

**AGENDA WITH COMMENTARY
REGULAR BOARD OF EDUCATION MEETING
PONCA CITY BOARD OF EDUCATION
PONCA CITY INDEPENDENT SCHOOL DISTRICT I-71
ADMINISTRATION CENTER
BOARD ROOM
613 EAST GRAND AVE.
PONCA CITY, OK 74601**

MONDAY, MARCH 11, 2019

6:00 P.M.

1. CALL TO ORDER

- 1.1 Call Meeting to Order** (President)
- 1.2 Flag Salute**
- 1.3 Roll Call** (Minutes Clerk of the Board)

2. PRESENTATIONS/RECOGNITIONS

2.1 Presentation of the Employee of the Month and Friend of Education Awards

The President of the Board will preside over presenting the March Employee of the Month and Friend of Education Awards to the following employees.

Certified Employee of the Month Vicki Courtney
Kindergarten Teacher at Woodlands Elementary

Support Employee of the Month Vicki Bentley
Teacher Assistant at Teen Pep

Friend of Education..... Blackwell Dentistry
Supporter of Ponca City Public Schools

2.2 Lincoln Elementary – Orff Ensemble

3. PUBLIC COMMENT

3.1 Comments From the Public

The Ponca City Public School Board of Education recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in board meetings. The board has established guidelines to govern public participation in board meetings necessary to conduct its meetings and to maintain

order. After checking in with the board clerk, individuals or groups wishing to speak during the public comment period must provide the following information, in writing, in order to speak before the board:

- Name and address of the individual
- The agenda action item(s) the individual wishes to address
- The organization the individual represents or is affiliated with, if applicable

Anyone who would like to speak to the board during public comment period of the meeting must check in with the board clerk *at least 15 minutes prior to the start of the board meeting*. There will be a form available they will need to fill out and return to the board clerk before they can be heard by the board.

Participants must be recognized by the president or other presiding officer and must preface their comments by an announcement of their name and group affiliation, if applicable.

Comments of the speaker must relate to an item on the meeting agenda. Generally, participants shall be limited to comment of a maximum of three (3) minutes duration unless altered by the presiding officer, with the approval of the board. All public comments during any one regular meeting shall be limited to no more than fifteen (15) minutes. No participant may speak more than once during a single meeting. All statements shall be directed to the presiding officer; no participant may address or question board members individually.

For more information regarding Speaking Privileges of the Public, please refer to Board Policy 2.4 *Speaking Privileges of the Public*, that is available at the board meeting, or in the board policy manual located on the district website, www.pcps.us, under *Board of Education*.

4. SUPERINTENDENT’S REPORT WITH POTENTIAL BOARD DISCUSSION

4.1 School Report Card

5. PRESENTATION FROM WILSON, DOTSON AND ASSOCIATES ON AUDIT REPORT

6. CONSENT AGENDA

*Motion required: Motion required for the approval of the "Consent Agenda" as printed (or as amended). Board members may, however, call for a vote on each of the items listed on the "Consent Agenda."

- 6.1 Agenda with Commentary 1-6**
- 6.2 Minutes from February 11, 2019 Regular Meeting and March 5, 2019 Special**

	Meeting.....	7-17
6.3	Contracts/Agreements under \$10,000.....	18-20

ACTION REQUIRED

7. ACTION ITEMS (MOTION REQUIRED)

7.1 Consider and Take Action on the Following District Financial Reports:

A.	FY19 General Fund 11 Encumbrances #1052-#1180 in the amount of \$677,917.84.....	21-25
B.	FY19 Building Fund 21 Encumbrances #85-#86 in the amount of \$170,000.00	26
C.	FY19 Child Nutrition Fund 22 Encumbrances #132-#141 in the amount of \$99,028.25.....	27
D.	LRB 2016 Improvement Bond 30 Encumbrance #11-#12 in the amount of \$155,998.24.....	28
E.	2017 Building Bond 37 Encumbrances #11-#12 in the amount of \$21,109.00.....	29
F.	2018 Building Bond 38 Encumbrance #7 in the amount of \$3,819.63.....	30
G.	FY19 Gifts and Endowment Fund 81 Encumbrances #81-#87 in the amount of \$29,240.42.....	31
G.	Change Order Listing as of 3/04/2019 for Funds 21, 22, 30, & 81 and 3/06/2019 for Fund11	32-37
H.	Budget Analysis Reports	38-48
I.	Bond Fund Reports	49-52
J.	Activity Fund Reports/Requests	53-67
K.	Treasurer’s Reports.....	68-73
L.	Ratification & Approval of Payrolls	

Brenda Storie will answer questions on the financial reports on pages 21-73.

