

**Agenda for the
Board of Education
Independent School District No. 71
Kay County, Oklahoma
Ponca City Public Schools**

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District No. 71, Kay County, Oklahoma, will hold a **SPECIAL** meeting on the **9th day of March, 2016, at 12:00 o'clock Noon**, at the Administration Center, Ponca City Public Schools, 613 E. Grand Ave., Ponca City, Oklahoma.

AGENDA

The following is a list of the business to be conducted by the Board of Education at the above meeting:

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. PRESENTATION FROM WILSON, DOTSON AND ASSOCIATES ON AUDIT REPORT

3. 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."

- 3.1 Agenda with Commentary 1-7**
- 3.2 Minutes..... 8-21**
- 3.3 Consent Agenda/Agreements under \$10,000..... 22-23**

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

- 4.1 Consideration of and Vote to Approve or Not Approve Dublin-England & Boston Educational Field Trip Proposal.**

Commentary:

The English Department at Ponca City High School is asking the board to approve the Dublin, England & Boston Field Trip Proposal. This 10-day trip will commence on March 21, 2018 and will offer students the opportunity to expand their understanding of relevant literature by placing it within geographical and historical context. It will also benefit and expand their understanding and participation in the global community and afford them the opportunity to conduct research while incorporating various technological elements. Board approval will allow the sponsors to facilitate multiple fundraising opportunities for the travel participants based on the level of need/desire for fundraising as expressed by participants and/or their parents. No district funds will be spent, with the possible exception of substitute pay for the teacher sponsors. A copy of the proposal and Custom Price Quote are included in the handouts. Barbara Cusick or Paige Marsh-Smith, high school English teacher, will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

- 4.2 Board to discuss continuing disclosure obligations.**
- 4.3 Board to receive bids for the \$5,055,000 General Obligation Combined Purpose Bonds of this school district and award bonds to the lowest bidder.**
- 4.4 Board to consider and take action on a Resolution providing for the issuance of General Obligation Combined Purpose Bonds in the sum of \$5,055,000 by this school district, authorized at an election called and held for such purpose; prescribing form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue.**
- 4.5 Board to consider and take action on a Resolution designating the General Obligation Bonds of 2016 as “Qualified Tax-Exempt Obligations” pursuant to Section 265(b)(3)(B) of the Internal Revenue Code of 1986.**
- 4.6 Consideration of and Vote to Approve or Not Approve the Following District Financial Reports:**

- A. Budget Amendments FY16..... 24-36
- B. General Fund 11 Encumbrances #1299-#1511 37-40
- C. Building Fund 21 Encumbrances #60-#6541
- D. Child Nutrition Fund 22 Encumbrances #144-#15342
- E. Gifts and Endowment Fund 81 Encumbrances #35.....43
- F. 2013 Transportation Bond 32 Encumbrances #5.....44
- G. 2015 Construction Bond 34 Encumbrances #32-#3445
- H. 2016 Construction Bond 36 Encumbrances #4-#446

I. Summary Change Order Listing as of 02/29/2016	47-54
J. Expenditure Summary Reports	55-66
K. Bond Fund Reports	67-71
L. Request for Raffle	72
M. Activity Fund Reports/Requests	73-83
N. Treasurer's Reports	84-87
O. Ratification & Approval of Payrolls	

Brenda Storie will answer questions on the financial reports on pages 24-87.

RECOMMENDED ACTION

The Superintendent recommends approval of the financial reports.

4.7 Consideration of and Vote to Approve or Not Approve Receiving the Audit Report from Wilson, Dotson, and Associates Auditing Firm.

Commentary:

This is an annual requirement. Pam Dotson, from the district's auditing firm Wilson, Dotson, and Associates presented the audit report for the 2014-15 fiscal year to the Board Finance Committee on Tuesday, March 1, 2016. She will present the audit to the Board via conference call at Wednesday afternoon's board meeting. Hard copies will be provided to the Board. Brenda Storie will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

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

A. Agreement with Gallup Consulting for Teacher Insight and Principal Insight

Commentary

This is an agreement with Gallup Consulting for Teacher Insight and Principal Insight for Ponca City Public Schools at a cost of \$17,008.00. Subject to the terms and conditions set forth in this agreement, Gallup accepts the assignment to perform Teacher Insight, Principal Insight and related services including maintenance of hardware, software, programming and research for web-based Teacher and Principal Insight interviews to be used by Ponca City School District during the term of this agreement. The term of this agreement is March 10, 2016 through March 9, 2017. Shelley Arrott will answer questions.

B. Agreement with Municipal Accounting Systems, Inc. (MAS Inc.) to furnish the use of accounting software systems.

Commentary:

Municipal Accounting Systems, Inc. (MAS Inc.) for the 2016-2017 school year will provide financial accounting, treasurer, activity fund, and personnel software for the district. The amount of the agreement is \$840.00 per month for a total of \$10,080.00 for twelve months. (No increase from last year). Brenda Storie will answer questions.

