

**AGENDA WITH COMMENTARY
REGULAR BOARD OF EDUCATION MEETING
PONCA CITY BOARD OF EDUCATION
PONCA CITY INDEPENDENT SCHOOL DISTRICT I-71
ADMINISTRATION BUILDING
BOARD ROOM
613 EAST GRAND AVE
PONCA CITY, OK 74601**

**MONDAY, NOVEMBER 12, 2018
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. PRESENTATIONS/RECOGNITIONS

2.1 Presentation of “Employee of the Month” and “Friend of Education” Awards

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

- Certified Employee of the Month Krystina Muralt
Assistant Principal, PoHi
- Support Employee of the Month.....Maureen Dooley
Registrar/Finance Secretary at East Middle School
- Friend of Education..... Smith Home Furnishings
Supporter of PCPS East Middle School

2.2 Presentation from Carter’s Run (*Kelli & Carter Backus*)

2.3 Liberty Music Performance

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 WITH POTENTIAL BOARD DISCUSSION

4.1 ACT Achievement of Graduates

5. REPORTS WITH POTENTIAL BOARD DISCUSSION

5.1 Alternative Education Plan (*Karla Streeter*)

5.2 Annual Safety Report (*Bret Smith*)

5.3 Building Assessment Reviews (*Lori Cox-Garfield & Dr. Trina Resler-Union*)

6. 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."

6.1	Agenda with Commentary	1-7
6.2	Minutes from October 8, 2018 Regular Meeting	8-15
6.3	Contracts/Agreements under \$10,000.....	16-17

ACTION REQUIRED

7. ACTION ITEMS (MOTION REQUIRED)

7.1 Consider and Take Action on the Following District Financial Reports

A.	FY19 Budget Amendments.....	18-30
B.	FY19 General Fund Encumbrances #658-#772.....	31-34
C.	FY19 Building Fund Encumbrances #65-#76	35
D.	FY19 Child Nutrition Fund Encumbrances #97-#108.....	36
E.	FY19 Sinking Fund Encumbrance #1	37
F.	FY19 Gifts and Endowments Encumbrances #49-#58.....	38
G.	2017 Building Bond 37 Encumbrance #9.....	39
H.	Summary Change Order Listings as of 11/05/18 (Funds 11, 22, 81, 30, & 36) and 11/6/18 (Fund 21).....	40-45
I.	FY19 Budget Analysis Reports	46-57
J.	Bond Fund Reports	58-61
K.	Booster Club/PTA Fundraiser Request.....	62
L.	Activity Fund Reports/Requests	63-95
M.	Treasurer’s Reports.....	96-98
N.	Ratification & Approval of Payrolls	

Brenda Storie will answer questions regarding the financial reports included on pages 18-98.

RECOMMENDED ACTION

The Superintendent recommends approval of the financial reports.

7.2 Consider and Take Action on Setting the Date, Time, and Location for the 2019 Board Meetings99

Commentary:

Pursuant to 25 O.S. Section 311 (1), prior to December 15 of every year, every Board must give the county clerk of the county to which the district is principally located a list of the time, date, and place of all regular meetings for the coming calendar year. “Regular” meetings are a Board’s required monthly meeting.

A list of proposed Board Meeting dates for 2019 is shown on page 99. We would like to continue the meetings on the second Monday of each month with one exception. Because of Independence Day, the July meeting will be moved to the third Monday, being July 15, 2019, to allow adequate preparation of financial reports. Meetings will continue to be at 6:00 p.m. Shelley Arrott will discuss this matter and answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

7.3 Consider and Take Action on the following Board Policies

A. 6.4-12.0 *Teacher Certification Stipend* (revision of *Degree Preparation Stipend*)100

Commentary:

The board approved a new policy entitled *Degree Preparation Stipend* at the October 8, 2018 board meeting. A draft of this policy had previously been sent to Rosenstein, Fist and Ringold for review prior to placement on the October agenda. Due to an oversight, RFR recommended changes to the policy were not communicated to the district until it was discovered after the October board meeting. The newly entitled *Teacher Certification Stipend* policy, previously called *Degree Preparation Stipend*, has been reviewed by administration and the revisions accepted. A copy of the policy is shown on page 100. Shelley Arrott or Curtis Layton will answer questions.

B. 6.5–4.0 *Vacation – Twelve-Month Employees*101

Commentary:

The proposed change to the vacation policy states vacation cannot be carried into the next fiscal year. Any unused vacation as of June 30 will be converted to sick leave. A copy of the policy is shown on page 101. Shelley Arrott will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

7.4 Consider and Take Action on the Following Contracts/Agreements:

A. Agreement with SHI for Renewal of Microsoft Licensing for the District

Commentary:

Microsoft licensing is purchased off the state contract and is based on the Full-Time Equivalency (FTE) of the district. This covers all laptops, desktops and servers used by the district. The cost is \$48,442.00. Jason Ridenour will answer questions.

