

Sapulpa Public Schools Board of Education Independent School District Number
33 Creek County Regul
Monday, March 11, 2013 7:00 PM
Washington Administration Center Board Room 511 E. Lee, Sapulpa, OK 74066,
511 E Lee, Sapulpa, OK 74066

I. Call the meeting to order and Pledge of Allegiance to the American Flag.

II. Consent Agenda

To approve consent agenda, Items A-I passed with a motion by Jeff Gilbert and a second by Steve McCormick.

Bradd Brose: Yea
Jeff Gilbert: Yea
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 5, Nay: 0

II.A. Approval of the minutes of the 2-11-13 regular board meeting.

II.B. Approval of the minutes of the 2-23-13 special board meeting.

II.C. Approval of the 2012-13 general fund purchase order encumbrances numbers 896 through 980.

II.D. Approval of the 2012-13 building fund purchase order encumbrance numbers 129 through 134.

II.E. Approval of the 2012-13 child nutrition fund purchase order encumbrance numbers 88 through 91.

II.F. Approval of the monthly financial reports of the school Activity Funds account.

II.G. Approval of the Treasurer's Report on the status of Funds and Investments.

II.H. Approval of a Banquet Contract with Renaissance for the 2013 High School prom.

II.I. Approval of the following out-of-state activity trips:

II.I.1. JROTC to compete in the JROTC National shooting match in Anniston, AL on March 20-24, 2013.

II.I.2. JROTC to compete in the Regional CMP shooting match in Camp Perry, OH on April 3-7, 2013.

II.I.3. JROTC to compete in a military skills competition in Amarillo, TX on April 11-14, 2013.

II.I.4. Robotics team to compete in the FIRST Robotics Challenge Regional Competition in Fayetteville, AR on April 3-6, 2013.

II.I.5. Spanish I to compete in the Modern Foreign Language Field Day in Joplin, MO on April 11, 2013.

III. Hearing from the Public

Kimberly Hayes, parent of 4 children bullying by teachers. spec needs students studies on bullying by teachers go through prin, supt and the bd not taken seriously when a student reports abuse (bullying) all 4 students have make it easier for our students like same as students bullying students makie it easy for the students go to the website <http://www.tolrance.org/supplement/addressing-teacher-bullies>

IV. Information and Discussion Items

IV.A. Process for Estimate of Needs

Kenda Terrones, Business Manager, updated the Board on the process and safeguards used to create the district's Estimate of Needs. This is a "legal budget" and determines the total amount of funds the district is allowed to spend. The district hires an auditor to prepare the budget. The total amount of the budget is always less than the expected funding. The Budget is created to allow for carryover. Purchase Orders (P.O.) prevent funds from being encumbered if they are not available. If an employee purchases goods/services

without opening a P.O., they will be sent an "Assumption of Responsibility" form stating that they violated district policy and responsible for those funds. The treasurer personally registers and monitors all checks and is the last line of defense in ensuring the district's budget.

IV.B. Purchasing Card

Kenda Terrones, Business Manager, expressed the district's interest in using a Purchasing Card. Some of the benefits in using a P-Card include, rebates up to 1.62%, more vendor options, no up-charges for using a 3rd party, and save money by using fewer checks. The card would be controlled through the district's finance department. This item will be brought back for final Board approval next month.

IV.C. Revised Policy 104.2 WORKING PRINCIPLES AND PROCEDURES

Tom Trigalet, Asst. Superintendent of Human Resources, presented revisions to policy 104.2 - Working Principles and Procedures. The revisions would delete language that refers to policy 483, a policy that the district no longer has.

IV.D. TLE (Teacher & Leader Effectiveness)

Teacher Leadership Evaluation (TLE) is now being used district-wide in evaluating teachers. Teachers are evaluated 30% on Classroom Management, 50% Instructional Effectiveness, 10% Professional Growth & Continuous Improvement, 5% Interpersonal Skills and 5% on Leadership. The Board was also provided the number of completed evaluations at each site.

IV.E. RIF (Reduction in Force) Policy

Tom Trigalet, Assistant Superintendent of Human Resources, will negotiate the district's Reduction in Force (RIF) policy this summer. The revisions will coincide with state law.

IV.F. Agreement with Kincaid

Dr. Richard Rosenberger, Assistant Superintendent of Instruction, presented a solution for transportation of district students for college field trips. The field trips were hard to schedule with the district's buses. Kincaid, a bus/van service, will provide transportation and be reimbursed through the district's Gear Up funds.

