

**AGENDA WITH COMMENTARY
REGULAR BOARD OF EDUCATION MEETING
PONCA CITY BOARD OF EDUCATION
PONCA CITY INDEPENDENT SCHOOL DISTRICT I-71
ADMINISTRATION CENTER
613 E GRAND AVE
PONCA CITY, OK 74601
MONDAY, MAY 09, 2016
6:00 P.M.**

<p>22nd Annual District Retirement Reception 5:30 p.m. – 6:00 p.m. Administration Building West Conference Room 613 E. Grand Ave. <i>(The retirees will also be honored during the Board meeting.)</i></p>

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 to all Retiring Ponca City Public School Employees** *(Dr. Pennington and Shelley Arrott)*

Commentary:

The President of the Board will preside over recognizing all district employees listed below who are retiring this year. Each employee will be presented with a token of the district's appreciation for all their years of service.

Certified	Support
Christina Chapman	Patricia Bush
Ellen Cobb	Delores Cady
Jana Gardner	Mary Forbes
Charles Hedgcoth	Delma Holmes
Jan McKay	Mary Lou Jennings
Tony Moyer	Jim Ladd
James Sharon	Marty Ladd
Larry Williams	Becky North
	Claire Russell

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

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

Certified Employee of the Month Teri Vogele
Associate Director of Curriculum/BOE

Support Employee of the Month..... Casey VanHoesen
Teacher Assistant at Woodlands Elementary

Friends of Education St. Luke’s Nazarene Church
Volunteers in Transportation

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

- 4.1 **Legislation Update**
- 4.2 **Budget Update**

5. CONSENT CALENDAR

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

- 5.1 **Agenda with Commentary 1-11**
- 5.2 **Minutes..... 12-22**
- 5.3 **Consent Agenda/Agreements under \$10,000..... 23-25**

**6. ACTION ITEMS (MOTION REQUIRED)
CONSIDERATION OF AND VOTE TO APPROVE OR NOT APPROVE THE FOLLOWING ITEMS:**

6.1 Consideration of and Vote to Approve or Not Approve the Following District Financial Reports:

- A. Amendments to FY16 Budget 26-38
- B. General Fund Encumbrances #1800-#1874.....39
- C. Building Fund Encumbrances #63-#6940
- D. Child Nutrition Fund Encumbrances #154-#15541
- E. Gift Fund Encumbrances #44-#4742
- F. 2016 LRB Improvement Encumbrances 2015-2016- #1-#20.....43
- G. 2013 Transportation Bond 32 Encumbrances 2015-2016 #644
- H. 2015 Construction Bond 34 Encumbrances 2015-2016 #36-#3945
- I. 2016 Construction Bond 35 Encumbrances 2015-2016 #6-#846
- J. Summary Change Order Listing as of 05/06/15 (Fund 11) and 05/04/15 (Funds 21, 22, 81, 31 & 39)..... 47-54
- K. Expenditure Summary Reports 55-67
- L. Bond Issue Reports 68-73
- M. Activity Fund Reports/Budgets..... 74-83
- N. Treasurer’s Report 84-87
- O. Ratification and Approval of Payrolls

Brenda Storie will answer questions regarding the financial reports included on pages 26-87.

RECOMMENDED ACTION

The Superintendent recommends approval of the financial reports.

6.2 Consideration of and Vote to Approve or Not Approve Adopting Board Policy 2.15 - 2.0 Employee Fundraising.

Commentary:

This is a policy for employee fundraising which includes the appropriate requirements for authorization for employees to engage in fundraising activities. A copy was provided to the Board for consideration. The Policy 2.15-2.0 can be found on pages 88-89. Brenda Storie will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.3 Consideration of and Vote to Approve or Not Approve the Application for the Participation in the 2016 Summer Food Service Program for Children.

Commentary:

The application for the 2016 Summer Food Service Program for Children has been submitted to and approved by the State Department of Education. Program participation will be for the month of June only beginning June 1, 2016 and ending June 30, 2016.

