

Bixby Board of Education Regular Meeting  
Thursday, December 10, 2020 Bixby Board of Education Regular Meeting  
Administrative Center 109 N. Armstrong Bixby, OK 74008  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Present

Matt Dotson: Present

Tristy Fryer: Present

Julie Prox: Present

Amanda Stephens: Present

Present: 5.

**1. Call Meeting to Order/Roll Call**

**2. Reports to the Board**

**1. Special Recognition**

1. Community Partner Award - Jeepers Anonymous
2. Spartan Spirit Award - Bixby Elementary and Intermediate Music Teachers
3. Spartan Coin of Excellence - Oklahoma Junior High All-State Choir Selectees:  
Kara Kannady, Aubrey Turner, Emma Goff, and Elizabeth Wells
4. Spartan Coin of Excellence - Bixby HS Football Seniors and coaching staff

2. Superintendent's Report - Rob Miller

3. Operations Update - Gabe Hayes

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 #4.1-4.10. (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 #4.1-4.10 as presented Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Tristy  
Fryer: Yea

Julie Prox: Yea

Amanda  
Stephens: Yea

Yea: 5, Nay: 0

1. Minutes of November 16, 2020 Special Board Meeting

2. Activity Fund Summary of Accounts and Transfer Requests
3. Encumbrances and Change Orders for FY 2021 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond-Lease Funds and Bond Funds 31-39 per attached encumbrance registers
4. Approval of a cheer fundraiser substitution for this fiscal year 2020-21
5. Approval of an agreement with Peachjar for the fiscal year 2020-21
6. Approval of resignation agreement with Jennifer Diggs
7. Medical Leave - Transportation - District - 9/30/20 to 1/3/21
8. Medical Leave - Child Nutrition - Middle School - 11/16/20 to 1/4/21
9. Employment, Resignation, Retirement - Certified Personnel - per attached
10. Employment, Resignation, Retirement - Support Personnel - per attached

**5. Teaching and Learning**

1. Discussion, consideration, and vote to approve or not to approve a change to the Bixby Public Schools 2020-2021 Academic Calendar.

Approval of changing the Bixby Public Schools 2020-2021 Academic Calendar as follows: extension of the winter break through Friday, January 8, 2021, adding those days to the end of the school year, which will now be May 26, 2021 and moving the Professional Development Day from January 4, 2021 to April 5, 2021. Passed with a motion by Julie Prox 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

## 6. Finance

1. Discussion, consideration and vote to approve or not to approve closing the Spartan Deli Activity Fund account and transferring the \$2,245.69 balance to the High School Miscellaneous Activity Fund account.

Approval of closing the Spartan Deli Activity Fund account and transferring the \$2,245.69 balance to the High School Miscellaneous Activity Fund account. 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  
a  
Stephen Yea  
s:

Yea: 5, Nay: 0

## 7. Human Resources

1. Discussion, consideration and vote to approve or not to approve employee group life insurance benefits.

Approval of the employee group life insurance benefits package with Prudential. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin  
Cheatha Yea  
m:

Matt  
Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda  
Stephen Yea  
s:

Yea: 5, Nay: 0

## 8. **District Services**

1. Discussion, consideration and vote to approve or not to approve a facilities management portal agreement with Facilitron, Inc. for the 2020-2021 fiscal year.

Approval of a facilities management portal agreement with Facilitron, Inc. for the 2019-2020 fiscal year. There is no cost to the District. 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

2. Discussion, consideration and vote to approve or not to approve an additional contract with Entrust One Facility Services, Inc. for cleaning services at Central Elementary and West Intermediate beginning December 11, 2020 - May 29, 2021 at a cost of \$78,806.74.

Approval of an additional contract with Entrust One Facility Services, Inc. for cleaning services at Central Elementary and West Intermediate beginning December 11, 2020 - May 29, 2021 at a cost of \$78,806.74. Passed with a motion by Amanda Stephens and a second by Justin Cheatham.

Justin  
Cheatha Yea  
m:

Matt  
Dotson: Yea

Tristy  
Fryer: Yea

Julie  
Prox: Yea

Amand  
a  
Stephen Yea  
s:

Yea: 5, Nay: 0

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 Technology items as surplus to be disposed of according to Oklahoma Statutes. Passed with a motion by Julie Prox 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. 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 8:36 p.m. approval of going into executive session to discuss the Evaluation of the Superintendent Passed with a motion by Amanda Stephens and a second by Julie Prox.

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 9:40 p.m. approval to return to open session 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

3. Statement by Board president of executive session minutes.

**10. New Business**

**11. Vote to adjourn**

At 9:41 p.m. approval to adjourn 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

Bixby Board of Education Special Meeting  
Monday, November 16, 2020  
Administrative Building  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Present  
Matt Dotson: Present  
Tristy Fryer: Present  
Julie Prox: Present  
Amanda Stephens: Present  
Present: 5.

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given the Board Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Monday, November 16, 2020 at 6:00 p.m. at the BPS Administrative Center, 109 N. Armstrong, Bixby, OK.

