

Bixby Board of Education Regular Meeting 1  
Thursday, February 13, 2020 Bixby Board of Education Regular Meeting 1  
Administrative Center 109 N. Armstrong Bixby, OK 74008  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:01 PM.

Justin Cheatham: Present

Matt Dotson: Present

Lisa Kramer: Present

Julie Prox: Present

Amanda Stephens: Present

Present: 5.

1. **Call Meeting to Order/Roll Call** - Pledge of Allegiance led by Sama Nofal and Caden Strokos from Northeast Intermediate School.

2. **Reports to The Board**

1. **Special Recognition**

1. Community Partner Award - **Victoria Oltmann**, Bixby Historical Society

2. Spartan Spirit Award - **Hospitality Room Donors**

- **Red Dog Construction** - Stacy Hopkins
- **Surfaces** - Lindsey Boles
- **BSI Cabinets** - Randy McGlothlin
- **Accent Millwork** - Jason Cole
- **Shipman Photography** - Greg & Jennifer Shipman
- **Home Hardware USA**
- **Sherwin Williams of Bixby**

3. Spartan Coin of Excellence - **Recognition of BHS All-State Recipients**

- **OCA Volleyball** - Sophie Childs
- **OHSFSCA Fast-Pitch Softball** - Coach Joy Marie Galliard
- **OCA Cheerleading** - Caton Cabbiness and Taylor Wagner

- **OCA Football** - Brennan Presley and Brody Sartin
  - **OkMEA Choir** - Paige Emberson, Madeline Cooper, Aubrey McNiel and Isaiah Penny,
  - **OkMEA Band** - Pete McManus, Dylan Ryan, Jonah Wagner, Kayla Adams, Emma Hussin, Abby Ball, Erin Shealy, Levi Radford, Caleb Cooper, Cougar Cannon, Kayla Gorham, and Tara Eldridge
2. Superintendent's Report - Rob Miller
  3. Facilities Update - Mark Deibert
  4. Monthly Budget Report - Mike Anthony
3. **Comments from the Public**
1. Speakers must identify themselves.
  2. Each Speaker is given a maximum of three (3) minutes.
  3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.
  4. Total time allocated to this item is thirty (30) minutes.
  5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.
  6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.
  7. The president reserves the right to interrupt this section and move to the next item.
  8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.
4. **General Consent Agenda - Discussion, consideration and vote to approve or not to approve Items #4.1-4.18. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)**

Approval of General Consent Agenda Items #4.1-4.18 as presented Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Yea

Yea: 5, Nay: 0

1. Minutes of January 16, 2020 Regularly Scheduled Board Meeting
2. Activity Fund Summary of Accounts and Transfer Requests
3. Encumbrances and Change Orders for FY 2020 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond Funds 31-39 and Bond/Lease Purchase Orders per attached encumbrance registers
4. FMLA - Certified - Central Elementary - 4/24/20 to 5/22/20
5. FMLA - Certified - High School - 2/7/20 to 5/22/20
6. Medical Leave - Support - Northeast - 2/12/20 to 2/26/20
7. Leave Extension - Certified - Central Intermediate - 4/3/20 to 5/22/20
8. Leave Extension - Support - District - 1/27/20 to 3/9/20
9. FMLA - Certified - District - 3/4/20 to 4/29/20
10. Medical Leave - Support - District - 12/19/19 to 3/6/20
11. Medical Leave - Support - Northeast - 1/16/20 to 3/6/20

12. FMLA - Support - Administration - 2/11/20 to 4/7/20
13. FMLA - Certified - North Elementary - 3/9/20 to 4/6/20
14. FMLA - Certified - High School - 2/25/20 to 3/6/20
15. FMLA - Certified - Central Elementary - 1/6/20 to 1/22/20
16. FMLA/Medical Leave - Certified - Central Intermediate - 1/6/20 to 7/1/20
17. Employment, Resignation, Retirement - Certified Personnel - per attached
18. Employment, Resignation, Retirement - Support Personnel - per attached

5. **Finance**

1. Discussion, consideration and vote to approve or not to approve a contract with Jenkins & Kemper CPA for the 2019-2020 Fiscal Year Audit.