West Middle School - Lunch only, Monday - Friday 11:00 a.m. - 12:30 p.m.

Union Elementary - Breakfast 7:30 a.m. - 8:00 a.m. Lunch 11:00 a.m. - 12:00 p.m., Monday – Thursday. A copy of the application can be seen on pages 90-94.

Jeff Denton will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.4 Consideration of and Vote to Approve or Not Approve an Increase in Full-Priced Student Lunches for the 2016-2017 School Year.

Commentary:

According to Federal guidelines addressed in the Healthy and Hunger Free Children’s Act of 2012, each local education authority must increase the amount charged for a full-priced meal, based on a formulation outlined in the “Full Price Paid Equity” worksheet which considers the actual cost of preparing a meal and the amount charged to a “Full Priced” student compared to a federally reimbursed “Free or Reduced Student Meal”. The local Board of Education establishes the price based upon the formulation and must increase a minimum amount each year. Based on this calculation, the following is a recommendation for “Full Priced Meal” increase charges.

The new full-price breakfast and lunch prices are as follows:

Senior High School	Lunch	2015/16	\$ 2.35	Proposed	2016/17	\$ 2.50
East Middle School	Lunch	2015/16	\$ 2.25	Proposed	2016/17	\$ 2.35
West Middle School	Lunch	2015/16	\$ 2.25	Proposed	2016/17	\$ 2.35
Elementary Schools	Lunch	2015/16	\$ 2.15	Proposed	2016/17	\$ 2.25
Senior High School	Breakfast	2015/16	\$ 1.25	Proposed	2016/17	\$ 1.50
East Middle School	Breakfast	2015/16	\$ 1.00	Proposed	2016/17	\$ 1.25
West Middle School	Breakfast	2015/16	\$ 1.00	Proposed	2016/17	\$ 1.25
Elementary Schools	Breakfast	2015/16	\$ 1.00	Proposed	2016/17	\$ 1.25

“Full Priced” meals affect 23 % of the student population and accounts for less than 10% of the entire CNP budget. Jeff Denton will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.5 Consideration of and Vote to Approve or Not Approve the Following Contracts/Agreements:

A. Renewal of Agreement with Burnett Security and Investigation, Inc. for Security at Ponca City High School for the 2016-17 School Year.

Commentary:

This is the renewal of our contract with Burnett Security and Investigation, Inc. for two (2) security guards at Ponca City High School. Cost of the services will be \$239.20 per student contact day. Estimated cost is \$42,338.40. A copy of the contract is on page 94. Bret Smith will answer questions.

B. Renewal of Contract with Burnett Security & Investigation, Inc. for Courier Services for the 2016-17 School Year.

Commentary:

This is a contract between Burnett Security & Investigation, Inc. and Ponca City Public Schools for courier service. Burnett Security will pick up the deposits from each site and take to the bank. Cost is \$75.00 per school day for a total of \$13,275.00 from the General Fund. A copy of the contract is on page 96. Brenda Storie will answer questions.

C. Agreement with Beckett Bros. Wood Floor Systems, LLC, to Provide Repairs to the Gym Floor at West Middle School. Total amount of repairs is \$18,599.20.

Commentary:

This is a service agreement wherein Beckett Bros. agrees to provide the following services:

1. Repair damaged floor of approximately 215 sq. ft. = \$2,580.00
2. Install 5 volleyball sleeves @ \$900.00 each = \$4,500.00
3. Sand and refinish gym floor to include: sanding, sealing, applying first finish, painting court lines, and applying two (2) top coats of oil base gym finish. Sq. Ft. 6,776 (88' x 77') @ 1.70/Sq. ft. = \$11,519.20

Total amount for repairs is \$18,599.20. Repairs will begin after school is out for the summer of 2016. A copy of the contract is shown on pages 97-98. Bret Smith will answer questions.