2. Call meeting to Order/Roll Call

### **3. Reports to the Board**

#### **3.1. Special Recognition**

3.1.1. Community Partner Award - ESS

3.1.2. Spartan Spirit Award - Bixby School Nurses

3.1.3. Spartan Coin of Excellence - Kate Bradley, All-State Softball, Oklahoma High School Fastpitch Softball Coaches Association

3.1.4. Spartan Coin of Excellence - Cayden Dawson, Cross Country

3.1.5. Spartan Coin of Excellence - Aubrey McNiel, National Merit Semifinalist

3.2. Superintendent's Report - Rob Miller

3.3. Facilities Update - Gabe Hayes

3.4. Budget and Finance Update - Mike Anthony

3.5. Special Education Update - Janice Rogers

**4. Comments from the Public - None**

- 4.1. Speakers must identify themselves.
- 4.2. Each Speaker is given a maximum of three (3) minutes.
- 4.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.
- 4.4. Total time allocated to this item is thirty (30) minutes.
- 4.5. 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.
- 4.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.
- 4.7. The president reserves the right to interrupt this section and move to the next item.
- 4.8. 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.

**5. General Consent Agenda - Discussion, consideration and vote to approve or not to approve Items #5.1-5.10. (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 #5.1- 5.10. (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.) Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea  
 Matt Dotson: Yea  
 Tristy Fryer: Yea  
 Julie Prox: Yea  
 Amanda Stephens: Yea  
 Yea: 5, Nay: 0

- 5.1. Minutes of October 8, 2020 Regularly Scheduled Board Meeting
- 5.2. Minutes of October 23, 2020 Special Board Meeting

5.3. Activity Fund Summary of Accounts and Transfer Requests

5.4. Encumbrances and Change Orders for FY 2021 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond-Lease and Bond Funds 31-39 per attached encumbrance registers

5.5. Approval of an Independent Contractor Agreement with Prep Plus LLC for ACT preparation classes for the 2020-2021 fiscal year

5.6. Approval of a contract renewal with Community Care Employee Assistance Program for the 2020-21 fiscal year.

5.7. Approval of a contract renewal with Intrado Communications for the 2020-21 fiscal year.

5.8. Report on the Annual State Department of Education evaluation of the Alternative Education Program

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

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

**6. Finance**

6.1. Presentation of the 2019-2020 Audit by Jenkins & Kemper, CPAs. Information only. No action required by the Board of Education.

Michael Kemper, CPA presented the audit to the Board of Education. No significant deficiencies or instances of noncompliance were reported.

**7. Teaching and Learning**

7.1. Review of Comprehensive Exit Report and College Remediation Report. Information only. No action required by the Board of Education.

Jamie Milligan presented this review to the Board of Education. Information only. No action was required by the Board.

7.2. Discussion, consideration and vote to approve or not to approve a contract with the YWCA for Student Support Services.

Approval of a contract with the YWCA for Student Support Services. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea

Amanda Stephens: Yea  
Yea: 5, Nay: 0

## 8. District Services

8.1. Discussion, consideration and vote to approve or not to approve the Bixby Public Schools Board of Education Notice of Schedule of Regular Meetings for the Calendar Year 2021.

Approval of the Bixby Public Schools Board of Education Notice of Schedule of Regular Meetings for the Calendar Year 2021. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

8.2. Discussion, consideration, and vote to approve or not to approve a Letter of Agreement with Hanover Research Council L.L.C. for research, data collection and analysis, and benchmarking associated with the Bixby High School Visioning Process.

Approval of a Letter of Agreement with Hanover Research Council L.L.C. for research, data collection and analysis, and benchmarking associated with the Bixby High School Visioning Process at a cost of \$49,500. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

8.3. 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 Julie Prox and a second by Justin Cheatham.

Justin Cheatham: Yea

Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

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

**10. Vote to adjourn**

At 7:53 p.m. approval of a motion to adjourn. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

\_\_\_\_\_  
President

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

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Clerk

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Member

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Member

**CERTIFIED PERSONNEL EMPLOYMENT**

Shelly Stringer

Spec Ed Teacher

Eff. October 20, 2020  
High School

**TEMPORARY CONTRACT**

**VIRTUAL COURSE TEACHER**

**CERTIFIED PERSONNEL RESIGNATION AGREEMENTS**

Martha Peters

Chemistry

Eff. December 18, 2020  
High School

**SUPPORT PERSONNEL**  
**EMPLOYMENT FOR THE 2020-2021 SCHOOL YEAR**  
**SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT**