RECOMMENDED ACTION

The Superintendent recommends approval of the financial reports.

7.2 Consider and Take Action on Receiving the Audit Report from Wilson, Dotson, and Associates Auditing Firm

Commentary:

This is an annual requirement. Pam Dotson, from the district’s auditing firm Wilson, Dotson, and Associates, presented the audit report for the 2017-18 fiscal year to the Board Finance Committee on Tuesday, March 5, 2019. She will present the audit to the Board via conference call. Hard copies will be provided to the Board. Brenda Storie will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

7.3 Consider and Take Action on Ratification of the AIA Contract to Employ Construction Manager, Rick Scott Construction Company for Ongoing Projects.

Commentary:

This contract is for the Ponca City High School Projects on the Sullins North Fence and the Howell Elevator, Secure Entry, and Seating. The Construction Manager receives 6% of the cost of the projects. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

7.4 Consider and Take Action to Accept the Bids for the North Sullins Fencing Project in the amount of \$146,783.00

Commentary:

Rick Scott Construction will be the Construction Manager to oversee the installation of the Sullins Fencing Project on the north side of the stadium to include steel fence, gates, pillars and sidewalks. They will also install new black chain-link fencing and repaint the existing fence posts to match in various areas on the south side of the complex. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

7.5 Consider and Take Action to Accept the Bids for the Vo-AG Farm Renovations in the amount of \$212,300.00

Commentary:

The Vo-Ag classrooms/welding shop will get a new roof and HVAC systems. The main barn will receive a concrete floor, insulated walls and ceiling as well as an infrared heating system in the center section. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

7.6 Consider and Take Action on the Adoption of the Revised Policies and Procedures for Post-Issuance Tax Compliance Procedures for Tax-Exempt Bonds

Commentary:

The Municipal Securities Board added two items to the policies and procedures

covering material events. These items were presented by Ron Fisher, the district's financial advisor for bond issues, to the Board at the March 5, 2019 Special Board meeting. A copy of the procedures will be included in the handouts.

RECOMMENDED ACTION

The Superintendent recommends approval.

- 7.7 Motion and Vote to Convene in Executive Session for the Following Purposes: to Discuss the Possible Termination, Reassignment, Resignation, and Employment of Personnel on the Attached Detailed Personnel Report [Authority for Executive Session: 25 O.S. Section 307 (B) (1)]; to Discuss the Employment of Executive Directors and Directors, [Authority for Executive Session: 25 O.S. Section 307(B)(1)]; to Discuss Negotiations [Authority for Executive Session: 25 O.S. Section 307 (B) (2); and to Discuss Confidential Conversations with the Board's Attorney Concerning Pending Claims and Litigation [Authority for Executive Session: 25 O.S. Section 307 (B) (4)]**

Motion for Executive Session if one is desired.

- 7.8 Return to Open Session.**

- 7.9 Recital by Board President that Minutes of Executive Session Were Kept by the Board Minutes Clerk and Will Remain Confidential**

- 7.10 Consider and Take Action on Renewal of the Following Administrative Contracts for the 2019/2020 School Year:**

Directors

Barbara Cusick, Executive Director of Curriculum
Jeff Denton, Director of Child Nutrition (Part Time)
Randy Empting, Director of Transportation
Jason Leavitt, Athletic Director
Curtis Layton, Executive Director of Human Resources and TLE
Chris Littlecook, Director of Title VI
Jason Ridenour, Director of Technology
Bret Smith, Executive Director of Operations
Tony Smith, Director of Maintenance
Brenda Storie, Executive Director of Finance/Treasurer
Karla Streeter, Director of Alternative Programs
Amy Swartz, Director of Special Services
Teri Vogeale, Associate Director of Curriculum
Jeffrey Harmon, Director of Football Operations/Dean of Students

RECOMMENDED ACTION

The Superintendent recommends approval.

- 7.11 Consider and Take Action on Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel.....74**

Commentary:

A copy of the proposed personnel report is included on page 74 of the agenda.

RECOMMENDED ACTION

The Superintendent recommends approval of the personnel report as presented and/or amended.

8. NEW BUSINESS

9. ADJOURNMENT

***Motion required for adjournment**

(Special accommodations may be made available for this Board meeting. Requests should be made by calling the office of the Superintendent of Schools no later than Friday, preceding the Board meeting.)