C. Agreement with Netchemia’s TalentEd Records for Process Management Software for Streamlining and Automating Personnel Records, Tasks and Workflows.

Commentary:

Netchemia’s TalentEd Records is customizable process management software for streamlining and automating personnel records tasks and workflows. With the software, Human Resources will have the capability to build and customize the forms distributed in TalentEd Records for seamless recording keeping, which will ensure the district is in compliance and audit-ready. The program will allow new hires to complete online onboarding packets prior to orientation and returning employees can complete yearly paperwork tasks, such as a contract renewal, online as well. The reports and dashboards within TalentEd Records will allow Human Resources personnel to determine what each employee is missing, what is due, and what is expiring to maximize district efficiencies. Additionally, the software will eliminate physical filing and document storage and offers secure cloud storage, safe from fire or natural disaster. The agreement runs from March 10, 2016 to March 9, 2017. The cost of the agreement is \$12,000.00. Shelley Arrott will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

4.9 Consideration of and Vote to Approve or Not Approve Accepting the Bids for Lincoln Elementary Remodel Projects in the amount of \$560,747.00.

Commentary:

Bids were submitted on March 3, 2016 at 2:00 p.m. at the Central Administration Office. The bids accepted totaled \$560,747.00. There were 5 bids for other portions of the project that were not submitted. Four of the five bids are parts of the project that are under the \$50,000 requirement per the “Competitive

Bidding Act” therefore, the quotes for these will be solicited in the near future. These four bids are estimated to total \$13,820.00. The fifth bid was for demolition, and will require the CM to rebid it due to the fact the estimate is about \$85,700.00. The estimated Guaranteed Maximum Price (GMP) is \$940,000.00 and request for approval will be at a later date. This GMP estimate is below the budget estimate by \$110,000.00. The Board has been provided with a CM Recommendation Report. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

4.10 Consideration of and Vote to Approve or Not Approve Accepting the Bids for the Anderson HVAC Phase 3 Project.

Commentary:

Bids were submitted on March 8, 2016 at 2:00 p.m. at the Central Administration Office. The Board will be provided with a copy of the Recommendation Report. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

4.11 Consideration of and vote to approve or not approve accepting the Guaranteed Maximum Price (GMP) of \$315,084.50 for the Administration Office Seminar Room Renovation Project.

Commentary:

The cost of the project is \$315,084.50. The Board has been provided with a CM Recommendation Report. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

4.12 Consideration of and Vote to Approve or Not Approve Accepting Change Order Number #1 for Value Engineering the Costs to the Administration Office Seminar Room Renovation Project in the amount of \$50,506.97, and Accepting the New Guaranteed Maximum Price of \$264,577.53.88

Commentary:

After accepting the bids, staff found some items to remove from the project that were not necessary. This was due to the level of quietness needed for the space, types of window treatments, as well as an interpretation of egress items in door hardware.

The result of the Value Engineering items came to a reduction in cost of \$50,506.97, making the new Guaranteed Maximum Price for the project \$264,577.53. A copy of the Change Order is shown on page 88. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

4.13 Consideration of and Vote to Approve or Not Approve Adopting the Revision to Board Policy 7.05 – 4.1 In-District Elementary Transfer.

Commentary:

At the February Board meeting, Teri Vogele presented a proposed change to Board Policy 7.05 – 4.1, In-District Elementary Transfer. The Policy will be revised to include the following: Site grade levels reaching 93% capacity will not be allowed to accept transfers during the district fall transfer meeting. Teri Vogele will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

4.14 Consideration of and Vote to Approve or Not Approve a Proposed Executive Session for the Following Purposes: to Discuss the 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 the Employment of Directors and Coordinators, [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.

4.15 Return to Open Session.

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

4.17 Vote to Approve or Not Approve Renewal of the Following Administrative Contracts for the 2016-17 School Year:

Directors

Bret Smith, Executive Director of Operations
Shelley Arrott, Executive Director of Human Resources and TLE
Brenda Storie, Executive Director of Finance/Treasurer
Barbara Cusick, Executive Director of Curriculum
Teri Vogele, Associate Director of Curriculum
Jill Henderson, Director of Special Services
Karla Streeter, Director of Alternative and Online Education
Jeff Denton, Director of Child Nutrition
Jason Ridenour, Director of Technology
Randy Empting, Director of Transportation
Tony Smith, Director of Maintenance
Chris Walker, Athletic Director

RECOMMENDED ACTION

The Superintendent recommends approval.

4.18 Vote to Approve or Not Approve Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel..... 89-92

Commentary:

A copy of the proposed personnel report is included on pages 89-92 of the agenda.

RECOMMENDED ACTION

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

5. 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 Monday, preceding the Board meeting.)