

Bixby Board of Education Regular Meeting 1
Thursday, March 12, 2020 Bixby Board of Education Regular Meeting 1
Administrative Center 109 N. Armstrong Bixby, OK 74008
109 N Armstrong St
Bixby, OK 74008

1. **Call Meeting to Order/Roll Call** - Pledge of Allegiance from Mason Berlien
Easton Rodgers from Central Elementary School
2. Administer the Oath of Office to Tristy Fryer, Board of Education Seat #5
3. Election of Board of Education Officers

Motion to approve Julie Prox as Board President. Passed with a motion by Amanda
Stephens and a second by Matt Dotson.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 4, Nay: 0

Motion to approve Justin Cheatham as Board Clerk. Passed with a motion by Julie Prox
and a second by Matt Dotson.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 4, Nay: 0

Motion to approve Matt Dotson as Board Vice President. Passed with a motion by Justin Cheatham and a second by Amanda Stephans.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 4, Nay: 0

4. **Reports to The Board**

1. **Special Recognition**

1. Community Partner Award - Eileen Neighbors, Simon Malls School Reward Program
2. Spartan Spirit Award - Rowdy Dilbeck
3. Spartan Coin of Excellence
 - **Bixby Public School District Teacher of The Year** - Dolly Scott, BLC
 - **BHS Academic All-State** - Tara Eldridge, Aidan Sudler, and Jonah Wagner
 - **Bixby MCJROTC** - Fourth Consecutive State Championship
 - **Bixby Wrestling State Champion** - Emma Thompson
2. Monthly Budget Report - Mike Anthony

3. Facilities Update - Mark Deibert
4. Superintendent's Report - Rob Miller
5. **General Consent Agenda - Discussion, consideration and vote to approve or not to approve Items #6.1-6.9. (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 the General Consent Agenda - Items #6.1-6.9 as presented. Passed with a motion by Justin Cheatham and a second by Amanda Stephens.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

1. Minutes of February 13, 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. Approval of the renewal of a software service agreement with Municipal Accounting Systems, Inc. at a cost of \$18,000 for the 2020-2021 fiscal year.
5. FMLA - Certified - Middle School - 3/24/2020 to 5/21/2020
6. FMLA - Certified - Central Intermediate - 3/3/2020 to 4/20/2020
7. FMLA - Certified - Technology High School - 4/1/2020 to 5/13/2020

- 8. Employment, Resignation, Retirement - Certified Personnel - per attached
- 9. Employment, Resignation, Retirement - Support Personnel - per attached

6. **Finance**

- 1. Board to consider and take possible action, in the absence of the President and/or Clerk, to appoint an acting President and/or acting Clerk of the School district to execute any and all documents pertaining to setting the maturities, date, time and place of the bond sale.

Approval of a motion to table this item Passed with a motion by Tristy Fryer and a second by Justin Cheatham.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda
Stephen Yea
s:

Yea: 5, Nay: 0

- 2. Board to consider and take action on a resolution determining the maturities of, and setting a date, time and place for the sale of the \$18,215,000 General Obligation Combines Purpose Bonds of this School District, and designating Phillips Murrah P.C., as bond counsel for this issuance of bonds.

Approval of a resolution determining the maturities of, and setting April 23, 2020 at 12:00 noon at the Bixby Public Schools Administrative Center for the sale of the

\$18,215,000 General Obligation Combines Purpose Bonds of this School District, and designating Phillips Murrah P.C., as bond counsel for this issuance of bonds. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda
Stephen: Yea

Yea: 5, Nay: 0

7. Teaching and Learning

1. Discussion, consideration and vote to approve or not to approve new site codes for East Intermediate School, West Elementary School, and West Intermediate School and Bixby Virtual Intermediate School.

Approval of new site codes for East Intermediate School, West Elementary School, and West Intermediate School and Bixby Virtual Intermediate School as p. Passed with a motion by Matt Dotson and a second by Amanda Stephens.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 5, Nay: 0

8. **District Services**

1. Discussion, consideration and vote to approve or not to approve Amendment No. 5 to construction contract between CMS Willowbrook and Bixby Public Schools for Central Elementary and Central Intermediate Summer Projects.

Approval of Amendment No. 5 to construction contract between CMS Willowbrook and Bixby Public Schools for Central Elementary and Central Intermediate Summer Projects Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 5, Nay: 0

2. Discussion, consideration and vote to approve or not to approve declaring items as surplus to be disposed of in accordance to Oklahoma Statutes.

Approval of declaring items as surplus as presented to be disposed of in accordance to Oklahoma Statutes. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 5, Nay: 0

9. **Human Resources**

1. Discussion, consideration and vote to approve or not to approve the Holiday Schedule for all 12 month employees for the 2020-2021 fiscal year.

