

**AGENDA WITH COMMENTARY  
REGULAR BOARD MEETING  
PONCA CITY BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT I-71  
ADMINISTRATION CENTER BOARD ROOM  
613 EAST GRAND AVENUE  
PONCA CITY, OK 74601  
MONDAY, JUNE 12, 2017  
6:00 P.M.**

**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. PUBLIC COMMENT**

**2.1 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](http://www.pcps.us), under *Board of Education*.

**3. PRESENTATIONS**

- 3.1 Overall Student Growth Grades K-8 and Professional Development Survey 2016-2017** *(Barbara Cusick)*
- 3.2 Corrective Reading Mastery Results** *(Jill Henderson)*

**4. SUPERINTENDENT’S REPORT**

**5. CONSENT AGENDA**

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

- 5.1 Agenda with Commentary ..... 1-10**
- 5.2 Minutes: May 8, 2017 Regular Meeting & May 25, 2017 Special Meeting . 11-23**
- 5.3 Contracts/Agreements under \$10,000..... 24-28**
- 5.4 Activity Fund Custodians for 2017-18 .....29**
- 5.5 Administrators Designated for Federal Programs for 2017-18.....30**
- 5.6 Open Transfers for 2017-2018 ..... 31-32**
- 5.7 Surplus Resolution.....33**
- 5.8 Booster Club Handbook .....*Included in Handout #1***

**6. ACTION ITEMS (MOTION REQUIRED)**

**CONSIDER AND TAKE ACTION TO APPROVE OR NOT APPROVE THE FOLLOWING ITEMS:**

**6.1 Discuss and Take Action on the Following District Financial Reports:**

- A. Amendments to FY17 Budget ..... 34-53
- B. FY17 General Fund Encumbrances #1425-#1446.....54
- C. FY17 Building Fund Encumbrance #86 .....55
- D. FY17 Child Nutrition Encumbrances #144-#147 .....56
- E. FY17 2016 LRB Improvement Bond Fund 30 Encumbrance #25 .....57
- F. FY17 2016 Building Bond Fund 36 Encumbrances #18-#22.....58
- G. FY17 Summary Change Order Listing as of 06/05/2017 (Funds 11, 21, 22, 81, 30, 34, 35, 36) ..... 59-70
- H. FY17 Budget Analysis Reports ..... 71-81
- I. FY17 Bond Issue Reports ..... 82-85

J. FY18 General Fund Encumbrances #1-#2.....	86
K. Booster Club Fundraiser Approval Forms/Budget Projections .....	87-102
L. Request for Raffle .....	103
M. Activity Fund Transfers and Revenue/Expenditure Summary Report ..	104-111
N. Activity Fund Budgets and Fundraiser Approval Forms/ Budget Projections for 2017-2018 .....	<i>Included in Handout #2</i>
O. Cash Flow Needs Resolution .....	112
P. Treasurer’s Report .....	113-115
Q. Ratification and Approval of Payrolls	

Brenda Storie will answer questions regarding the financial reports included on pages 34-115.

**RECOMMENDED ACTION**

The Superintendent recommends approval of the financial reports

**6.2 Consider and Take Action on the District Budget for FY18**

Commentary:

The Board Finance Committee has reviewed the budget and it was presented and discussed at the special meeting prior to this regular meeting. Each Board member received a copy of the budget. Brenda Storie will answer questions.

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**6.3 Consider and Take Action on Appointment by the Board for the Following Positions for the 2017-2018 School Year**

Commentary:

State Statutes require that the Board appoint these positions annually. Most of the individuals recommended have been serving in these roles for many years. Dr. Pennington would like to recommend their approval.

- Brenda Storie - District Treasurer, District Purchasing Agent and Deputy Minutes Clerk
- Jan Miller - Assistant Treasurer and Minutes Clerk
- Lee Ann Allyn - District Encumbrance Clerk

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**6.4 Vote to Approve or Disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2017-18.....116**

Commentary:

This Resolution authorizes filing of the Form 471 applications for funding year 2017-18 and the payment of the applicant’s share upon approval of funding and

receipt of services. The district's share is \$295,227.97 after the E-Rate amount. A copy of the Resolution is shown on page 116. Jason Ridenour will answer questions.

#### **RECOMMENDED ACTION**

The Superintendent recommends approval.

