutrition program Protest Procedures for any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Commerce Public School District as recommended by Haynes. (Attachment #42) Vote: Reading-yes, Johnston-yes, Smith-yes, Logan-yes, Hailey-absent
- 18. Motion by Reading, second by Smith, to approve mathematics and science courses when taken in the 11th or 12th grades at Northeast Technology Center, pursuant to H.B. 2886 (70 O.S. § 11-103.6) as recommended by Haynes.
 - a. Geometry
 - b. Algebra II
 - c. Algebra III
 - d. AP Calculus BC
 - e. AP Physics
 - f. Mechanics

Vote; Reading-yes, Smith-yes, Logan-yes, Johnston-yes, Hailey-absent

- 19. Motion by Reading, second by Johnston, to approve memorandum of agreement with the Boys & Girls Clubs of Ottawa County for an after school program at Alexander Elementary School as recommended by Haynes. (Attachment #43) Vote: Reading-yes, Johnston-yes, Smith-yes, Logan-yes, Hailey-absent
- 20. Motion by Logan, second by Reading, to renew membership in Grand Gateway Economic Development Association for Fiscal Year 2016 (July 1, 2015 to June 30, 2016) (\$400.00) as recommended by Haynes. Vote: Logan-yes, Reading-yes, Smith-yes, Johnston-yes, Hailey-absent
- 21. Motion by Reading, second by Johnston, to renew membership in the National School Boards Association for the 2015-2016 school year as recommended by Haynes. Vote: Reading-yes, Johnston-yes, Smith-yes, Logan-yes, Hailey-absent
- 22. Motion by Logan, second by Smith, to renew subscription to the OSSBA Policy Services for the 2015-2016 school year as recommended by Haynes. Vote: Logan-yes, Smith-yes, Johnston-yes, Reading-yes, Hailey-absent

23. Motion by Reading, second by Logan, to approve agreement with Kellogg & Sovereign Consulting, LLC to Provide E-Rate Management Services as recommended by Haynes. Vote: Reading-yes, Logan-yes, Smith-yes, Johnston-yes, Hailey-absent
24. Motion by Logan, second by Johnston, to approve Superintendent Jim Haynes as purchasing agent for Commerce Independent School District, authorized representative for all Federal programs including E-Rate and Child Nutrition, and designated custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2015-2016 school year as recommended by Haynes. Vote: Logan-yes, Johnston-yes, Smith-yes, Reading-yes, Hailey-absent
25. A discuss regarding compliance with Children’s Internet Protection Act (CIPA) was held.

Haynes reported we are using SONICWALL and Open DNS for our technology protection measures (Internet filtering software). SONICWALL and Open DNS protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. Our district policy includes monitoring the online activities of minors.

Our Internet Safety Policy addresses the following as required by CIPA:

- a. access by minors to inappropriate matter on the Internet and World Wide Web;
 - b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
 - d. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
 - e. measures designed to restrict minors’ access to materials harmful to minors.
 - f. educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
26. Motion by Logan, second by Reading, to approve the personnel evaluation team for school year 2015-2016 as recommended by Haynes.
 - a. Elementary and Middle School Maintenance and Custodial Support Personnel – Bobby Arms
 - b. High School Maintenance and Custodial Support Personnel – Danny Knight
 - c. Elementary Teachers and Support Personnel - Kevin Wade and Trevor Brough
 - d. Elementary Assistant Principal - Kevin Wade
 - e. Middle School Teachers and Support Personnel – Jack Kelley
 - f. High School Teachers, Alternative Education Director/Teacher, and Support Personnel – Jim Buttram
 - g. Special Education Teachers - Trevor Brough, Kevin Wade, Jack Kelley, and Jim Buttram
 - h. Principals and Support Personnel - Jim Haynes

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

27. Motion by Reading, second by Johnston, to approve or not approve Non-Discrimination Resolution and appoint Jim Buttram, Coordinator of Title VI Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, The Age Discrimination Act of 1975, and Boy Scouts of America Equal Access Act of 2001 for school year 2015-2016 as recommended by Haynes. (Attachment #44) Vote: Reading-yes, Johnston-yes, Smith-yes, Logan-yes, Hailey-absent
28. Motion by Reading, second by Logan, to approve Jim Haynes and/or Steve Moss as authorized representative(s) for Title I, Title II, Title III, Title IV, Title VI, Title VII, Carl Perkins, and Johnson-O'Malley funds for school year 2015-2016 as recommended by Haynes. (Attachment #45) Vote: Reading-yes, Logan-yes, Smith-yes, Johnston-yes, Hailey-absent

29. Motion by Reading, second by Logan, to approve Jim Haynes and/or Steve Moss as authorized representative(s) for Title VIII "Impact Aid" for school year 2015-2016 as recommended by Haynes. (Attachment #46) Vote: Reading-yes, Logan-yes, Smith-yes, Johnston-yes, Hailey-absent
30. Motion by Reading, second by Johnston, to approve Jim Haynes and/or Trevor Brough as authorized representative(s) for IDEA-Special Education Programs for school year 2015-2016 as recommended by Haynes. (Attachment #47) Vote: Reading-yes, Johnston-yes, Smith-yes, Logan-yes, Hailey-absent
31. Motion by Logan, second by Johnston, to approve Jim Haynes and/or Heather Pittman as authorized representative(s) for Child Nutrition Programs for school year 2015-2016 as recommended by Haynes. (Attachment #48) Vote: Logan-yes, Johnston-yes, Smith-yes, Reading-yes, Hailey-absent
32. Proposed executive session to discuss:
 - a. the employment of a new elementary cook so the board can return to open session and vote to employ or not employ a new elementary cook. 25 O.S. § 307(B)(1)
 - b. the employment of a new middle school teacher's assistant so the board can return to open session and vote to employ or not employ a new middle school 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. discuss the purchase of real property. 25 O.S. § (307)(B)(3).
 - e. employing, hiring, appointing, promoting, demoting, disciplining, or receiving the resignation of an employee. 25 O.S. § (307)(B)(1)
33. Motion by Reading, second by Johnston to convene in executive session. Vote: Reading-yes, Johnston-yes, Smith-yes, Logan-yes, Hailey-absent Time: 8:00 p.m.
34. Board president Smith announced the end of executive session and the board's return to open session at 8:57 p.m.
35. Smith stated, "Only the items listed on the executive session agenda were discussed and no votes were taken. Those present in executive session were the four board members and Mr. Haynes."
36. No action was taken on the employment of a new elementary cook.
37. Motion by Reading, second by Logan, to employ Michelle Shackleford as new middle school teacher's assistant as recommended by Haynes. Vote: Reading-yes, Logan-yes, Smith-yes, Johnston-yes, Hailey-absent
38. There was no new business.
39. Motion by Smith, second by Logan, to adjourn. Vote: Smith-yes, Logan-yes, Johnston-yes, Reading-yes, Hailey-absent

The agenda was posted on the inside of the front door (visible from outside the building) of the Board of Education building at 6:00 p.m. on the 9th day of July, 2015 by Jimmy R. Haynes Ed. S., Superintendent of Schools, and notice of this regular meeting was given to the Ottawa County Clerk prior to December 15, 2014 by Jimmy R. Haynes Ed. S., Superintendent of Schools.

(ATTEST)

Kennysmith
President-Board of Education

Jamie M. Johnston
Deputy Clerk

Vice-President

Laurie Beachy
Member

Hee Log
Clerk

Date: 8-11-15

Hee Log
Minutes Clerk

Date: 8-11-15

Wendy Price

