

**AGENDA WITH COMMENTARY
REGULAR BOARD OF EDUCATION MEETING
PONCA CITY BOARD OF EDUCATION
PONCA CITY INDEPENDENT SCHOOL DISTRICT I-71
ADMINISTRATION CENTER
BOARD ROOM
613 E. GRAND AVE.
PONCA CITY, OK 74601
MONDAY, MAY 08, 2017
6:00 P.M.**

<p>23rd 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 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.

<u>Administrators</u>	<u>Certified</u>	<u>Support</u>
Chuck Bayha	Patricia Allinder	Neil Lamb
Tamara Chaney	Dr. Julie Collins	Patricia Marlar
	Lonnie Gilliland	Connie Mullennax
	Alan Hibler	Norma Osborn
	Carla Kervin	Chris Scott
	Peggy Maples	Patti Sledge
	Lisa Reiss	Nancy Spielbusch
	Mary Ann Sudbury	

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 Darcey Austin
Kindergarten Teacher at Garfield

Support Employee of the Month..... Wanda Stein
Secretary at Washington Pre-K Center

Friends of Education..... Beth Schickram
Mat Maid Coordinator at Ponca City High School

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 School Finance 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 1-10
5.2 Minutes from April 10, 2017 Regular Meeting and April 27, 2017 Special Meeting 11-22
5.3 Consent Agenda/Agreements under \$10,000..... 23-26

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 FY17 Budget 27-43
B. General Fund Encumbrances #1408-#1424.....44
C. Building Fund Encumbrances #82-#8545
D. Child Nutrition Fund Encumbrances #141-#14346
E. Gift Fund Encumbrances #67-#7247
F. 2016 LRB Improvement Bond 30 Encumbrances #22-#24.....48
G. 2016 Construction Bond 35 Encumbrance #1149
H. 2016 Construction Bond 36 Encumbrances #14-#1650
I. Change Order Listings as of 05/01/17 51-62
J. Budget Analysis Reports..... 63-73
K. Bond Issue Reports 74-77
L. Booster Club Fund Raiser Approval Forms & Budget Projections 78-87
M. Activity Fund Reports/Budgets..... 88-102
N. Treasurer’s Report 103-105
O. Ratification and Approval of Payrolls

Brenda Storie will answer questions regarding the financial reports included on pages 27-105.

RECOMMENDED ACTION

The Superintendent recommends approval of the financial reports.

6.2 Consideration of and Vote to Approve or Not Approve the Application for the Participation in the 2017 Summer Food Service Program for Children

Commentary:

The application for the 2017 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, 2017 and ending June 30, 2017. A copy of the Summer Food Program Applications are included in the handouts. Jeff Denton will answer questions.

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

RECOMMENDED ACTION

The Superintendent recommends approval.

6.3 Consideration of and Vote to Approve or Not Approve an Increase in Full-Priced Student Lunches for the 2017-2018 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	2016/17	\$2.50	Proposed	2017/18	\$2.60
East Middle School	Lunch	2016/17	\$2.35	Proposed	2017/18	\$2.45
West Middle School	Lunch	2016/17	\$2.35	Proposed	2017/18	\$2.45
Elementary Schools	Lunch	2016/17	\$2.25	Proposed	2017/18	\$2.35
Senior High School	Breakfast	2016/17	\$1.50	Proposed	2017/18	\$1.75
East Middle School	Breakfast	2016/17	\$1.25	Proposed	2017/18	\$1.35
West Middle School	Breakfast	2016/17	\$1.25	Proposed	2017/18	\$1.35
Elementary Schools	Breakfast	2016/17	\$1.25	Proposed	2017/18	\$1.35

“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.

6.4 Consideration of and Vote to Approve or Not Approve Library Deregulation Packet for Liberty and Woodlands Elementary Libraries for the 2017-2018 through 2019-2020 School Years

Commentary:

The District is requesting deregulation from OAC 210:35-5-71 for the 2017-2018 through 2019-2020 school years for library media services for Liberty Elementary School and Woodlands Elementary 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 two (2) full-time library assistants to serve the elementary school libraries. Doing so will be an advantage for both schools because each library will be staffed all day. In the past, a certified librarian split services between Liberty and Woodlands. A certified librarian will monitor each library and meet with each assistant. Minutes of the meetings will be taken and kept by the certified librarian. These minutes will be made available to the District's Regional Accreditation Officer, LeGay Riggs. The financial impact to the District will be a cost savings. The compensation for the two (2) full-time, non-certified employees will be at a minimum savings of \$12,000.00. 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 pages 106-108. Dr. Pennington or Shelley Arrott 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 2017-18 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 \$15.40 per hour/per student contact days (174 days), with an estimated total cost of \$42,380.80. Bret Smith will answer questions.

B. Renewal of Contract with Burnett Security & Investigation, Inc. for Courier Services for the 2017-18 School Year

Commentary:

This is a contract between Burnett Security & Investigation, Inc. and Ponca City Public Schools for courier service for 2017-2018. Burnett Security will pick up the deposits from each site and take to the bank. Cost is \$88.00 per school day for a total of \$15,136.00. Brenda Storie will answer questions.