(Contracts/Agreements Under \$10,000.00)

Board of Education Meeting - March 11, 2019

	COMPANY NAME	SERVICE PROVIDED	AMOUNT OF CONTRACT	CONTRACT DATE
1	Tagliatela Photography LLC	Tagliatela Photography LLC will provide services to the Sideout Club/Volleyball for the 2018 Season.	Activity Fund	August 10, 2018
2	Kagan Professional Development	<p>The Kagan Professional Development is a training for teachers that will coach them on how to use cooperative learning groups successfully. Cooperative learning is the foundation for having student-led discussions, which is what 21st century classrooms look like. The teacher is no longer the "lecturer", but the facilitator. Cooperative learning is an educational approach which, aims to organize classroom activities into academic and social learning experiences. There is much more to Cooperative Learning than merely arranging students into groups, and it has been described as "structuring positive interdependence." Students must work in groups to complete tasks collectively toward academic goals.</p> <p>Total cost for Union Elementary is \$3,249.00.</p>	General Fund \$3,249.00	March 13, 2019
3	SBR Entertainment, LLC	DJ for the 2019 Po Hi Prom at a cost of \$1,800.00, plus \$50.00 travel charge. Total cost is \$1,850.00.	Activity Fund	April 20, 2019
4	City of Ponca City/RecPlex	<p>Rental of the RecPlex for After Prom 2019. Excluding pool usage. Five (5) hours at \$125.00 per hour with a \$500.00 refundable clean-up deposit.</p> <p>Total cost of \$1,125.00</p>	Activity Fund	April 20, 2019

5	TriStone Counseling and Developmental Strategies, PLLC	This agreement is between Ponca City Public School and a Licensed Behavioral Health Counseling Services to provide on-site professional behavioral health services to students.	No Cost to District	March 11, 2019-July 31, 2019
6	Eric Welch	Eric Welch will provide security for the 2019 After Prom at the RecPlex from 2230 hours-0130 hours at a total cost of \$90.00.	Activity Fund	April 20 - 21, 2019
7	Steven Yinger	Steven Yinger will provide security for After Prom at the RecPlex for the 2019 Prom from 2230 hours-0130 hours at a total cost of \$90.00.	Activity Fund	April 20 - 21, 2019
8	E.W. Marland Estate Facility	Rental of the E.W. Marland Estate Facility for the 2019 Prom. Total cost is \$1,250.00, plus a refundable damage deposit of \$250.00.	Activity Fund	April 20, 2019
9	BMC Software Inc.	Track-it provides the ability for district employees to submit Technology/Maintenance problems or requests. It also provides notification of new or modified requests and allows change management policies that allow maintenance tickets to be approved by building principal as a well historical reporting on open and closed requests.	Bond Fund 38 \$3,819.63	April 15, 2019-April 14, 2020
10	Cody Womack	Cody Womack will provide security for After Prom at the RecPlex for the 2019 Prom from 2230 hours-0130 hours at a total cost of \$90.00.	Activity Fund	April 20 - 21, 2019
11	Keathly's Nursery	Keathly's Nursery will provide landscaping for the Concert Hall. Total Cost of \$6,617.24.	Bond Fund 30 \$6,617.24	March 4, 2019

PONCA CITY PUBLIC SCHOOLS LOGO AND LICENSING AGREEMENTS				
12	SportsDecals, Inc.	SportsDecals, Inc. will use logos on t-shirts for Po Hi Football Team-Strength and Condition program.	No Royalty	February 26, 2019
13	Raised Decals, LLC	Raised Decals, LLC will use logos for decals on the Po Hi Baseball helmets.	No Royalty	February 9, 2019
RESCINED CONTRACT				
14	E.W. Marland Estate Facility	It stated that the refundable deposit was \$100.00, but should have been \$250.00.	Activity Fund	April 20, 2019

**PONCA CITY SCHOOLS
PERSONNEL REPORT**

March 11, 2019

<u>NAME</u>	<u>ASSIGNMENT EMPLOYMENTS</u>	<u>EFFECTIVE DATE</u>	<u>PROJ. #</u>	<u>SALARY</u>
<u>CERTIFIED PERSONNEL</u>				
Burchette, Jessica	ELL Teacher TBD	2019-2020	042	Salary Schedule
Clifton, Teresa	Elementary Teacher TBD	2019-2020	000	Salary Schedule
Klein, Jill	Teacher TBD	2019-2020	000	Salary Schedule
Minson, Heather	Elementary Teacher TBD	2019-2020	000	Salary Schedule