IV.G. Superintendent Comments

The Board was presented the district's dropout and graduation rates. The district had seventy three students dropped out in the 2011-12 school year. This is an increase from the year before. Mr. Larry Smith, Deputy Superintendent, will provide a detailed report on these students. The district's graduate rate

has decreased the last few years. The administration will be working to increase the graduate rate at Sapulpa Schools.

V. Action Items

V.A. New Business - items not known or foreseen when agenda was posted.

V.B. Vote to approve/disapprove a resolution determining the maturities of, and setting a date, time and place for the sale of the \$2,050,000 General Obligation Building Bonds of the School District.

To approve a resolution determining the maturities of, and setting April 11, 2013, at 12:00 p.m. in the Washington Administration Board Room at 511 E. Lee, Sapulpa, Oklahoma for the sale of the \$2,050,000 General Obligation Building Bonds of the School District passed with a motion by Steve McCormick and a second by Bradd Brose.

Bradd Brose: Yea
Jeff Gilbert: Yea
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 5, Nay: 0

V.C. Vote to approve/disapprove hiring Jack H. Jenkins, CPA as the independent auditor for the 2012-13 school audit.

To approve hiring Jack H. Jenkins, CPA as the independent auditor for the 2012-13 school audit passed with a motion by Jeff Gilbert and a second by Bradd Brose.

Bradd Brose: Yea
Jeff Gilbert: Yea
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 5, Nay: 0

V.D. Vote to approve/disapprove a School Site Deregulation application for 2012-13.

To approve a School Site Deregulation application for 2012-13 passed with a motion by Bradd Brose and a second by Steve McCormick.

Bradd Brose: Yea
Jeff Gilbert: Yea
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 5, Nay: 0

V.E. Vote to approve/disapprove secure entry bids for the district.

To approve secure entry bids for the district to helterbrand builders passed with a motion by Jeff Gilbert and a second by Bradd Brose.

Bradd Brose: Yea
Jeff Gilbert: Yea
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 5, Nay: 0

V.F. Vote to approve/disapprove Revised Policies:

Vote to approve Revised Policies: Policy 724 and 922 passed with a motion by Steve McCormick and a second by Bradd Brose.

Bradd Brose: Yea
Jeff Gilbert: Nay
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 4, Nay: 1

V.F.1. 724. SMOKING ON SCHOOL PREMISES BY STAFF MEMBERS/PATRONS

V.F.2. 922. SMOKING ON SCHOOL PREMISES BY STAFF MEMBERS/PATRONS

V.G. Proposed executive session to discuss Personnel listed, Indian Ed Tutor and Study Skills Teacher as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.

V.G.1. Vote to convene in executive session.

To convene in executive session at 9:16 p.m. passed with a motion by Jeff Gilbert and a second by Steve McCormick.

Bradd Brose: Yea
Jeff Gilbert: Yea
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 5, Nay: 0

V.G.2. To acknowledge the Board has returned to open session.

V.G.3. Statement of executive session minutes.
9:26

V.H. Personnel

V.H.1. Vote to approve/disapprove Employing Personnel as per attachment. Terra Rhoads, Middles School Indian Ed Tutor (3-4-13) Donna Shaban, Middle School Study Skill Teacher (2-12-13)

To approve Employing Personnel as per attachment passed with a motion by Jeff Gilbert and a second by Steve McCormick.

Bradd Brose: Yea
Jeff Gilbert: Yea
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 5, Nay: 0

V.H.2. Vote to accept Resignations received since the last board meeting. David Dry, Service Center Grounds and Maintenance (3-1-13)

To accept Resignations received since the last board meeting passed with a motion by Steve McCormick and a second by Bradd Brose.

Bradd Brose: Yea
Jeff Gilbert: Yea
Steve McCormick: Yea
Melinda Ryan: Yea
Bryan Sherwood: Yea
Yea: 5, Nay: 0

V.I. Adjournment

To Adjourn at 9:28 p.m. passed with a motion by Jeff Gilbert and a second by Steve McCormick.

Bradd Brose: Yea

Jeff Gilbert: Yea

Steve McCormick: Yea

Melinda Ryan: Yea

Bryan Sherwood: Yea

Yea: 5, Nay: 0