Approval of a contract with Jenkins & Kemper CPA for the 2019-2020 Fiscal Year Audit at a cost not to exceed \$13,300.00. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin  
Cheatha Yea  
m:

Matt  
Dotson: Yea

Lisa  
Kramer Yea  
:

Julie  
Prox: Yea

Amand  
a  
Stephen Yea  
s:

Yea: 5, Nay: 0

6. **Teaching and Learning** - No items this meeting

7. **District Services** - No items this meeting

8. **Human Resources** - No items this meeting

9. **Miscellaneous**

1. Discussion, consideration, and vote to approve or not to approve the renaming of Northeast Elementary and Intermediate Schools to East Elementary and East Intermediate Schools effective June 1, 2020.

Approval of the renaming of Northeast Elementary and Intermediate Schools to East Elementary and East Intermediate Schools effective June 1, 2020. Passed with a motion by Lisa Kramer and a second by Julie Prox.

Justin  
Cheatha Yea  
m:

Matt  
Dotson: Yea

Lisa  
Kramer Yea  
:

Julie  
Prox: Yea

Amand  
a  
Stephen Yea  
s:

Yea: 5, Nay: 0

10. **New Business**

11. **Vote to adjourn**

At 7:08 p.m. approval of adjourning Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Yea

Yea: 5, Nay: 0

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Bixby Board of Education Regular Meeting  
Thursday, January 16, 2020 at 6:30 p.m.  
Administrative Center  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:30 PM.

Justin Cheatham: Present  
Matt Dotson: Present  
Lisa Kramer: Present  
Julie Prox: Present  
Amanda Stephens: Present  
Present: 5.

1. **Call Meeting to Order/Roll Call** - Pledge of Allegiance led by NEE students Tylar Lane and Tucker Meek

## 2. Reports to the Board

### 2.1. Special Recognition

2.1.1. Community Partner Award - Keller William Preferred Realtor

2.1.2. Spartan Spirit Award - Richard Walters, Maintenance Lead

2.1.3. Spartan Coin of Excellence - Bixby HS Football Seniors and coaching staff

2.2. Superintendent's Report - Mr. Miller

2.3. Facilities Update - Mr. Deibert

2.4. Monthly Budget Report - Mr. Anthony

## 3. Comments from the Public

3.1. Speakers must identify themselves.

3.2. Each Speaker is given a maximum of three (3) minutes.

3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.

3.4. Total time allocated to this item is thirty (30) minutes.

3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

3.7. The president reserves the right to interrupt this section and move to the next item.

3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

**4. General Consent Agenda - Discussion, consideration and vote to approve or not to approve Items #4.1-4.18. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)**

Approval of General Consent Agenda Items #4.1-4.18. Passed with a motion by Justin Cheatham and a second by Lisa Kramer.

Justin Cheatham: Yea

Matt Dotson: Yea

Lisa Kramer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

4.1. Minutes of December 12, 2019 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

4.3. Encumbrances and Change Orders for FY 2020 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond Funds 31-39 and Bond-Lease #16 per attached encumbrance registers

4.4. Approval of an agreement with the Bixby Swim Club for use of facilities

4.5. Approval of an agreement with Roller's Academy of Wrestling for use of facilities

4.6. Approval of Bixby High School Choirs request to participate in a clinic at Southern Methodist University in Dallas, Texas on May 1-3, 2020

4.7. Approval of Bixby High School Baseball request to participate in a tournament in Richardson, Texas on March 12-14, 2020

4.8. Approval of the MCROTC request to participate in the Military Skills and Drill Competition at College Park High School in Shreveport, LA on February 28 to March 1, 2020

4.9. Approval of Drama, Debate and Speech request to participate in a NIETOC Tournament at Wichita East High School in Wichita, KS on February 7-8, 2020

4.10. Approval of Drama, Debate and Speech request to participate in NIETOC Tournament at Lansing High School in Lansing, KS on January 24-25, 2020

4.11. Approval of an agreement with Oklahoma Secondary School Activities Association for conducting a Pilot Cooperative Activities Program

4.12. Approval of the renewal of an agreement with Intrado for the School Messenger service at a cost of \$8,400

4.13. Medical Leave Extended - Certified - Central Intermediate - 1/6/2020 to 4/3/2020

4.14. FMLA - Support - Administration - 2/18/2020 to 4/17/2020

4.15. FMLA - Certified - North Elementary - 2/24/2020 to 5/20/2020

4.16. Medical Leave Extended - Support - Northeast - 1/6/2020 to 3/23/2020

4.17. Employment, Resignation, Retirement - Certified Personnel - per attached

4.18. Employment, Resignation, Retirement - Support Personnel - per attached

5. **Finance** - No items

6. **Teaching and Learning** - No items

7. **District Services**

7.1. Discussion, consideration and vote to approve or not to approve the lowest responsible bidders for custodial services for Bixby Public Schools.