B. Agreement with Kyler Construction Group, Inc. for the Ponca City Public Schools 2018 Building Projects

Commentary:

Kyler Construction Group, Inc. as the Construction Manager for ADA Accessibility Remodel project at Washington Elementary; Roosevelt

Annex Building Renovations project and Washington Elementary Phase 2 Remodel and Addition. Bret Smith will answer questions.

C. Agreement with Catapult Learning for Ponca City Public Schools Professional Development Services for the St. Mary's Catholic School

Commentary:

Catapult Learning offers on-site support as teachers apply environments and instructional practices. The main focus is improvement in student learning. This agreement is for St. Mary's Catholic School, which includes one professional development day for leaders on January 25, 2019, one leadership coaching day, one six-hour professional development day for Grades Pre K–5, one six-hour professional development day for Grades 6–8, phone and email support, and two teacher coaching days. The total cost is \$10,035.38 and will be paid with Title I funds. Teri Vogele will answer questions.

D. Agreement with Catapult Learning for Ponca City Public Schools Professional Development Coaching Services for the St. Mary's Catholic School

Commentary:

Catapult Learning will provide four (4) days of Core Instructional Model Coaching at St. Mary's Catholic School. The total cost is \$10,000.00 and will be paid with Title I funds. Teri Vogele will answer questions.

E. Agreement with DEPCO, LLC for an Online Curriculum Management System

Commentary:

DEPCO, LLC will provide an online curriculum management system with modules that provide instruction and simulations to meet the STEM standards in areas of Landscaping, Laser Engraving usage. Corel draw is an up-to-date program to be used with the laser engraver. The installation and setup is to make the software work with the currently owned laser engraving and for instruction about how to use the software. The total cost is \$14,435.00 and will be paid with Carl Perkins funds. Troy Buller will answer questions.

F. Agreement with Anderson Flooring for Flooring in the Old Weight Room

Commentary:

The agreement with Anderson Flooring is to purchase and install Agility Turf in the old weight room for our sport programs. The turf will assist our athletes in training and help with safety. The total cost is \$46,221.79. Bret Smith will answer questions.

G. Agreement with The Building Automation Company for HVAC Controls Scope for the BAS controls Upgrade for Union, Washington, and Liberty

Commentary:

The agreement with The Building Automation Company will provide a SIEMENS Industry Inc. Tridium Niagara BACnet Direct Digital Control System. The KMC KMD/BACnet Translator will change existing proprietary controls to BACnet, so we may communicate to our existing control systems. Every manufacturer provides BACnet to control HVAC Systems. Modems are outdated and three (3) of our elementary schools are in this situation. This makes it more competitive and less expensive when we specify new units or upgrade systems, as we need them. This is one path forward in upgrading our antiquated control systems. The total cost is \$30,420.00. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

- 7.5 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 Confidential Conversations with the Board’s Attorney Concerning Pending Claims and Litigation [Authority for Executive Session: 25 O.S. Section 307 (B) (4)]; and to Discuss Negotiations [Authority for Executive Session: 25 O.S. Section 307 (B) (2)]**

Motion for Executive Session if one is desired.

- 7.6 Return to Open Session**

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

- 7.8 Consider and Take Action on Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel Shown on the Attached Detailed Personnel Report..... 102-104**

Commentary:

A copy of the proposed personnel report is included on pages 102-104 of the agenda.

RECOMMENDED ACTION

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

8. NEW BUSINESS

9. 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 at (580) 767-8000 no later than Friday, preceding the Board meeting.)

CONSENT AGENDA ITEMS				
(Contracts/Agreements Under \$10,000.00)				
Board of Education Meeting - November 12, 2018				
	COMPANY NAME	SERVICE PROVIDED	AMOUNT OF CONTRACT	CONTRACT DATE
1	SGNative LLC	SGNative to provide and install a total of 4 cameras for the Ponca City Pressbox.	Building Fund \$4,500.00	October 8, 2018
2	SGNative LLC	SGNative will relocate cables from floor box to side of board table, power data and mic line moved from floor box in center of room to the side of the board room table.	Building Fund \$1,750.00	October 9, 2018
3	Ponca City Country Club	Agreement is for a flat rate payment of \$2,000.00 for the Spring 2019 Golf Season. PCCC will accommodate twenty-four golfers.	Building Fund \$2,000.00	2018-2019
4	Edpuzzle	Software used by West Middle School teachers to help reinforce learning through videos. Also will help track students understanding of subject. Total cost s \$741.00.	General Fund \$741.00	October 30, 2018- October 29, 2019
5	CEB/SHL Talent Measurement	Renewal to CEB/SHL Talent Measures to test students on the required benchmarks in the BITE program at EMS & Po Hi.	General Fund/Vocational Incentive Grant \$1,000.00	2018-2019
6	Kuta Software LLC	Ratification of Kuta software that produces specific skill problems for Infinite Algebra II that is used at Ponca City High School (serves ~250 students) three (3) year licenses (2nd year of 3 years).	N/A	2017-2019
7	Math Seeds	Math Seeds is a computer based learning in math for Garfield Elementary' s kindergarten through second grade that is used during the students computer lab. Up to 120 students for a cost of \$900.00	Title I \$900.00	2018-2019