D. Agreement with Lewis Associates Architects for Architectural Services for FY17.

Commentary:

The contract/agreement submitted for consideration by Lewis Architects Associates (LAA) is AIA Document B141, Standard Form of Agreement between Owner and Architect. The contract is for Architectural Services for the year, to include Building Fund Projects and misc. for 2016-17. This contract will encompass but not be restricted to Anderson HVAC, auditorium seating, and other misc. projects as needed. The Architect's fees vary depending on whether the project is new construction or renovation. Gary Bracken has reviewed the Agreement. A copy of the contract is shown on pages 99-109. Dr. Pennington will answer questions.

E. Agreement with IXL Learning Which Allows Teachers to Track Student Progress, Print Individual Student Reports, and Create Individual Interventions for Each Student.

IXL is an online program used by Math and English teachers at Ponca City High School. This program allows teachers to track student progress, print individual student reports, and create individual interventions for each student. The program will be funded with (ACE) funds in the amount of \$10,244.00. The agreement is for April 22, 2016 to April 23, 2017. A copy of the contract is shown on page 110. Barbara Cusick will answer questions.

F. Agreement with Engage2learn Which Provides Training and Coaching for the Implementation of Project Based Learning.

Engage Learning will provide training and coaching for the implementation of project based learning. Teachers will learn to design engaging, rigorous and relevant curriculum challenges for students in a collaborative instructional setting. Both teachers and administrators will be involved in this training. Training will include the Engage Learning Model, instructional coaching, leadership training, virtual coaching and access to all Engage resources, videos, and curriculum units designed in eStudio. This will be funded with Title II Federal Program in the amount of \$56,450.00. Contract is for July 1, 2016 to June 30, 2017. A copy of the contract is shown on page 111-114. Barbara Cusick will answer questions.

G. This is a Contract with Oklahoma Specialty Supply for the Purchase and Installation of New Lockers at Trout Elementary School.

Commentary:

This contract is for the purchase and installation of new lockers at Trout Elementary School. The contract is for \$10,560.00 and will come from the Building Fund. A copy of the contract is shown on page 115. Bret Smith will answer questions.

H. Agreement with 2 Fellas & A Big Vehicle Moving Company to Move Trout Elementary School Back to its Original Site.

Commentary:

2 Fellas & a Big Vehicle Moving Company submitted a quote in the amount \$22,590.00 to relocate Trout Elementary from the Washington Elementary site back to its original location. The company will provide five (5) vans and 30 movers. Funds will come from the Building Fund. A copy of the contract is shown on page 116. Bret Smith will answer questions.

I. Agreement with Gary Bracken, Attorney at Law, For His Engagement as Attorney for the District.

Commentary:

This is a renewal of the Board's agreement with Gary Bracken for his engagement as attorney for the school district. This is the eighteenth year the District has contracted services with Mr. Bracken based on a retainer fee for non-litigation matters. The retainer fee for the 2016-2017 school year will be \$43,200.00 from the General Fund. A copy of the contract is shown on pages 117-119. Dr. Pennington will answer questions.

J. Agreement between Galaxie Business Equipment Inc. and Ponca City Public Schools for six (6) District copiers plus supplies.

Commentary:

This agreement will be funded from various funds for over \$10,000.00. Brenda Storie will answer questions. A copy of the contract is shown on page 120.

K. Agreement with Standley for Maintenance on District copiers and duplicators.

Commentary:

Total cost for this agreement is over \$10,000.00 and will come from various funds. A copy of the contract is shown on pages 121-123. Brenda Storie will answer questions.

L. Agreement with Emporia State University Dance Camp for our 2016-17 Po-Hi Steppers to attend the Dance/Drill Team Camp June 3 to June 5, 2016.

Commentary:

We are expecting thirty five (35) dancers @ \$299.00 each and one (1) Director @ \$219.00. There will also be two routines provided @ \$200.00 per routine. Total cost will be \$11,084.00 from Activity Funds. A copy of the contract is shown on page 124.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.6 Consideration of and Vote to Approve or Not Approve Accepting the Corrected Bid Total for the Administrative Office Seminar Room.

