

**AGENDA**  
REGULAR MEETING  
Tahlequah Board of Education, I-35  
**Tuesday, June 14, 2016 6:00 PM**  
*Board of Education Conference Room - 225 N Water Ave Tahlequah, Oklahoma*

- A. Call to order** – Sharon Ballew, President
1. Recording of members present and absent
  2. Pledge of Allegiance
- B. Discussion and vote to approve or not approve the Minutes for previous meeting(s):**
1. May 31, 2016 Special
- C. Staff Reports**
1. District Treasurer-Johnny Hobbs
  2. Gifted/Talented Report-Lisa Bookout
  3. ACE Agreement for Custodial Services—Randy Underwood
  4. Policy Revisions, PO's, Organization By-Laws-Finance Director, Diane Adamson
- D. Discussion and vote to approve or not approve the establishment of the Tahlequah Public School's primary checking account from Banc First to Armstrong Bank effective July 1, 2016.**
- E. Discussion and vote to approve or not approve the Monthly Financial Reports:**
1. Receipt and Balance Statement
  2. Student Activity Account Summary
  3. Miscellaneous Reports
  4. Child Nutrition Report
- F. Discussion and vote to approve or not approve the activity account descriptions for the 2016-17 SY.**
- G. Discussion and vote to approve or not approve meal prices for the 2016-17 SY.**
- H. Superintendent's Report**
1. Budget
- I. Public to be heard** - Time will be permitted for any citizen(s) to address the Board of Education on items pertaining to education and/or the operation of the school district. A citizen wishing to address the Board of Education must fill out a card before the meeting and submit it to the Board Clerk. The citizen is to move to the lectern upon being recognized by the Board President and state his/her full name and address. The Board will not respond to questions or comments at the meeting. The citizen may receive a written response as soon as possible. Questions and complaints relating to employees of the district will not be permitted at this time unless other administrative complaint procedures have been exhausted. Such questions are to be referred to the Superintendent first for resolution through district complaint procedures. Presentation or discussion of matters which are currently under legal review will not be permitted.
- J. Discussion and vote to approve or not approve the Certificate of Authority:** Superintendent Lisa Presley is appointed as the Delegate of Authority on behalf of Tahlequah School District I-35, to deal with any state and federal governmental division in regard to the spending of state or federal monies and to the compliance of the District with funding requirements, civil rights laws, and special education-related statutes. The Superintendent shall have authority to complete and submit necessary governmental forms, provide governmental agencies with requested information, make application for governmental funds, and perform all acts needed to comply with state and federal law requirements for the receipt of grant money and for the protection of civil rights of employees and students. Programs include, Title I, II, III, IV, and VI formula grants, Title VII Impact Aid and Indian Education, Johnson O'Malley, IDEA programs, all discretionary/competitive grants, Adult Basic Education, Title IX official, and supervisor of 504 designations. DeAnn Mashburn or Randy Underwood shall be designated as the local contact person and the individual authorized to sign in the absence of the Superintendent.

**K. Discussion and vote to approve or not approve the Designation of purchasing agents and receiving clerks for each school site as follows:**

**1. PURCHASING AGENTS:**

- |                            |   |
|----------------------------|---|
| a. Athletic Department     | Matt Cloud and Danna Reese  |
| b. Child Nutrition         | Rhonda Kerns and Dana Dobson  |
| c. Grants/Federal Programs | Christine Gonzales  |
| d. Individual Schools      | Building Principals   |
| e. Maintenance             | Brad Jones and Jana McNeil  |
| f. Transportation          | Brad Jones, Larry Wood and Meri Parks   |
| g. District                | Lisa Presley, Diane Adamson, Pat Molloy, Christine Gonzales and Randy Underwood |

**2. RECEIVING AGENTS:**

- |                       |  |
|-----------------------|--|
| a. Board Office       | Staff                                    |
| b. Child Nutrition    | Mark Hooper                              |
| c. Individual Schools | Site Office Managers and Vice Principals |
| d. Warehouse          | John Baker and Jana McNeil               |
| e. Transportation     | Brad Jones, Larry Wood and Meri Parks    |