8	Legleiter Video Productions, LLC	Legleiter will provide on location video, shooting for interviews & post production editing for the Po Hi Steppers . At a total cost of \$3,500.00	Activity Fund	March 1, 2019-May 31, 2019
9	Adrenaline Meats	Fundraiser for Po Hi Baseball selling various meats prepared by Oklahoma Joe's Bar-B-Cue.	Activity Fund	November 19, 2018
10	Double Good	Fundraiser for Foreign Language Club at Po Hi.	Activity Fund	January 7-25, 2019
11	Ponca City Public Schools Logo Approval Form and Licensing Agreement with Varsity Spirit	Varsity Spirit to use Wildcat head logo along with lettering to be used for Po HI Stepper Uniforms .	No Royalty Fee	2018-2019
12	Ponca City Public Schools Logo Approval Form and Licensing Agreement with A+ Printing	A+ Printing to use Wildcat head logo to be printed on visitor badges for West Middle School use only .	No Royalty Fee	2018-2019
13	Pioneer Technology Center's Teacher Preparation Program	This agreement is between Pioneer Technology Center-Teacher Preparation Program-Student Internship and Ponca City Public Schools. To promote mutual understanding and cooperative effort in providing valuable professional experience in off-campus student teaching, the placement of a student intern shall be a cooperative venture involving both the technology center and the cooperating school district.	No Cost To District	2018-2019
RESCINED CONTRACTS				
Board of Education Meeting - November 12, 2018				
1	Automation Integrated	This work will replace needed internet communications with these sites for Building HVAC Automation Systems. The current systems will no longer communicate with the main control systems due to changes in technology.	Building Fund \$41,200.00	RESCINDED - Replacement contract with The Building Automation Company

Encumbrance Register

Options: Year: 2018-2019, Date Range: 7/1/2018 - 6/30/2019, PO Range: 658 - 772, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	658	10/02/2018	67013	CATAPULT LEARNING PO	ST MARYS/REGISTRATION	10,035.38
11	659	10/03/2018	11138	PONCA CITY PUBLIC SCHOOLS	WEST/INST/COPIES/MATH READ/LA	300.00
11	660	10/03/2018	83724	RONDA MERRIFIELD	ROOS/INST/TRAVEL	111.18
11	663	10/05/2018	87354	JOHN LONG	EAST/TITLE 1/SOLUTION TREE/PER DIEM	396.00
11	664	10/05/2018	86424	CORY G BURKETT	EAST/TITLE 1/SOLUTION TREE/PER DIEM	280.00
11	665	10/05/2018	87568	TERRY OSBORN	EAST/TITLE 1/SOLUTION TREE/PER DIEM	280.00
11	666	10/05/2018	10674	BUSINESS PROFESSIONAL OF AMERICA	EAST/BITE/NATIONAL DUES	14.00
11	667	10/08/2018	12100	PROSPERITY BANK-RENAISSANCE	TITLE IIA/OTA/HOTEL	192.88
11	668	10/08/2018	84862	MARY L JAMES	TITLE IIA/OTA/TRAVEL	240.00
11	669	10/08/2018	45395	PROSPERITY BANK - OTA	TITLE IIA/MARY JAMES/OTA REGISTRATION	175.00
11	670	10/08/2018	35830	KAGAN PROFESSIONAL DEVELOPMENT	TITLE IIA/KAGAN TRAINING	3,664.00
11	671	10/08/2018	12126	PROSPERITY BANK-WESTGATE LAS VEGAS	TITLE IIA/KAGAN/HOTEL	1,200.00
11	672	10/08/2018	11860	PROSPERITY BANK- SOUTHWEST AIR	TITLE IIA/KAGAN/AIR	2,800.00
11	673	10/08/2018	83995	TERI A VOGELE	TITLE IIA/KAGAN/TRAVEL	260.00
11	674	10/08/2018	84911	CRYSTINA E FISHER	TITLE IIA/KAGAN/TRAVEL	260.00
11	675	10/08/2018	81137	VALERIE FISHER	TITLE IIA/ENGAGE/TRAVEL	260.00
11	676	10/08/2018	81911	SANDY L HASENFRATZ	TITLE IIA/KAGAN/TRAVEL	260.00
11	677	10/08/2018	86376	KATY THOMASON	TITLE IIA/KAGAN/TRAVEL	260.00
11	679	10/08/2018	85562	AMY M SWARTZ	SPED/PROF DEV/TRAVEL	600.00
11	680	10/08/2018	85562	AMY M SWARTZ	SPED/ABLE TECH/MILEAGE	240.00
11	681	10/08/2018	99070	TRANSPORTATION DEPARTMENT	TITLE IIA/KAGAN/SCH CAR	300.00
11	682	10/08/2018	82946	CHERYL A SNYDER	TITLE IIA/KAGAN/TRAINING	260.00
11	683	10/08/2018	86759	CARA HOLLAND	TITLE IIA/KAGAN/TRAVEL	260.00
11	684	10/08/2018	87385	CHELSIE SWEARINGEN	TITLE IIA/KAGAN/TRAVEL	260.00
11	685	10/08/2018	11031	RICK LEAMING	MAINT/CRANE TO LIFT HVAC UNIT	1,400.00
11	686	10/08/2018	10074	BRACE BOOK & MORE, INC.	WPK/TITLE 1/MATH START BOOKS	300.00
11	687	10/09/2018	12313	TRINITY 3 LLC	TITLE III/CHROME BOOKS/UNION	2,890.00
11	688	10/10/2018	11557	CATAPULT LEARNING, LLC	ROOS/TITLE I/ON SITE TRAINING	2,500.00
11	689	10/10/2018	10967	MIDAMERICA BOOKS	EAST/LIBRARY/BOOKS	103.80
11	690	10/10/2018	67220	OBA MOCK TRIAL PROGRAM	HS/Mock Trial Program/Registration	60.00
11	691	10/10/2018	67225	MEASUREMENT INCORPORATED	TITLE V/WRITING SOFTWARE/HS	4,900.00
11	692	10/10/2018	30998	TOTAL COM. INC	WEST/INST/RADIO	583.03
11	693	10/10/2018	12287	PROSPERITY BANK-KAGAN PROF DEVELOP	GARFIELD/TITLE 1/KAGAN REGIST	2,247.00