Approval of Entrust 1 and SG360 for custodial services for the next four months Feb 15 through May 31, 2020. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham: Yea

Matt Dotson: Yea

Lisa Kramer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.2. Discussion, consideration and vote to approve or not to approve a contract with the Mabee Center for the Bixby High School Graduation on May 7, 2020.

Approval of a contract with the Mabee Center for the Bixby High School Graduation on May 7, 2020. Passed with a motion by Lisa Kramer and a second by Matt Dotson.

Justin Cheatham: Yea

Matt Dotson: Yea

Lisa Kramer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.3. Discussion, consideration and vote to approve or not to approve declaring items as surplus to be disposed of according to Oklahoma Statutes.

Approval of declaring items as surplus to be disposed of according to Oklahoma Statutes. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham: Yea

Matt Dotson: Yea

Lisa Kramer: Yea  
Julie Prox:

Yea Amanda  
Stephens: Yea Yea: 5,  
Nay: 0

## 8. Human Resources

8.1. Discussion, consideration, and vote to approve or not to approve recommended assignment of site principals for West Elementary and West Intermediate Schools for the 2020-2021 school year.

Approval of Libby McNamara as West Elementary Principal and Brenda Shaw as West Intermediate Principal. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham:  
Yea Matt Dotson:

Yea  
Lisa Kramer: Yea  
Julie Prox:

Yea Amanda  
Stephens: Yea Yea: 5,  
Nay: 0

## 9. Executive Session

9.1. Discussion, consideration and vote to go or not to go into executive session to discuss the Evaluation of the Superintendent (25 O.S. Sec. 307 (B)(1) and (B)(7)).

At 8:39 p.m. approval to go into executive session. Passed with a motion by Julie Prox and a second by Justin Cheatham.

Justin Cheatham:  
Yea Matt Dotson:

Yea  
Lisa Kramer: Yea  
Julie Prox:

Yea Amanda  
Stephens: Yea Yea: 5,  
Nay: 0

9.2. Vote to acknowledge return to open session.

At 9:32 p.m. approval to return to open session. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Lisa Kramer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

9.3. Statement by Board president of executive session minutes.

**10. New Business - None**

**11. Vote to adjourn**

At 9:3 p.m. approval to adjourn. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Lisa Kramer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member



# Bixby Public Schools

109 N. Armstrong • Bixby, Oklahoma 74008  
(918) 366-2200

RECEIVED



Tuesday October 15, 2019

2:17 pm, Dec 13, 2019

**BY E-MAIL TO:**

[ghiebert@tulsacounty.org](mailto:ghiebert@tulsacounty.org)

[walexander@tulsacounty.org](mailto:walexander@tulsacounty.org)

Mr. Michael Willis  
County Clerk of Tulsa County  
Tulsa County Courthouse

**RE: INDEPENDENT SCHOOL DISTRICT NUMBER 4 OF TULSA COUNTY,  
OKLAHOMA (the Bixby School District) – Notice of Change of time for Regular  
Board Meeting Under the Open Meeting Law**

Dear Mr. Willis:

This will notify you that Bixby Board of Education would like to change the meeting time as follows:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday  January 16, 2020	6:30 p.m.	Bixby Public Schools Administrative Center 109 N Armstrong Bixby, OK

Finally, please file stamp this as to when you received it and pdf it back to me at the email address shown below.

Thank you.

Very truly yours,

Sherry McIntyre  
Clerk of the Board of Education  
[smeintyre@bixbyps.org](mailto:smeintyre@bixbyps.org)

**CERTIFIED PERSONNEL EMPLOYMENT**

Carrie Schlesner

Special Education Teacher

Eff. Dec. 16, 2019  
Central Intermediate

**TEMPORARY CONTRACT**

**VIRTUAL COURSE TEACHER**

**CERTIFIED PERSONNEL RESIGNATION AGREEMENTS**

Tamara Davalos

PE Teacher/Head Girls Soccer Coach

Eff. Jan 6, 2020  
High School

**SUPPORT PERSONNEL**  
**EMPLOYMENT FOR THE 2019-2020 SCHOOL YEAR**  
**SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT**