<u>SUPPORT PERSONNEL</u>				
Maples, Peggy	Concert Hall Coordinator Salary for School Events	27/7219	000	\$15/hr up to 150 hrs
Maples, Peggy	Concert Hall Coordinator Salary for Non-School Events	27/7219	000	\$20/hr
Walker, Shakur	CNP Stocker @ West	3/8/2019	CNP	Salary Schedule
Wilkerson, Martha	Child Nutrition @ Woodlands 3/hr	3/5/2019	CNP	Salary Schedule

SEPARATIONS

<u>CERTIFIED PERSONNEL</u>				
Cassens, Rick	Special Ed Teacher .50 *Liberty/.50 Roosevelt	2/26/2019		on medical leave 18-19
Cindle, Randy	Track Coach Position Resignation Only	2/8/2019		\$180
Langstraat, Steve	Special Education Math Teacher @ Sr-Hi	2/21/2019		
Resler, Trina	Principal @ Union	4/12/2019		

<u>SUPPORT PERSONNEL</u>				
Connelly, Jodi	Library Monitor @ Trout	3/14/2019		
Ladd, J. Marty	Bus Driver 6.25hrs	2/11/2019		
Seeliger, Kathryn	Special Education Teacher Assistant @ Union	3/13/2019		
Thurber, Carol	Girls Golf Coach Positon Separation Only	2/25/2019		pro-rate
Wilkerson, Martha	Child Nutrition @ Woodlands 3/hr	3/8/2019		

CHANGE OF STATUS

<u>SUPPORT PERSONNEL</u>				
Baldwin, Katelynne	Title VI Teacher Assistant from East to West	2/19/2019	561	no change
Bayha, Cheryl	Title VI Teacher Assistant from West to East	2/19/2019	561	no change
Neal, Randy	Bus Driver 4.25 Salary Adjustment	1/28/2019	000	Salary Schedule

EXTRA DUTY

<u>CERTIFIED PERSONNEL</u>				<u>NON-CONTRACT DUTY</u>
Belt, Jeremiah	After School Tutoring @ West	April 1-May 2 '19	109	\$23/hr up to 10hrs
Goscha, Christine	Gifted & Talented Additional Hours @ Union	Jan-May 2019	162/130	\$23/hr up to 10 addtl hrs
Sharp, Ashlee	Gifted & Talented Additional Hours @ Union	Jan-May 2019	162/130	\$23/hr up to 10 addtl hrs
Taylor, Nancy	Honor Choir Additional Hours @ Union	Jan-May 2019	103	\$23/hr up to 5 addtl hrs

<u>CERTIFIED PERSONNEL</u>				
Landes, Wendy	Girls Head Golf Coach	3/4/2019	athletics	<u>CONTRACT DUTY</u> \$2,000.00

<u>SUPPORT PERSONNEL</u>				
Albee, Calvia	Before School Bus Duty @ East	Mar-May 2019	108	<u>NON-CONTRACT DUTY</u> reg rate pay / up to 20hrs
Amaya-Villalobos, Denise	Additional Spanish Interpreting	Jan-May 2019	028	reg sal / up to add'l 35hrs
Chavez, Kandy	Translator of EL/Bilingual Conference	Feb-May 2019	000	reg rate pay / up to 12hrs
Vannest, Craig	Bus Assistant as needed	Feb-May 2019	000	reg rate pay as needed

<u>SUPPORT PERSONNEL</u>				
Havens, Mica	Assistant Track Lay Coach	3/4/2019	athletics	<u>CONTRACT DUTY</u> \$1,800.00
Hooper, Jonathan	Soccer Assistant Performance Pay (reimbursed by Booster Clut	2018-2019	booster club	\$750Apr'19/ \$750May'19
Huffman, Carmen	Before School Bus Duty @ Garfield	2/19/2019	garfxtradty	reg rate up to 15hrs
Huffman, Carmen	After School Bus Duty @ Garfield	2/19/2019	garfxtradty	reg rate up to 19hrs

SUBSTITUTES

ADDITIONS FOR THE 2018-2019 SCHOOL YEAR
(Teacher Substitute: \$60/day, Teacher Asst. Substitute: \$50/day)

Blackstar, Oliver	Contract Substitute	3/7/2019		Salary Schedule
Brownfield, Penny	Long term sub for Langstraat	3/4/2019		\$120/day
Carter, Molly	Activity Bus Driver Substitute only	4/15/2019		Salary Schedule
Klein, Jill	Long term Special Education sub for Cassens	3/4/2019		\$120/day