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	694	10/10/2018	12126	PROSPERITY BANK-WESTGATE LAS VEGAS	GARFIELD/TITLE 1/KAGAN HOTEL	920.00
11	695	10/10/2018	11860	PROSPERITY BANK- SOUTHWEST AIR	GARFIELD/TITLE 1 KAGAN AIR	1,336.00
11	696	10/12/2018	87137	MARY MORSE	ROOS/INST/TRAVEL	338.54
11	697	10/12/2018	99070	TRANSPORTATION DEPARTMENT	SPED/Transportation of student for Assessment	255.00
11	698	10/12/2018	86047	JAIMEE K MILLER	SPED/Travel/Meal for student	10.00
11	699	10/12/2018	99070	TRANSPORTATION DEPARTMENT	LIBERTY/GT/CIRCLE THE STATE	101.25
11	700	10/12/2018	34738	PENDERS MUSIC CO.	LIBERTY/GIFTED/CIRCLE THE STATE/MUSIC	200.00
11	701	10/12/2018	40152	OKMEA ACCOUNTS RECEIVABLE	LIBERTY/GIFTED/CIRCLE THE STATE REG	370.00
11	702	10/23/2018	67251	PROSPERITY BANK - ASHA	SPED/SPEECH WEBINAR	299.00
11	703	10/23/2018	36206	KNOWLEDGE MATTERS, INC.	CARL PERKINS/VIRTUAL BUSINESS SITE LICENSE/HS	5,385.00
11	704	10/23/2018	10718	REALITYWORKS INC	CARL PERKINS/PREGNANCY PROFILE SIMULATOR/HS	749.00
11	705	10/23/2018	10876	B-SEW INN	CARL PERKINS/2 BABY LOCK ENLIGHTEN SERGER/HS	3,898.00
11	706	10/23/2018	10068	WAL-MART COMM/GECRB ID#46514	HS/INST/SCI/BATTERIES/GLUE GUN/ZIPLOCKS	460.70
11	707	10/23/2018	33359	PITSCO, INC	HS/INST/SCIENCE/DE54428 MOTOR 280	99.00
11	708	10/23/2018	20019	NASCO	HS/INST/SCIENCE/2 SETS OF 6 STOPWATCHES	154.60
11	709	10/23/2018	12130	FLINN SCIENTIFIC, INC	HS/INST/SCIENCE/CHEMICALS, ACIDS, PAPERS, BEAKERS	3,180.12
11	710	10/23/2018	84065	DARCEY L AUSTIN	GARFIELD/INST/CONF MILEAGE EXP	115.00
11	711	10/23/2018	36673	PERMA-BOUND BOOKS	ROOS/LIBRARY/ASSORTED BOOKS	1,127.56
11	712	10/23/2018	11557	CATAPULT LEARNING, LLC	ROOS/INST/ON SITE TRAINING	2,500.00
11	714	10/23/2018	30074	DEMCO, INC.	GARFIELD/LIBRARY/BOOK TAPE	61.40
11	715	10/23/2018	36673	PERMA-BOUND BOOKS	GARFIELD/LIBRARY/ASSORTED BOOKS	699.87
11	716	10/23/2018	80274	LYNETTA ROCHELLE	WEST/INST/OSCA CONF/TRAVEL	49.05
11	717	10/23/2018	11824	OSCA	WEST/INST/OSCA CONF/REGIST	59.00
11	718	10/23/2018	87136	ROBERT MORSE	WEST/INST/OUT OF DIST TRAVEL	55.78
11	719	10/23/2018	36819	FARHA WHOLESALE CO.	MAINT/TOILET TISSUE	5,637.00
11	720	10/23/2018	10128	OKLAHOMA DEPARTMENT OF LABOR	MAINT/INSPECTIONS	1,000.00
11	721	10/24/2018	99070	TRANSPORTATION DEPARTMENT	WEST/TITLE I/CREATING UPLIFTING CLASS EXPEDITION	292.95
11	722	10/24/2018	67236	SEW & SEWS	CARL PERKINS/14 SEWING MACHINES/HS	6,986.00
11	723	10/24/2018	12128	BLAKE ELEARNING INC	GARFIELD/TITLE 1/ON LINE MATH PROGRAM	1,000.00