#### **6.5 Consider and Take Action on Proposed Unpaid Meal Charge Policy**

Commentary:

At the May 8, 2017, board meeting, Jeff Denton explained that all school food authorities (SFAs) must develop a written policy for children eligible for reduced-price, full-price meals that do not have money to pay for meals at the time of service. The intent of this policy is to establish a process and procedure to handle situations when children have insufficient funds to pay for school meals, as well as for the collection of unpaid meal charges and delinquent account debt. A copy of the proposed Unpaid Meal Charge Policy is included in handout #1. Jeff Denton will answer questions.

#### **RECOMMENDED ACTION**

The Superintendent recommends approval.

#### **6.6 Consider and Take Action on Proposed Change to Board Policy 6.5 - 1.0 *Family and Medical Leave Act (All Employees)***

Commentary:

This request is for consideration to change Board of Education policy 6.5-1.0 for determining entitlement to leave under the Family and Medical Leave Act ("FMLA") from a policy of using a "rolling" 12-month period measured backward to determine an employee's eligibility for FMLA leave, to using a fixed 12-month period from July 1 to June 30.

This change will not become effective until 60 days after the date of notification about the possible change to the policy, which is July 24. During the 60-day transitional period between the notice of the possibility of the new policy and when it officially goes into effect, Ponca City Schools has the obligation to use both the old "rolling period" rule **and** the new "fixed-period" rule and apply "whichever method affords the greatest benefit to the employee" to requests for FMLA leave during that period. Doing so ensures employees retain all FMLA leave entitlement that they would have possessed prior to the policy change.

Employees were notified of the possible change prior to the last day of school due to 60-day notice requirements. The timing of this policy change, if approved, will segue into the July 1 live implementation of the Frontline Time and Attendance Software, which tracks FMLA. A copy of the policy is included in handout #1. Shelley Arrott will answer questions.

#### **RECOMMENDED ACTION**

The Superintendent recommends approval.

**6.7 Consider and Take Action on School Site Statutory Deregulation Applications for Library Media Services for West Middle and Roosevelt Elementary Schools..... 117-122**

**A. Deregulation from OAC 210:35-9-71 for West Middle School**

Commentary:

The District is requesting deregulation from OAC 210:35-9-71 (middle school staffing) for the 2017-2018 through 2019-2020 school years for library media services for West Middle School due to a lack of personnel and a potential savings in cost to the District. As an alternate proposal, the district is requesting permission to hire a .6 FTE librarian and a full-time library assistant to serve the West Middle School Library. The .6 FTE Librarian is a district retired librarian, who is very familiar with the operations and is an effective supervisor to the Library Assistant. The Library Media Services for a site this size is to have at least one full-time certified Library Media Specialist and a half-time Library Assistant. This request is for a .60 FTE Librarian and a full-time Library Assistant.

The .60 FTE Certified Librarian will monitor the library and will meet with the assistant regularly. The District will ensure minutes are kept from each meeting held between the certified librarian and the library assistant at Middle School. These minutes will be made available to the district's Regional Accreditation Officer, LeGay Riggs. This application must be approved by the local school board before it can be approved by the State Board of Education. A copy of the deregulation application is shown on page 117-119. Dr. Pennington or Shelley Arrott will answer questions.

**B. Deregulation from OAC 210:35-5-71 for Roosevelt Elementary School**

Commentary:

The District is requesting deregulation from OAC 210:35-5-71 - Library Media Services Elementary School for the 2017-2018 through 2019-2020 school years. The request is for library media services for (1) elementary site, Roosevelt Elementary, due to a lack of personnel and a potential savings in cost to the district. As an alternate proposal, the District is requesting permission to split a full-time librarian already hired by the district to serve part-time at a school with fewer students and part-time at Roosevelt Elementary. Roosevelt's student count on the 2016-2017 Accreditation Report was 357.

The librarian we are requesting to serve Roosevelt Elementary and an additional site with fewer students will follow the initiatives and expectations of the district. Student and school performance of the sites will be at the same level of expectation for all sites within the district. The supervising principals, at Roosevelt and the additional site, will follow district evaluation procedures with the librarian serving both sites. Circulation data and qualitative data will be monitored to ensure students

continue to be served with a high-level of success. The financial impact to the district will be a cost savings. The cost savings to the district is \$20,000. A copy of the deregulation application is shown on page 120-122. Dr. Pennington or Shelley Arrott will answer questions.

#### **RECOMMENDED ACTION**

The Superintendent recommends approval.