Commentary:

Subcontract bids came in for a total of \$262,942.50. Included in that amount was a bid for \$4,360 which was not accepted. The total of accepted bids for the Board's approval on February 8, 2016 should have been \$258,582.50. This is a vote to correct that error. A copy of the Bid Sheet is shown on page 125. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.7 Consideration of and Vote to Approve or Not Approve Accepting the Bids for the Washington Elementary School Classroom Restroom Remodel.

Commentary:

Bids were submitted on April 28, 2016 at 2:00 p.m. at the Central Administration Office. The Board will be provided with a copy of the Recommendation Report. A copy of the Bid Sheet is shown on page 126. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.8 Consideration of and Vote to Approve or Not Approve a Recommendation to Utilize the Former Washington Elementary School for the Establishment of a Pre-Kindergarten Center.

Commentary:

Discussion has been held regarding the establishment of a pre-kindergarten center to better serve our pre-kindergarten students. The recommendation is to utilize the former Washington Elementary site, located as 1615 N. 7th Street, for the establishment of said center. The newly named Washington Pre-K Center will open its doors on August 17, 2016. Dr. Pennington will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.9 Consideration of and Vote to Approve or Not Approve Changing the Grade Span of Garfield, Liberty, Lincoln, Roosevelt, Trout and Woodlands Elementary Schools. Change to be in Implemented for the 2016-17 School Year.

Commentary:

State Department of Education guidelines require board approval when changing the grade span of a school. With the establishment of a pre-kindergarten center, the grade span for the above mentioned elementary schools will change to kindergarten through grade five. The only exception is Union Elementary where a non-graded special education program is housed. Dr. Pennington will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.10 Consideration of and Vote to Approve or Not Approve Resolution for Schools and Libraries Universal Services (E-Rate) for 2016-2017 school year.

Commentary:

This Resolution authorizes filing of the Form 471 application(s) for funding year 2016-17 and the payment of the applicant’s share upon approval of funding and receipt of services.” A copy of the Resolution is shown on page 127.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.11 Consideration of and Vote to Approve or Not Approve the Amended Ponca City School District Calendar for the 2016-17 School Year80

Commentary:

Ponca City Public Schools 2016-2017 SY Calendar was previously approved during the February 2016 Board of Education meeting. Up for consideration is a proposed amended PCPS 2016-2017 SY calendar. The change is replacing (6) student contact days with (6) professional development days. One of the days will be an all-employee PD day to allow for required state training and safety training. The other (5) days will be designated PD days for certified staff only. Adding PD days to the calendar allows for staff to be provided training to continually improve practices to improve academic success of the students of PCPS. If PD is provided on a day with no student contact, it alleviates substitute costs and eliminates the absence of a certified teacher from the classroom. A copy of the revised calendar is shown on page 128. Dr. Pennington will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.12 Consideration of and Vote to Approve or Not Approve a Proposed Executive Session for the Following Purposes: to Discuss the Employment of Assistant Principals, 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 Confidential Conversations with the Board’s Attorney Concerning Pending Claims and Litigation [Authority for Executive Session: 25 O.S. Section 307 (B) (4)]; to Discuss the Purchase or Appraisal of Real Property [Authority for Executive Session: 25 O.S. Section 307 (B) (3)]; and to Discuss Negotiations [Authority for Executive Session: 25 O.S. Section 307 (B) (2)]

Motion for Executive Session if one is desired.

6.13 Return to Open Session.

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

6.15 Vote to Approve or Not Approve Renewal of the Following Assistant Principals for the 2016-17 School Year.

Assistant Principals

Chuck Bayha	Jared Freeman	Dawn Mills
Tamara Chaney	DaLana Hawkins	Trenton Murner
Tami Flaspohler	Kevin LaRue	

RECOMMENDED ACTION

The Superintendent recommends approval.

6.16 Vote to Approve or Not Approve Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel.

Commentary:

A copy of the proposed personnel report with attachments is included on pages 129-141 of the Agenda.

RECOMMENDED ACTION

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

7. NEW BUSINESS

8. 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.)