Katherine Burton	Paraprofessional	Eff. Jan 13, 2020 Middle School
Terra Cruse	Paraprofessional	Eff. Dec. 18, 2019 Northeast Elem/Int
Charlotte Devoe	Paraprofessional	Eff. Jan 8, 2020 High School
Tiffany Gravis	Admin/Assistant	Eff. Jan 6, 2020 Admin
Victoria Smith	Counselor Sec	Eff. Jan 6, 2019 Middle School

**TEMPORARY EMPLOYMENT**

**VOLUNTEER COACHING**

Chris Griffin	Assistant Wrestling
Eric Guerrero	Assistant Wrestling
Brittany Scrapper	Head Girls Soccer

**SUPPORT PERSONNEL**  
**RESIGNATION**

Kimberly Clark	Paraprofessional	Eff. Dec. 13, 2019 9 <sup>th</sup> Grade
Pamela Flaherty	Paraprofessional	Eff. Dec. 20, 2019 Central Elementary
Dax Heginbotham	Custodian	Eff. Jan 24, 2020 Central Elementary
Talyssa McCullough	Food Service Asst	Eff. Jan. 13, 2020 Central Elementary
Osvelia Rodriguez	Food Service Asst	Eff. Dec. 20, 2019 Middle School

**TERMINATED**

Terra Cruse	Paraprofessional	Eff. Jan. 15, 2020 Northeast Elem/Int.
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Submitted to the Board of Education  
January 16 , 2020

## **CERTIFIED PERSONNEL EMPLOYMENT**

Lindsey Demer

Math Teacher

Eff. Feb. 14, 2020  
High School

## **TEMPORARY CONTRACT**

## **VIRTUAL COURSE TEACHER**

## **CERTIFIED PERSONNEL RESIGNATION AGREEMENTS**

Tammie Baty

Special Education

Eff. Feb. 1, 2020  
Central Intermediate

Megan Deitz

Counselor

Eff. Feb. 7, 2020  
Middle School

Kristina Morrow

Special Education

Eff. Jan 22, 2020  
Northeast Elem/Int

Brandon Rosa

Math

Eff. March 2, 2020  
High School

**SUPPORT PERSONNEL**  
**EMPLOYMENT FOR THE 2019-2020 SCHOOL YEAR**  
**SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT**

Eileen Rodriguez Cruz	Food Service Asst	Eff. Feb. 3, 2020 Central Elementary
Joanna Jackson	Paraprofessional	Eff. Feb. 4, 2020 9 <sup>th</sup> Grade Center
Cal Johnson	Bus Driver	Eff. Jan. 21, 2020 District Wide
Joshua Knobloch	Electrical Apprentice	Eff. Feb. 10, 2020 District Wide
Lori Lucas	Playground Aid	Eff. Jan 28, 2020 Central Elementary
Talyssa McCullough	Paraprofessional	Eff. Feb. 10, 2020 Central Elementary
Theresia Morgan	Food Service Asst	Eff. Feb. 4, 2020 Central Elementary
Aimee Walker	Custodian	Eff. Jan 22, 2020 Central Intermediate

**TEMPORARY EMPLOYMENT**  
**VOLUNTEER COACHING**

Caitlyn Fowler	Winter Guard Coach
Megan Howerton	Winter Guard Coach
Walter Hubbard	Assistant Girls Soccer

**SUPPORT PERSONNEL**  
**RESIGNATION**

Sammie Baldwin	Paraprofessional	Eff. Feb. 14, 2020 Central Elementary
Andrew Fulk	Playground Aide	Eff. Jan 29, 2020 Central Elementary
Tiffany Gravis	Admin Assistant	Eff. Feb. 11, 2020 Administration
Thomas Jenner	Bus Driver/Shop Helper	Eff. Jan 17, 2020 District Wide
Candi Kirby	Paraprofessional	Eff. Jan 23, 2020 Central Elementary
Virginia Perez	Custodian	Eff. Jan 23, 2020 Northeast Int.
Billi Smith	Food Service Asst	Eff. Jan. 17, 2020
Kimberly Vaughn	Paraprofessional	Eff. Feb. 7, 2020 Central Elementary
Darla Watkins	Lunch Aide	Eff. Jan. 27, 2020 9 <sup>th</sup> Grade Center

**TERMINATED**