Megan Baker	Para	Eff. October 20, 2020 North Elementary
Celeah Caldwell	PreK Para	Eff. October 9, 2020 East Elementary
Bianca Castillo	Custodian	Eff. October 23, 2020
Whitney Crow	PreK Para	Eff November 9, 2020 North Elementary
Jamie Hancock	Para	Eff. November 11, 2020 West Intermediate
Bobbie Harjo	Para	Eff. November 12, 2020 Central Elementary
Janet Johnson	FS Assistant	Eff. October 10, 2020
Laurance LeMay	Driver	Eff. October 29, 2020 District Wide
Paula McClendon	Driver	Eff. November 9, 2020 District Wide
Michael Owens	Custodian	Eff. October 19, 2020
Brenda Redding	FS Assistant	Eff. November 5, 2020
Sandy Schwemmer	Para	Eff. October 27, 2020 North Elementary
Madison Simpson	Bus Aide	Eff. November 5, 2020 District Wide
Connie Six	Safety Systems Tech	Eff. November 16, 2020 District Wide
Allison Skipper	PreK Para	Eff. October 20, 2020 East Elementary

**TEMPORARY EMPLOYMENT**

Danielle Hacking                      Neglected Liaison

**VOLUNTEER COACHING**

Brent Landrum                      8<sup>th</sup> Boys Basketball

**SUPPORT PERSONNEL**  
**RESIGNATION**

Ashley Arnold	Custodian	Eff. October 9, 2020 9 <sup>th</sup> Grade Center
Ola Clark	Bus Driver	Eff. October 9, 2020 District Wide
Laura Crawford	Paraprofessional	Eff. October 14, 2020 East Elementary
Mark Deibert	Facility Director	Eff. October 31, 2020 District Wide
Kaylenn Fagg	FS Assistant	Eff. November 06, 2020 West Elem/Int
Joanna Jackson	Paraprofessional	Eff. October 30, 2020 High School
Lacey Johnson	Paraprofessional	Eff. November 20, 2020 High School
Terika Johnson	PreK Para	Eff. October 14, 2020 North Elementary
Anjanette Keenen	Office Asst	Eff. October 30, 2020 North Elementary
Amber King	Office Asst.	Eff. October 15, 2020 Middle School
Charles McConkey	Bus Driver	Eff. November 2, 2020 District Wide
William Noviski	Custodian	Eff. November 13, 2020 North Intermediate
Jennifer Whynot Pacheco	Para	Eff. October 16, 2020 North Elementary
Francisco Pena	Playground Aide	Eff. September 25, 2020 East Elementary
Karen Richardson	Playground Aide	Eff. Nov. 2, 2020 Central Elementary
Acelyn Smith	Custodian	Eff. November 5, 2020 West Elementary
Jana Womack	Para	Eff. November 20, 2020 West Elementary

**TERMINATED**

**CERTIFIED PERSONNEL EMPLOYMENT**

Douglas Gorden

Chemistry

Eff. December 14, 2020  
High School

**TEMPORARY CONTRACT**

**VIRTUAL COURSE TEACHER**

**CERTIFIED PERSONNEL RESIGNATION AGREEMENTS**

Jennifer Diggs

Eff. December 1, 2020  
High School

Brandi Kopichanski

Eff. November 30, 2020  
West Intermediate

Kelly Rutter

Eff. January 1, 2021  
West Intermediate

**SUPPORT PERSONNEL**  
**EMPLOYMENT FOR THE 2020-2021 SCHOOL YEAR**  
**SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT**

Crystal Barton	Office Asst.	North Elementary Eff. December 14, 2020
Mary Chandler	FS Assistant	High School Eff. November 30, 2020
Matt Davidson	Athletic Event Custodian	High School Eff. December 3, 2020
Yolanda DelRio	FS Assistant	High School Eff. December 9, 2020
Stephenie Edwards	PreKPara	West Elementary Eff. December 2, 2020
Cody Molton	Custodian	District Wide Eff. December 7, 2020
Valerie Nixon	Office Asst	Middle School Eff. December 14, 2020
Pete Tobjy	Bus Driver	District Wide Eff. November 16, 2020

**TEMPORARY EMPLOYMENT**

Candice Miller	RSA Tutor
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**VOLUNTEER COACHING**

Cyprian Hedrick	Assistant Boys Soccer
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**SUPPORT PERSONNEL**  
**RESIGNATION**

Sandra Berg	Para	9 <sup>th</sup> Grade Center Eff. November 20, 2020
Whitney Crow	PreKPara	North Elementary Eff. December 1, 2020
Stephanie Esparanz	Para	West Elementary Eff. November 20, 2020
Angie Fitpatrick	Lunch Clerk	West Elem/Int Eff. November 13, 2020
Lauren Keys	Para	Central Elementary Eff. November 30, 2020

**SUPPORT PERSONNEL**  
**RESIGNATION-CONTINUED**

Yesenia Lozano	EL Para	Central Elementary Eff. December 8, 2020
Rhonda Marshall	Para	Central Elementary Eff. November 11, 2020
Brenda Redding	FS Assistant	High School Eff. November 6, 2020
LeAnna Selfridge	FS Assistant	East Elem/Int Eff. December 1, 2020
Andrea Unruh	Interventionist	Central Elementary Eff. December 18, 2020
Megan Zuniga	Para	East Elementary Eff. December 18, 2020

**TERMINATED**