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11	724	10/24/2018	10074	BRACE BOOK & MORE, INC.	WCA/LIBRARY/ASSORTED BOOKS	1,560.00
11	725	10/24/2018	10132	MERRIFIELD OFFICE SUPPLY	HS/INST/TONER/ISD	60.00
11	726	10/25/2018	67233	EDCLUB, INC	WEST/INST/KEYBOARDING LICENSE	497.25
11	727	10/25/2018	67013	CATAPULT LEARNING PO	TITLE I/CIM COACHING/ST MARY'S	10,000.00
11	728	10/25/2018	11437	LEGO EDUCATION	CARL PERKINS/LEGO MACHINES/WEST	3,687.00
11	729	10/25/2018	11852	PROSPERITY BANK 46514	CARL PERKINS/ADOBE ENGLISH WINDOWS/WEST	119.00
11	730	10/25/2018	86118	MIKE MARAZAS	MAINT/OUT OF DISTRICT TRAVEL	120.00
11	731	10/25/2018	10068	WAL-MART COMM/GECRB ID#46514	LINCOLN/GT/BATTERIES/LEGOS/ CLAY	210.00
11	732	10/25/2018	40412	VARSITY SPIRIT CORP.	VARSITY CHEER/WARM UP UNIFORMS	943.00
11	733	10/26/2018	10068	WAL-MART COMM/GECRB ID#46514	WEST/INST/INK/PENS/PAPER	500.00
11	734	10/26/2018	10132	MERRIFIELD OFFICE SUPPLY	WEST/INST/INK/PENS/COLOR PAPER	500.00
11	735	10/30/2018	87072	CHRISTINE CARSON	SPED/EMERGING LEADERS CONF/TRAVEL	75.00
11	736	10/30/2018	30548	LORMAN EDUCATION REMIT	BUS OFC/ALL ACCESS PASS FY19	559.20
11	738	10/30/2018	67254	NORTHEASTERN STATE UNIVERSITY	HR/CAREER FAIR	50.00
11	739	10/30/2018	10564	ZANER-BLOSER	GARFIELD/INST/HANDWRITING BOOKS	755.47
11	740	10/30/2018	12379	EDUCATION.COM HOLDINGS, INC	TITLE 6/LICENSE RENEW	120.00
11	741	10/30/2018	11157	LITTLEBEAR LITTLECOOK	TITLE 6/CULTURAL PRESENTER/NAHW	400.00
11	742	10/30/2018	11692	WILKIE D EAGLE, SR	TITLE 6/PRESENTER/NAHW	100.00
11	743	10/30/2018	67201	NADIA KENT	TITLE 6/PRESENTER/NAHW	100.00
11	744	10/30/2018	67200	ALAINA HERRERA	TITLE 6/PRESENTER/NAHW	100.00
11	745	10/30/2018	10221	SHARPS PAWN & JEWELRY	TITLE 6/CRAFTS/NAHW	500.00
11	746	10/30/2018	66205	HOBBY LOBBY	TITLE 6/CRAFTS/NAHW	100.00
11	747	10/31/2018	67245	THE PROPHET CORPORATION	LIBERTY/GIFTED/ART ENRICHMENT	600.00
11	748	10/31/2018	10792	LOWE'S HOME CENTERS, INC	WEST/INST/RETRACTABLE OUTLET CORD ORGANIZERS	60.00
11	749	10/31/2018	45103	MUSEUM OF OSTEOLOGY	WEST/GT/ADMISSION/ANIMAL CSI CLASSES	456.00
11	750	10/31/2018	99070	TRANSPORTATION DEPARTMENT	WEST/GT/JAN 25/MUSEUM OSTEOLOGY	459.00
11	751	10/31/2018	10792	LOWE'S HOME CENTERS, INC	WEST/TITLE I/SCIENCE ENERGY PROJECT	25.00
11	752	11/01/2018	34622	TEACHER'S DISCOVERY	HS/INST/ENGLISH/SMITH PARR/DOC BASE QUESTIONS	67.40
11	753	11/01/2018	67252	DELOYCE DECORAH	TITLE 6/PRESENTER NAHW	25.00
11	754	11/01/2018	99070	TRANSPORTATION DEPARTMENT	TITLE 6/VARIOUS TRIPS/FY19	500.00