#### **6.8 Consider and Take Action to Accept Low Bids for the Baseball Field Improvements in the Amount of \$127,291.00**

Commentary:

Bids were received on June 1, 2017, at 3:00 p.m. at the Administration Center. Improvements to the baseball field include an awning at the concession stand, rebuilding the two dugouts to better accommodate the size of teams, remodeling the ticket booth, and adding a small addition to the concession stand. There is one item remaining that needs further negotiating, which is a PVC roof estimated at \$8,000.00. Once the figures are finalized, Rick Scot Construction will present the Guaranteed Maximum Price (GMP) for approval at the July board meeting. The estimated GMP is currently \$174,269.00. A copy of the Construction Manager Recommendations Report is included in handout #1. Bret Smith will answer questions.

#### **RECOMMENDED ACTION**

The Superintendent recommends approval.

#### **6.9 Consider and Take Action to Accept Low Bid for the Fine Arts Safety Corridor in the Amount of \$153,610.00**

Commentary:

Bids were received on June 1, 2017, at 3:00 p.m. at the Administration Center. The bids received totaled \$43,375.00. The remaining costs for the project are under \$50,000.00; therefore, Rick Scott Construction is accepting quotes. They are estimated not to exceed \$110,235.00. The Guaranteed Maximum Price is \$195,000.00. The Fine Arts Safety Corridor will assist the high school in keeping students and staff safer while traveling to and from the Fine Arts and the Howell Buildings during the school day. A copy of the Construction Manager Recommendations Report is included in handout #1. Bret Smith will answer questions.

#### **RECOMMENDED ACTION**

The Superintendent recommends approval.

#### **6.10 Consider and Take Action to Accept Guaranteed Maximum Price (GMP) for the Fine Arts Safety Corridor in the Amount of \$195,000.00**

Commentary:

The GMP for the Fine Arts Safety Corridor in the amount of \$195,000.00 is shown

on the Construction Manger Recommendations Report handout referred to on agenda item 6.9. Bret Smith will answer questions.

## **RECOMMENDED ACTION**

The Superintendent recommends approval.

### **6.11 Consider and Take Action on the Following Contracts/Agreements:**

#### **A. Agreement with PageMaster's Website Design & Development for District Website**

Commentary:

Barbara Nowlin d/b/a PageMaster's Website Design & Development will perform website work for the district for the 2017-18 school year. She will perform this work on an hourly basis at a rate of \$26.00 per hour up to 600 hours over a 12-month period. The total cost is \$15,600.00. Shelley Arrott will answer questions.

#### **B. Agreement with Loftis & Wetzel for Commercial Insurance Package Renewal through Oklahoma Schools Insurance Group (OSIG) as Recommended by the Superintendent**

Commentary:

The District will continue to use the Loftis & Wetzel Agency for the District's commercial insurance package. Oklahoma Schools Insurance Group (OSIG) is our carrier for commercial insurance. Coverage includes the following: Property, Inland Marine, Crime, Boiler and Machinery, Auto Physical Damage, Auto Liability, General Liability and Educators Legal Liability. Policy coverage begins July 1, 2017 and ends on June 30, 2018. The total cost is \$346,115.00. Bret Smith will answer questions regarding the district insurance.

#### **C. Agreement with UnitedSystems to Provide Lightspeed, an Internet Filter Software Program**

Commentary:

Lightspeed is a software program used to filter the Internet and to ensure the District is in compliance with Child Internet Protection Act (CIPA) laws. We have used this product for several years. The cost is \$13,200.00 for two years, 2017-2019, which resulted in a significant savings for the district. Jason Ridenour will answer questions.

#### **D. Agreement with Linda B. Johnson for Psychoeducational Services for 2017-18**

Commentary:

The purpose of this agreement is to provide the following services for

students enrolled in Ponca City Public Schools: psychoeducational testing services on a referral basis; written psychoeducational report within reasonable time; serve on eligibility team as Qualified Examiner; and special education consultation. Authorized personnel of the PCPS shall identify the students who need the services and shall approve each individual situation as provided for under state and federal regulations. Ms. Johnson shall provide the services at \$500.00 per battery test, which includes eligibility meeting. Total cost is \$37,500.00. Jill Henderson will answer questions.

**E. Agreement with Edmentum for Study Island and Reading Egg Software for 2017-2018**

Commentary:

Several sites use Edmentum Study Island and/or Reading Egg software for comprehensive learning. At the request of the district, all sites that participate have been consolidated into one agreement with the same renewal cycle. The agreement will run from July 1, 2017 to June 30, 2018. The participating sites include: Garfield, Liberty, Lincoln, Trout, Union, Woodlands and West Middle School. The cost is estimated to be \$33,086.96; however, this amount will be adjusted based on updated student enrollment numbers. Each site is responsible for the cost of their renewal. Barbara Cusick will answer questions.