**L. Discussion and vote to approve or not approve the following Bids and Quotes:**

1. EcoLab for the district pest elimination.

**M. Business Items - Consent Docket Vote to approve or not approve the following:**

**1. Contracts/Agreements (2016-17 School Year):**

- a. Agreement with GVTV to provide an internet platform for broadcasting sporting events over the internet.
- b. Agreement with Green Country Rehabilitation for physical therapy and occupation therapy services for 2016-17 school year to eligible TPS students
- c. Agreement with Barlow Education Management Services to prepare and submit a 21<sup>st</sup> Century Community Learning Center Grant.
- d. Agreement with Barlow Education Management Services for participation in the Barlow Commodity Processing Network.
- e. Agreement with Schindler Elevator Corporation for maintenance services for the TMAC elevators.
- f. Agreement with ARMKO Industries, Inc. to perform roof consulting services for the district.
- g. Agreement with Imperial Vending for the instillation of and maintaining vending equipment including stocking product.
- h. Agreement with Junior Achievement of Oklahoma to enroll and provide curriculum the district 5<sup>th</sup> grade students in the JA BizTown Program.
- i. Agreement with Love Bottling Co. to provide instillation of and maintenance to district drink vending machines including stocking product.
- j. Agreement with Verizon Wireless to provide "hotspot" wireless services for TPS Athletics.
- k. Agreement with Sandra Dunning, Grants & Evaluation Consulting, LLC. to provide evaluation services for the Drug Free Communities Support Program grant.
- l. Agreement with Document Imaging Solutions, LLC. (DIS) to provide Copier/Duplicator services to the district.
- m. Agreement with Cherokee County Health Services Council for SWAT coordinator stipend.
- n. Agreement with Oklahoma State School Boards Association's Unemployment Program (OPSUCA) to provide consulting, legal and training services for the TPS district.
- o. Lease agreement with Teaching and Mentoring Communities (TMC) for the lease of building D on the Central campus as well as the TMS kitchen.
- p. Licenses agreement with Discovery Education to access Discover Ed Streaming via the website.
- q. Lease Renewal with Airgas to provide cylinders and/or gases for use in the district HVAC units.
- r. Agreement with ECOLAB to provide district pest prevention/elimination.
- s. Supplemental Services Contract with Luke Bigby to provide Percussion Instruction for Summer Band.
- t. Supplemental Services Contract with Sydney Rappe to provide dance technique, sideline and halftime routines at dance camp.
- u. Agreement with SREB to provide training for a middle and high school ELA and math cohort over three years.
- v. Agreement with Boys and Girls Club of Tahlequah to provide before and after school services to TPS students.
- w. Agreement with the City of Tahlequah to provide School Resource Officers (SRO's) for the district.

- x. Agreement with Tahlequah's B.E.S.T. Drug Free Community Coalition to provide a full-time Preventionist to administer the Prescription Drug Abuse Prevention programs.
- y. Agreement with the Board of Regents of the University of Oklahoma/OU College of Nursing to provide assistance with development of programs for individuals to earn nursing degrees.
- z. Agreement with ACE Facilities Management, Inc. to provide custodial services for Heritage Elementary, TMS, THS, T-MAC and Sequoyah Elementary.

**2. Fundraisers:**

- a. Summer Arts Camp-DVD Sales

**3. Memberships (2016-17):**

- a. AdvanceEd – (accreditation organization-THS only)
- b. CCOSA - Cooperative Council of Oklahoma School Administrators
- c. OASIS – Oklahoma Association Serving Impacted Schools
- d. OK ASBO – Oklahoma Association of School Business Officers
- e. OSAC - Oklahoma School Advisory Council
- f. OSSBA – Oklahoma Secondary School Board Association
- g. OTA - Oklahoma Technology Association
- h. Tahlequah Chamber of Commerce
- i. USSA – United Suburban Schools Association

**N. Discussion and vote to approve or not approve the following organization by-laws:**

- 1. Cherokee Elementary PTO
- 2. Greenwood Elementary PTO
- 3. Middle School PTO
- 4. Kick-Off Club
- 5. Tahlequah Band Boosters
- 6. Tahlequah Tiger Diamond Club
- 7. Takedown Club

**O. Discussion and vote to approve or not approve the following items surplus:**

- 1. Central – wooden teacher desk without functional glass top and Pro Image XL3000 Poster Printer out of date, no supplies available for it,
- 2. TPS Band – Alto Saxophone, Bassoon, 4 Clarinets, Flute, 3 French Horns and Oboe.
- 3. THS 200 Wing - 15 intercoms, 19 Channel 1 TV's and 1 old metal box.
- 4. Child Nutrition Sequoyah Elementary – Cresco Model #1231 Warmer.
- 5. Cherokee Elementary - 2 desks, 5 rolling cabinets, 2 small filing cabinets, 2 shelves and 1 TV/VCR on a cart.