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	755	11/02/2018	80061	MARY LADD	PUBLIC INFO/OUT OF DISTRICT TRAVEL	125.00
11	756	11/02/2018	11400	LOFTIS & WETZEL	BOE/NOTARY RENEWAL	70.00
11	757	11/02/2018	12269	EDPUZZLE, INC	WEST/INST/1 YR LICENSE	780.00
11	758	11/02/2018	67062	INTERNATIONAL GREENHOUSE CONTRACTOR	TITLE V/SCIENCE SUPPLIES/WEST	335.99
11	759	11/02/2018	11871	PROSPERITY BANK-AMAZON	TITLE V/SCIENCE SUPPLIES/WEST	1,046.92
11	760	11/02/2018	31723	VERNIER SOFTWARE & TECHNOLOGY	TITLE V/SCIENCE SUPPLIES/WEST	3,808.00
11	761	11/02/2018	10724	CAROLINA BIOLOGICAL SUPPLY CO	TITLE V/SCIENCE SUPPLIES/WEST	1,791.10
11	762	11/02/2018	12130	FLINN SCIENTIFIC, INC	TITLE V/SCIENCE SUPPLIES/HS	6,173.46
11	763	11/02/2018	10724	CAROLINA BIOLOGICAL SUPPLY CO	TITLE V/SCIENCE SUPPLIES/HS	492.80
11	764	11/05/2018	36673	PERMA-BOUND BOOKS	LINCOLN/LIBRARY/ASSORTED BOOKS	1,405.18
11	765	11/05/2018	30074	DEMCO, INC.	LINCOLN/LIBRARY/BOOK TAPE	57.89
11	766	11/05/2018	31746	COUGHLIN COMPANIES,LLC	LINCOLN/LIBRARY/ASSORTED BOOKS	1,007.97
11	767	11/05/2018	20374	BSN SPORTS	VARSITY CHEER/UNIFORMS	225.00
11	768	11/05/2018	86817	NANCY MUSGROVE	TITLE 6/IN DIST MILEAGE	50.00
11	769	11/05/2018	20863	A+ PRINTING	HR/PRINTING NEEDS/BUSINESS CARDS	500.00
11	770	11/05/2018	33774	PONCA CITY COUNTRY CLUB	BLDG OPER/SPRING GOLF FEES	2,000.00
11	771	11/05/2018	20863	A+ PRINTING	BLDG OPER/PRINTING/BUS. CARD/LETTER HEAD	300.00
11	772	11/05/2018	11138	PONCA CITY PUBLIC SCHOOLS	LINCOLN/INST/COPY PAPER	300.00
Non-Payroll Total:						\$118,949.72
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$118,949.72

Encumbrance Register

Options: Year: 2018-2019, Date Range: 7/1/2018 - 6/30/2019, PO Range: 65 - 76, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	65	10/03/2018	11119	BC COATINGS, LLC	To paint the Baseball Dressing Room & Trim	5,400.00
21	66	10/08/2018	30520	AMERICAN TELEPHONE	BLDG OPER/ANNUAL SUPPORT	2,565.00
21	67	10/08/2018	30145	WENGER CORPORATION	BLDG OP/CONCERT HALL/STAND/PODIUM/CHAIR	33,471.00
21	68	10/08/2018	10189	MIDWEST MUSIC, LLC	BLDG OP/CONCERT HALL/MUSIC STAND/CARTS/MARIMBA	11,379.00
21	69	10/08/2018	20416	SAIED MUSIC CO.	BLDG OP/CONCERT HALL/INSTRUMENTS	21,492.05
21	70	10/09/2018	12234	STEVIN GRAHAM	BUILD OPER/BOE ROOM	300.00
21	71	10/09/2018	12234	STEVIN GRAHAM	BLDG OPER/SEMINAR ROOM	1,750.00
21	72	10/09/2018	36013	OKLAHOMA CORP. COMMISSION	BUILD OPER/TRANSPORTATION/GAS TANK	1,000.00
21	73	10/11/2018	10344	LEWIS ASSOCIATES ARCHITECTS	ARCH FEE/WASHINGTON PHASE II	40,000.00
21	74	10/11/2018	12234	STEVIN GRAHAM	BLDG OPER/ SULLINS PRESS BOX/CAMERAS	4,500.00
21	75	10/30/2018	38196	ANDERSON CARPET	BLDG OPER/SHORT TURF/OLD WEIGHT ROOM	46,221.79
21	76	11/06/2018	67256	BUILDING AUTOMATION COMPANY, INC	COMMUNICATION FOR HVAC'S IN DISTRICT	30,420.00
Non-Payroll Total:						\$198,498.84
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$198,498.84

Encumbrance Register

Options: Year: 2018-2019, Date Range: 7/1/2018 - 6/30/2019, PO Range: 97 - 108, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	97	10/03/2018	84241	TAMRA L RAULSTON	mileage reimbursement	500.00
22	98	10/03/2018	67215	PETERSON FARMS	purchased packaged apples for lunch	2,000.00
22	99	10/10/2018	67223	CUSTOM MECHANICAL EQUIPMENT, INC	POWDER COAT REF RACKS	400.00
22	100	10/10/2018	11852	PROSPERITY BANK 46514	various on line purchases	3,000.00
22	101	10/23/2018	35515	U.S. FOODSERVICE - OKLAHOMA DIVISIO	FOOD FOR WEST/ELEMENTARY	50,000.00
22	102	10/23/2018	35515	U.S. FOODSERVICE - OKLAHOMA DIVISIO	FOOD FOR HS/ALL LINES	50,000.00
22	103	10/24/2018	12109	HIBDON'S MECHANICAL & REST SERVICES	EQUIPMENT REPAIRS	5,000.00
22	104	10/24/2018	67215	PETERSON FARMS	PACKAGED SLICED APPLES	1,800.00
22	105	10/24/2018	12242	WILJACKAL, LLC	FROZEN YOGURT/ALL SITES	3,000.00
22	106	10/29/2018	67247	SHELLY TOMPKINS	LUNCH REFUND/HS	34.75
22	107	10/29/2018	67248	ERIC ISENBERG	LUNCH REFUND/HS	141.85
22	108	11/02/2018	67257	JACKIE MCKINNEY	LUNCH REFUND/WPK	23.20