C. Agreement with Burnett Security & Investigation, Inc. for Security Services at New Ponca City High School Temporary Parking Lot

Commentary:

Burnett Security & Investigation, Inc., will provide one (1) security guard located at the new high school temporary parking lot. The cost of the agreement is \$15.40 per hour/per student contact days (135 days), with an estimated total cost of \$16,632.00. The agreement will run from August 15, 2017 to March 31, 2018. Bret Smith will answer questions.

D. Agreement with Lewis Associates Architects for Architectural Services for FY18

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 other miscellaneous projects for 2017-2018. The Architect's fees vary as they are based on construction costs whether the project is new construction, remodel or additions. Dr. Pennington will answer questions.

E. Agreement with Engage2learn Which Provides Training and Coaching for the Continued Implementation and Growth in the Engage2 Learn (e2L)

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 \$56,650.00. Contract is for July 1, 2017 to June 30, 2018. Barbara Cusick will answer questions.

F. 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 nineteenth year the District has contracted services with Mr. Bracken based on a retainer fee for non-litigation matters. The retainer fee for the 2017-2018 school year will be \$44,400.00. Dr. Pennington will answer questions.

G. Renewal of Agreement with Pinnacle Business Systems for Pure1 Advanced Maintenance and Support

Commentary:

This is the first renewal of the maintenance agreement for Pure Storage SAN (Storage Area Network) that was installed last summer. The Pure Storage SAN is where all district local data is located. It provides the driver space for all internal servers. The cost of the agreement is \$14,160.00. Ryan Dooley will answer questions.

H. Agreement with Learning Sciences International for iObservation Renewal for 2017-2018

Commentary:

Learning Sciences International provides iObservation, which is the online instructional and leadership improvement tool used for evaluation. In addition to providing a resource library for teachers and principals to use for instructional growth, iObservation collects, manages and reports longitudinal data from classroom observations. It also calculates an instructional Practice Score for each teacher and leader as required by the Teacher and Leader Effectiveness Act. The renewal cost is \$20,000.00. Shelley Arrott will answer questions.

I. Agreement with Association for Supervision and Curriculum Development (ASCD) for Onsite Professional Learning 2017-2018

Commentary:

ASCD will provide poverty training to all certified staff members on October 9, 2017. The presenters will be Bill Parrett and associate Tammy Alexander. ASCD has agreed to provide two trainers for a total price of \$11,000.00. This training will be paid for with Title II professional development funds. Sessions will include education regarding students in poverty and strategies to use to

combat the effects of poverty when working with students and parents. Teri Vogele will answer questions.

J. Agreement with Frontline Education for Management of Absence & Substitute and Time & Attendance for 2017-2018

Commentary:

The purpose of this agreement is to provide an integrated insight and technology solution bundle for Frontline Absence & Time management. This agreement combines our current agreement with Frontline Education for Absence & Substitute Management with the Time & Attendance solution to integrate payroll and leave data to improve efficiency and accuracy. The total cost for the annual subscription is \$27,513.00, plus a \$7,000.00 one-time, startup fee, payable upon Board approval. The total agreement will be offset by the annual subscription for Absence & Substitute Management and our expiring time clock agreement. Included in this solution is Absence & Substitute Management for all district employees, Time & Attendance for the 350-400 employees currently interacting with time clocks, substitute Training online course catalog, and the Frontline Foundation for connecting all the Frontline Education applications, single sign-on, FERPA level security, mobile application platform, and identity management. Shelley Arrott will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.6 Consideration of and Vote to Approve or Not Approve Change Order No. 1 for the New Press Box for Sullins Stadium in the Amount of \$20,374.38.....109

Commentary:

During the construction of the Sullins Restroom Project, we were unable to install our Energy Management Control system. The decision was made to install it during construction of the New Press Box. We estimated the cost, but failed to include it in the base price for the project at the time it was bid. The Energy Management Control System enables us to monitor and control our HVAC for both the Sullins Restrooms and the New Press Box. The price for the Change Order for both structures is less than what was quoted for just the Restroom Project several months ago. A copy of the Change Order No. 1 is shown on page 109. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.7 Consideration of and Vote to Approve or Not Approve the Amended Ponca City School District Calendar for the 2017-2018 School Year110

Commentary:

Ponca City Public Schools 2017-2018 SY Calendar was previously approved during the February 2017 Board of Education meeting. Up for consideration is a proposed amended PCPS 2017-2018 SY calendar. The change is replacing (5) student contact days with (5) professional development (PD) days. One of the days will be an all-employee PD day to allow for required state training and safety training. The other (4) 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 110. Dr. Pennington will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

- 6.8 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)]**

Motion for Executive Session if one is desired.

- 6.9 Return to Open Session**

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

- 6.11 Vote to Approve or Not Approve Renewal of the Following Assistant Principals for the 2017-18 School Year:**

Kevin LaRue
Denton Long

Dawn Mills
Trenton Murner

Krystina Muralt

RECOMMENDED ACTION

The Superintendent recommends approval.

6.12 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 111-131 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.)