**F. Ratification of Contract with CenterPoint Energy is a Third Party Natural Gas Provider to the District**

Commentary:

CenterPoint Energy provides natural gas for those gas meters that meet the state's tariff requirements for usage. Clearwater has provided this service previously. The cost is estimated to be \$139,000.00 based on past usage. Child Nutrition will pay a portion of the cost for their usage. Bret Smith will answer questions.

**G. Agreement with Renee Miller to Provide Certified Visual Impairment Services for the District**

Commentary:

Renee Miller will provide services as a Certified Teacher of the Visually Impaired (TVI) and Certified Orientation and Mobility Specialist (O&M) for students enrolled in Ponca City Schools as indicated by physicians, parental consent, and school criteria. Authorized personnel of PCPS shall identify the students who need the services and shall approve each individual situation as provided for under state and federal regulations. Ms. Miller shall provide the services at \$650.00 per session, for a total of 22 total sessions, based on student needs as approved by Director of Special Services. The agreement is effective from August 1, 2017 until June 30, 2018. The cost of the agreement is \$14,300.00. Ms. Miller is responsible

for providing the district with a copy of current Workers' Compensation Insurance or a letter of exemption from the agency that oversees the State Insurance Fund of Oklahoma. Jill Henderson will answer questions.

**H. Agreement with Wilson, Dotson & Associates, P.L.L.C. to Provide an Annual Audit of Financial Affairs and Transactions of All Funds and Activities in the District**

Commentary:

This agreement is to provide an annual audit of the financial affairs and transactions of all funds and activities of the Ponca City School District specified in the Agreement, including the preparation of the 2017-2018 Estimate of Needs (Sinking Fund Schedules) and the 2017-2018 Temporary Appropriations. The period of the audit shall cover the 2016-2017 fiscal year beginning July 1, 2016 and ending June 30, 2017. Estimated cost of these services is \$13,750.00. Brenda Storie will answer questions.

**I. Renewal with Oklahoma Schools Assurance Group (OSAG) for Workers' Compensation Insurance for 2017-2018**

Commentary:

This is a renewal of Workers' Compensation Insurance for the district. OSAG is quoting \$371,462.00 for the upcoming fiscal year 2017-2018. Included in member benefits are: four (4) Loss Control and Safety Training Seminars; online safety training video program; monthly newsletter providing current safety training tips. Shelley Arrott will answer questions.

**J. Renewal of Agreement with Kimono LLC for Zone Integration Service**

Commentary:

Kimono is the software that connects our different systems to PowerSchool (student information system) and to the state-wide servers so our data is correct for state reporting. The cost of the agreement is \$11,700.00. Jason Ridenour will answer questions.

**K. Renewal of Agreement with Pinnacle Business Systems for VMWare Licensing**

Commentary:

VMWare is the software that virtualizes our servers and allows us to host our seventy (70) servers on ten (10) actual physical servers. This process saves money as we do not the expense for seventy (70) servers. We also do not have the space required for those servers. The cost of the agreement is \$17,232.00. Jason Ridenour will answer questions.

**L. Agreement with Nextiva to Provide Phone Service**

Commentary:

Nextiva is a voice-over IP provider that will allow the school district to reduce the monthly local and long distance phone service costs by roughly 75%. This will allow the district to remove AT&T from use for everything except alarm and elevator lines. The phone service has a recurring monthly charge of \$1,067.30, for an annual total of \$12,807.60. Bret Smith or Jason Ridenour will answer questions.

**RECOMMENDED ACTION**

The Superintendent recommends approval.

- 6.12 Motion and Vote to Convene in Executive Session, if desired, for the Following Purposes: to Discuss the Possible Termination, Reassignment, Resignation, and Employment of Personnel on the Attached Detailed Personnel Report [25 O.S. Section 307 (B)(1)]; to Review Applications, Discuss Applicants, and Discuss the Employment of a Superintendent [25 O.S. 307 Section (B)(1)]; and to Discuss Confidential Conversations with the Board’s Attorney Concerning Pending Claims and Litigation [25 O.S. Section 307 (B)(4)]**
- 6.13 Acknowledge of the Return to Open Session**
- 6.14 Executive Session Minutes Compliance Announcement**
- 6.15 Consider and Take Action on Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel..... 123-126**

Commentary:

A copy of the proposed personnel report is included on pages 123-126 of the agenda.

**RECOMMENDED ACTION**

The Superintendent recommends approval.

**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 Thursday, preceding the Board meeting.)*