Non-Payroll Total:	\$115,899.80
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Payroll Total:	\$0.00
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Balance Forward:	\$0.00
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Report Total:	\$115,899.80
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Ponca City Public Schools**Encumbrance Register****Options:** Year: 2018-2019, Date Range: 7/1/2018 - 6/30/2019, PO Range: 1 - 1, Fund Codes: 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	07/05/2018	86967	KAREN SUE MOORE	PAYMENT OF JUDGMENT	1,396.59
Non-Payroll Total:						\$1,396.59
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,396.59

Encumbrance Register

Options: Year: 2018-2019, Date Range: 7/1/2018 - 6/30/2019, PO Range: 49 - 58, Fund Codes: 81

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	49	10/09/2018	10724	CAROLINA BIOLOGICAL SUPPLY CO	SCIENCE KITS	1,924.75
81	50	10/12/2018	10068	WAL-MART COMM/GEGRB ID#46514	JETTI DENMARK/SNACK/EAST	300.00
81	51	10/24/2018	10724	CAROLINA BIOLOGICAL SUPPLY CO	PCSF/FALL 2018/MAGNETIC FIELD DEMONSTRATOR	577.32
81	52	10/24/2018	66248	LAKESHORE LEARNING	PCSF/FALL 2018/STEM SCIENCE STATIONS	166.75
81	53	10/24/2018	67241	MEGA MOLECULES, LLC	PCSF/FALL GRANT/MOLECULAR MODELS	2,214.21
81	54	10/30/2018	20374	BSN SPORTS	OTG/LINCOLN/PAWS SHIRTS	183.96
81	55	10/30/2018	66248	LAKESHORE LEARNING	PCSF/FALL 2018/STUDENT-LED CENTERS	224.21
81	56	10/31/2018	66248	LAKESHORE LEARNING	PCSF/FALL 2018/STEM SKILLS	301.20
81	57	11/02/2018	11528	EAI EDUCATION	PSCF/FALL 2018/COMPREHENSION GAME SET	119.95
81	58	11/05/2018	66248	LAKESHORE LEARNING	PCSF/FALL 2018/HANDS ON LEARNING	497.98
Non-Payroll Total:						\$6,510.33
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$6,510.33

Ponca City Public Schools**Encumbrance Register****Options:** Year: 2018-2019, Date Range: 7/1/2018 - 6/30/2019, PO Range: 9 - 9, Fund Codes: 37

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
37	9	10/23/2018	11718	SHI INTERNATIONAL, CORP	TECH/MICROSOFT LICENSING	48,442.00
Non-Payroll Total:						\$48,442.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$48,442.00

**PONCA CITY SCHOOLS
PERSONNEL REPORT**

November 12, 2018

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>PROJ. #</u>	<u>SALARY</u>
<u>CERTIFIED PERSONNEL</u>				
Chambers, Jenna	Pre-Kindergarten Teacher @ PK Center	10/25/2018	000	Salary Schedule
<u>SUPPORT PERSONNEL</u>				
Barker, Angela	Child Nutrition 3hr @ Pre-K Center	10/30/2018	022	Salary Schedule
Edens, Jesse	HVAC Journeyman @ Maintenance	10/24/2018	000	Salary Schedule
Hill, Alison	Special Education Teacher Assistant @ Trout change start date	10/5/2018	028	No change
Jump, Joseph	Bus Driver 4.25 hrs (was a substitute driver)	10/24/2018	000	Salary Schedule
Sharon, Jim	Wrestling Lay Coach	10/24/2018	athletics	Salary Schedule
Tippin, Kathy	Crossing Guard @ Trout	10/24/2018	000	Salary Schedule
Torres, Tatyana	Class Size Teacher Assistant	10/24/2018	000	Salary Schedule

SEPARATIONS

CERTIFIED PERSONNEL

Gray, Linda	Teacher @ Pre-K Center	10/24/2018
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SUPPORT PERSONNEL