**P. Discussion and vote to approve or not approve the following Policy Reviews/Revisions:**

- 1. Food Procurement # 3279
- 2. District Employee Travel # 3105
- 3. Purchasing Procurement # 3103
- 4. District Wellness Policy # 6040

**Q. Discussion and vote to approve or not approve changes to the following job description(s).**

- 1. Bus Driver/Transportation Maintenance

**R. Discussion, and vote to approve or not approve the Schedule of Encumbrances:**

	<u>2015-16</u>
1. General Fund	696-700
2. General Fund Grants	3316-3328
3. Coop Fund	None
4. Building Fund	94-100
5. Bond Fund (38)	None
6. Sinking Fund	1
7. QZAB	9-12

	<u>2016-17</u>
1. General Fund	1-74
2. General Fund Grants	3000-3082
3. Coop Fund	None
4. Building Fund	1-54

- 5. Bond Fund (38) None
- 6. Sinking Fund None
- 7. QZAB None

**S. Executive session:** Motion and vote to convene in executive session – Executive Session Authority: *25 Okla.Stat. § 307(B) (1) and (7)*. The Board proposes to discuss the following matters during its closed session:

- 1. Personnel items V.1 Transfers and V.3 Employment.
- 2. Executive Director of Special Services

**T. Motion and vote to acknowledge the Board’s return to open session.**

**U. Board President’s statement of executive session minutes.**

**V. Motion and vote to approve or not approve Personnel Items V1-V3;**

**1. JOB TRANSFERS:** Upon the recommendation of the Superintendent, the job transfers of the following person(s), be **APPROVED:**

		<u>Effective</u>
Adams, Tracy	TMS Teacher to THS Teacher	2016-17 School Yr
Bailey, Shelley	TMS Teacher to Heritage Teacher	2016-17 School Yr
Baird, Cheryl	TMS Teacher to 1/3 Alt Ed and 2/3 TMS Teacher	2016-17 School Yr
Briggs, Rachel	Greenwood Cook to Heritage Cafeteria Manager	2016-17 School Yr
Caughman, Heidi	THS Cafeteria Manager to CN Secretary	2016-17 School Yr
Cole, Becky	Heritage Para to Heritage Attendance Sec	2016-17 School Yr
Dotson, Pat	THS Teacher to TMS Teacher	2016-17 School Yr
Duckworth, Amy	Heritage Lit Lab Para to Heritage Library Para	2016-17 School Yr
Fanning, Stuard	Central Teacher to THS Teacher	2016-17 School Yr
Hall, Greg	Sequoyah Teacher to THS Teacher	2016-17 School Yr
Hall, Vicki	Heritage Cook to Sequoyah Cafeteria Manager	2016-17 School Yr
Jones, Jenna	Greenwood Teacher to TMS Counselor	2016-17 School Yr
Jones, Vallerie	THS Teacher to TMS Librarian	2016-17 School Yr
Kirk, Anita	Cherokee Special Care Para to Sequoyah Special Care Para	2016-17 School Yr
McDonald, Christi	TMS SPED Teacher to Greenwood SPED Teacher	2016-17 School Yr
Meier, Jean	TMS SPED Teacher to Cherokee SPED Teacher	2016-17 School Yr
Ross, Lisa	THS Cook to THS Cafeteria Manager	2016-17 School Yr
Turner, Teresa	THS Teacher to 1/3 Alt Ed and 2/3 THS Teacher	2016-17 School Yr
Wilson, Keith	TMS Teacher to THS Teacher	2016-17 School Yr
Wood, Charlotte	Central Teacher to THS Teacher	2016-17 School Yr

**2. RESIGNATION:** Upon the recommendation of the Superintendent, the resignation of the following person(s), be **APPROVED:**

		<u>Effective</u>
Gwin, Autumn	Certified Teacher	June 14, 2016

**3. EMPLOYMENT:** Upon the recommendation of the Superintendent, the employment and contract approval of the following person(s), be **APPROVED:**

		<u>Effective</u>
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Bus Driver-Temp 1 year contract	2016-17 School Yr
_____	Special Care Para-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Alt Ed Teacher-Temp 1 year contract	2016-17 School Yr
_____	Librarian-Temp 1 year contract	2016-17 School Yr
_____	Parapro-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract (pending certification)	2016-17 School Yr
_____	Parapro-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Attendance Receptionist-Temp 1 year contract	2016-17 School Yr
_____	LPN-Temp 1 year contract	2016-17 School Yr
_____	Special Care Para-Temp 1 year contract	2016-17 School Yr

_____	TMS Band Teacher-Temp 1 year contract	2016-17 School Yr
_____	Certified Teacher-Temp 1 year contract	2016-17 School Yr
_____	Parapro-Temp 1 year contract	2016-17 School Yr
_____	Vo-Ag Teacher Temp 1 year contract	July 2016
_____	Assistant Transportation Director	July 2016
_____	THS Assistant Principal	July 2016

**W. New Business:** New business refers to any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda. Legal Authority: *25 Okla. Stat. Section 311(A) (9)*

**X. Motion and vote to adjourn**

**Scheduled Meeting:** The next regularly scheduled meeting of the Board of Education is Thursday, July 14, 2016 at 6:00 PM. At the Board of Education Building, 225 N Water, Tahlequah Oklahoma

Posted at \_\_\_\_\_ p.m. this 13<sup>th</sup> day of June, 2016 at the Board of Education Building, 225 N Water, Tahlequah Oklahoma

\_\_\_\_\_  
Notary Public Signature

12005570  
Notary Number