

## MINUTES

**REGULAR MEETING  
COMMERCE BOARD OF EDUCATION  
MARCH 13, 2017  
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. Johnston gave the invocation.
3. Herb Logan took the Oath of Office. (Attachment #1)
4. Elect officers of the Board of Education
  - a. President – Motion by Hailey, second by Johnston, to elect Reading, President. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
  - b. Vice President – Motion by Hailey, second by Reading, to elect Smith, Vice President. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
  - c. Clerk – Motion by Johnston, second by Logan, to elect Hailey, Clerk. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
  - d. Deputy Clerk – Motion by Reading, second by Logan, to elect Johnston, Deputy Clerk. Vote: Reading-yes, Smith-yes, Hailey-yes, Logan-yes, Johnston-yes
5. Reading welcomed and thanked the guests for attending. (Attachment #2)
6. 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 13, 2017, regular 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 (\$417,640.12) (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 encumbrances for February payroll (Attachment #9)
- i. Approval of the list of Cooperative Fund warrants for February payroll (\$1,081.85) (Attachment #10)
- j. Approval of the list of Building Fund encumbrances for February payroll (Attachment #11)
- k. Approval of the list of Building Fund warrants for February payroll (\$7,567.56) (Attachment #12)
- l. Approval of the list of Building Fund encumbrances for February-March (Attachment #13)
- m. Approval of the list of Building Fund warrants for February-March bills (Attachment #14)
- n. Approval of the list of Child Nutrition Fund encumbrances for February payroll (Attachment #15)
- o. Approval of the list of Child Nutrition Fund warrants for February payroll (\$21,041.04) (Attachment #16)
- p. Approval of the list of Child Nutrition Fund encumbrances for February-March (Attachment #17)
- q. Approval of the list of Child Nutrition Fund warrants for February-March bills (Attachment #18)
- r. Approval of the list of Building Bond Fund of 2016 encumbrances for February-March (Attachment #19)

- s. Approval of the list of Building Bond Fund of 2016 warrants for February-March bills (Attachment #20)
- t. Approval of the additional list of substitute cooks for SY 2016-2017 (Attachment #21)
- u. Approval of the additional list of substitute teachers for SY 2016-2017 (Attachment #22)
- v. Approval of the additional list of fundraisers for SY 2016-2017 (Attachment #23)

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

7. Written communications:

- a. OSSBA Region 5 Meeting at Locust Grove High School Commons Area, Thursday, April 6, 2017. The pre-district meeting workshop will begin at 5:30 p.m., and the meeting will begin at 6:30 p.m.

Haynes polled the Board to see who would be attending the OSSBA Region 5 Meeting.

8. Administration Reports:

- a. Superintendent's Report - Haynes reported he received an adjusted Foundation and Salary Incentive Aid allocation on February 23 reducing our state aid by -\$63,688.00 and an adjusted Health Allowances allocation on February 24 reducing our health allowances by -\$3,353.79, for a total reduction of -\$67,041.79. Haynes also provided a Budget Analysis Report, a Revenue Comparison/Projection Report, and a Financial Statement Report for the Board's information.
  - i. Safety Committees - High School Principal Jim Buttram gave his safety committee report.
  - ii. Facilities Report - Haynes reported the replacement of the HVAC unit in the east hallway at Alexander Elementary and the need to repair the combi-oven at Alexander Elementary School.
  - iii. Resignations Report - There were no resignations to report.
- b. Construction Manager Report - Crossland Construction Company Project Manager Aaron Hight presented a construction/progress update that consisted of a project summary, project photos, project schedules, and construction budgets report.
- c. Teacher's Report: Floyd McKibben addressed the board as representative of the teachers. He informed the board of the Prom and handed out their invitations. He also informed the board of inservice classes the teachers have attended.
- d. Elementary Principal's Report: Kevin Wade was not present.
- e. Middle School Principal's Report: Jack Kelley gave a report on Alpha Plus. Cheerleader tryouts are on the 22nd of March. Baseball is going now and so far they are 5-0. Track is to start soon. Coach Rogers and Simmons have been working on the baseball field. Those helping him are Danny, Dean, Bobby and the HS boys.
- f. High School Principal's Report: Jim Buttram informed the board of the mock crash that will be done just before Prom.
- g. Athletic Director's Report: Rusty Barker informed the board that baseball and soccer is now going. Also, work is being done on the softball field.

9. Motion by Hailey, second by Logan, to approve CONTRACT FOR AUDIT OF PUBLIC SCHOOLS 2016-2017 SCHOOL YEAR with Kerry John Patten, C.P.A. as recommended by Haynes. (Attachment #24) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

10. Motion by Hailey, second by Johnston, to approve renewal of our OKTLE License Agreement for the 2017-2018 school year as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

11. Motion by Reading, second by Hailey, to revision the 2016-2017 school calendar due to a power outage on January 13, 2017 as recommended by Haynes. (Attachment #25) Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes

12. No action was taken on 2017-2018 school calendar.

13. Motion by Reading, second by Logan, to approve Request for New Activity Fund Subaccount for the Middle School Snack Pack Program as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
14. Motion by Logan, second by Hailey, to appoint board member Johnston to the district teacher of the year selection committee. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
15. Motion by Hailey, second by Johnston, to adopt the following policies “a” through “c” as recommended by Haynes:
  - a. COB Federal Programs Procurement (Attachment #26)
  - b. COB-P Federal Programs Procurement Protest Procedures (Attachment #27)
  - c. COB-R Federal Programs Procurement (Regulation) (Attachment #28)

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

16. Proposed executive session to discuss:
  - a. the employment of a new elementary cook so the Board can return to open session and vote to hire or not hire a new elementary cook. 25 O.S. § 307(B)(1).
  - b. the employment of a new elementary custodian so the Board can return to open session and vote to hire or not hire a new elementary custodian. 25 O.S. § 307(B)(1).
  - c. fall and winter coaching assignments for SY 2017-2018, with no resulting vote to be made. 25 O.S. § 307(B)(1).
  - d. 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 Hailey, second by Logan, to convene in executive session. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes Time: 7:44 p.m.
18. Board president Reading announced the end of executive session and the board’s return to open session at 8:54 p.m.
19. Reading 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, Mr. Haynes, and Mr. Barker.”
20. Motion by Hailey, second by Logan, to hire Rikki Turley as a new elementary cook as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
21. Motion by Hailey, second by Johnston, to hire Blake Elliott as a new elementary custodian as recommended by Haynes. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes
22. There was no new business.
23. Motion by Reading, second by Logan, to adjourn. Vote: Reading-yes, Smith-yes, Hailey-yes, Johnston-yes, Logan-yes Time: 8:55 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 6:00 p.m. on the 10<sup>th</sup> day of March, 2017 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, 2016 by Jimmy R. Haynes Ed. S., Superintendent of Schools..

(ATTEST)

*Lewis R. Rader*  
President-Board of Education

*Jamie M. Johnston*  
Deputy Clerk

*Kenny Smith*  
Vice-President

*Herb Lopez*  
Member

*Anty Hallig*  
Clerk

Date: *04/10/2017*

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

Date: \_\_\_\_\_