Approval of the Holiday Schedule for all 12 month employees for the 2020-2021 fiscal year. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 5, Nay: 0

10. Executive Session

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 7:38 p.m. approval to go into executive session to discuss the Evaluation of the Superintendent per Oklahoma Statutes Passed with a motion by Justin Cheatham and a second by Amanda Stephens.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 5, Nay: 0

2. Vote to acknowledge return to open session.

At 8:55 p.m. approval of returning to open session Passed with a motion by Amanda Stephens and a second by Matt Dotson.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand Yea
a

Stephen
s:

Yea: 5, Nay: 0

3. Statement by Board president of executive session minutes.

11. New Business

12. Vote to adjourn

At 8:55 p.m. approval of adjourning Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

President

Vice President

Clerk

Member

Member

BOARD OF EDUCATION OATH OF OFFICE

A board of education member will take office and subscribe to the oath of office at the "first regular, special, or emergency school board meeting after the date of the annual school election and after the member has been certified as elected."

An appointed board of education member shall subscribe to the oath of office after being appointed by the board of education and before taking the office.

The elected or appointed school board member shall be sworn in with a loyalty oath and a cumulative oath before the school board clerk. Alternatively, the oath may be sworn before a notary public or judge.

Each sworn oath of a board of education member shall be filed with the school board clerk and kept on file by the school district.

LOYALTY OATH

"I, _____ (Name of Board of Education Member), hereby declare under oath that I will faithfully perform the duties of School Board Member of Bixby Public Schools to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States of America."

Signature of School Board Member

CUMULATIVE OATH

"I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office during such time as I am a school board member."

Signature of School Board Member

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public (or other officer authorized to administer Oaths or affirmations)

Adoption Date: November 13, 2000; Revised March 11, 2013

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

Attendance Taken at 6:00 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

2.1. Special Recognition

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

2.1.2. 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**

2.1.3. 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 McNiell 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

2.2. Superintendent's Report - Rob Miller

2.3. Facilities Update - Mark Deibert

2.4. Monthly Budget Report - Mike 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 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

4.1. Minutes of January 16, 2020 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 Purchase Orders per attached encumbrance registers

4.4. FMLA - Certified - Central Elementary - 4/24/20 to 5/22/20

- 4.5. FMLA - Certified - High School - 2/7/20 to 5/22/20
- 4.6. Medical Leave - Support - Northeast - 2/12/20 to 2/26/20
- 4.7. Leave Extension - Certified - Central Intermediate - 4/3/20 to 5/22/20
- 4.8. Leave Extension - Support - District - 1/27/20 to 3/9/20
- 4.9. FMLA - Certified - District - 3/4/20 to 4/29/20
- 4.10. Medical Leave - Support - District - 12/19/19 to 3/6/20
- 4.11. Medical Leave - Support - Northeast - 1/16/20 to 3/6/20
- 4.12. FMLA - Support - Administration - 2/11/20 to 4/7/20
- 4.13. FMLA - Certified - North Elementary - 3/9/20 to 4/6/20
- 4.14. FMLA - Certified - High School - 2/25/20 to 3/6/20
- 4.15. FMLA - Certified - Central Elementary - 1/6/20 to 1/22/20
- 4.16. FMLA/Medical Leave - Certified - Central Intermediate - 1/6/20 to 7/1/20
- 4.17. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.18. Employment, Resignation, Retirement - Support Personnel - per attached

5. Finance

5.1. 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 Cheatham: Yea
Matt Dotson: Yea
Lisa Kramer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
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

9.1. 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 Cheatham: Yea
Matt Dotson: Yea
Lisa Kramer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
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

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 th 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 th Grade Center

TERMINATED

CERTIFIED PERSONNEL EMPLOYMENT

TEMPORARY CONTRACT

VIRTUAL COURSE TEACHER

CERTIFIED PERSONNEL RESIGNATION AGREEMENTS

Charlotte Allan	3 rd Grade	Eff. May 31, 2020 Central Elementary
Wendy Brylewski	Special Education	Eff. May 31, 2020 Middle School
Kim Fahrion	1 st Grade	Eff. March 13, 2020 Central Elementary
Katherine Kafton	1 st Grade	Eff. May 31, 2020 Central Elementary

AMENDMENT No. 5
TO THE AIA A133 – 2009 STANDARD FORM OF AGREEMENT BETWEEN
OWNER AND CONSTRUCTION MANAGER AS CONSTRUCTOR dated November 9th, 2017
Between CMSWillowbrook, Inc. and Independent School District No. 4 of Tulsa County,
Oklahoma, aka Bixby Public Schools

March 11, 2020

Independent School District No. 4 of Tulsa County, Oklahoma
Aka Bixby Public Schools
109 N. Armstrong St.
Bixby, Oklahoma 74008

This Amendment No. 5 will result in a revision to the AIA Document A133-2009 Standard Form of Agreement between Owner and Construction Manager as Constructor as follows:

Amend the following:

Page 1, for the following Projects:

Central Elementary and Central Intermediate Summer Projects

Page 1, Owner's Designated Representative:

Rob Miller

Page 1, Construction Manager's Designated Representative:

Bryan Miles

ARTICLE 5, Compensation for Construction Phase Services:

5.5% of the Cost of Work + General Conditions + Reimbursables

OWNER:
Independent School District No. 4
Of Tulsa County, Oklahoma
Aka Bixby Public Schools

CONSTRUCTION MANAGER
CMSWillowbrook, Inc.

By: _____
Rob Miller
Superintendent

By: Weston DeHart
Weston DeHart
President

Date : _____

Date : 3.11.20