Beard, Darin	Custodian @ Liberty	10/22/2018
Cole, Daniel	Custodian @ Concert Hall / Athletic Weight Room	never started
Davis, Dana	Crossing Guard @ Trout	10/4/2018
Gallimore, Courtney	Special Education Teacher Assistant @ Roosevelt	10/31/2018
Garroute, John	Bus Driver 4.25hrs	10/8/2018
Hadley, Shelley	Child Nutrition @ Sr-Hi 7hrs	12/19/2018
Jones, Stony	Child Nutrition Stocker @ West	11/1/2018
Lewis, Trinity	Class Size Teacher Assistant @ Trout	10/17/2018
Primero, Erick	ELL Teacher Assistant @ Sr-Hi	12/18/2018
Rocha, Jazmin	ELL Teacher Assistant @ *West .70 / Garfield .30	10/23/2018
Schneeberger, Annette	Bus Driver 6.25hrs	11/1/2018
Stein, Wanda	Secretary @ Pre-K Center	11/8/2018
Windom, Laura	Special Education Teacher Assistant @ Union	11/6/2018

RETIREMENTS

CERTIFIED PERSONNEL

Denton, Jeff	Child Nutrition Director	12/3/2018
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CHANGE OF STATUS

CERTIFIED PERSONNEL

Richard, Stacey	5% Special Education Caseload @ PreK Center	8/13/2018	028	5%
Steichen, LaDonna	PRE-K Teacher @ PRE-K to Special ED Teacher Assistant @ East	11/12/2018	028	Salary Schedule

SUPPORT PERSONNEL

Lambert, Janie	Special Ed Teacher Assistant to Title I Teacher Assistant @ Union	11/7/2018	511	no change
Pittser, Stephanie	Secretary @ Roosevelt .81 to Secretary @ Pre-K Center 100%	11/7/2018	000	no change in rate
Scanlon, Amy	ELL TA *Liberty .81 / Roosevelt .19 to *Liberty .81 / Union .19	10/4/2018	042	no change
Williams, Payton	Title I Teacher Assistant to Special Ed Teacher Assistant @ Union	11/7/2018	028	no change

CROSSING GUARD POSITION INCREASED TO \$10.25 (WAS \$10.00) PER SHIFT EFFECTIVE 2018-2019 SCHOOL YEAR

Dobbs, Tommy
Hanson, Keith
Patterson, Colleen
Sterling, Helen
Stewart, Sarah
Tippin, Kathy
Turner, Deborah
Yarbrough, Nikki

PONCA CITY SCHOOLS PERSONNEL REPORT

Nov 12, 2018

PAGE 2

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>PROJ. #</u>	<u>SALARY</u>
<u>CERTIFIED PERSONNEL</u>				
Baldwin, Denise	Gifted & Talented Teacher @ Garfield salary change	10/21/2018	162/150	<u>NON-CONTRACT DUTY</u> \$23/hr up to 22hrs
Calhoun, Terri	PSAT workshop for test takers	10, 6-8, 2018	110 reimb actvy	\$23/hr up to 12hrs
Gartside, Donya	Gifted & Talented Teacher @ West - Technology Academy 6th	11/13/2018	161/505	\$23/hr up to 5hrs
Gartside, Donya	Gifted & Talented Teacher @ West - Technology Academy 7th	11/27/2018	161/505	\$23/hr up to 5hrs
James, Terri	Testing Students after School	November '18	012	\$23/hr up to 1hr
May, Sandy	After School Tutoring @ Union	Nov-April 2019	511/130	\$23/hr up to 20hrs
Mayo, Zuri	After School Tutoring @ Union	Nov-April 2019	511/130	\$23/hr up to 20hrs
Reynolds, Tisha	After School Tutoring @ Union	Nov-April 2019	511/130	\$23/hr up to 20hrs
Rochelle, Lynetta	G/T Coordinator @ West	2018-2019	161/505	\$1,000
Sharp, Ashlee	After School Tutoring @ Union	Nov-April 2019	511/130	\$23/hr up to 20hrs
Snype, Briana	CPR class	9/17/2018	athletics	\$23/hr up to 3hrs
Taylor, Nancy	Honor Choir @ Union	Nov-March 2019	103	\$23/hr up to 15hrs
<u>CERTIFIED PERSONNEL</u>				
Bayliff, Garrett	Strength % Conditioning adjustment from \$5000	2018-2018	athletics	<u>CONTRACT DUTY</u> \$6,000
Miller, Jaimee	JH Tennis Coach	2018-2019	athletics	\$1,400
Smith, Kendra	Mentor for Jenna Chambers	2018-2019	Title IIA	\$700
Tamez, Emily	Mentor for Amber Scott for 30 days of 2018-2019	2018-2019	Title IIA	\$119.00
Thomason, Katy	Mentor for Amber Scott for 150 days of 2018-2019	2018-2019	Title IIA	\$581.00
<u>SUPPORT PERSONNEL</u>				
Bentley, Vicki	CPR Training	11/9/2018	028	<u>NON-CONTRACT DUTY</u> reg rate pay up to 2.5hrs
Casperson, Lineah	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Harbeson, Tammy	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Havens, Mica	CPR Training	9/17/2018	171	reg rate pay up to 2.5hrs
Hiskett, Marsha	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Looper, Scott	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Perciful, Marilyn	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Reynolds, BrightPath	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Robinson, Kim	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Robinson, Kimberly	First Aid Training	11/9/2018	028	reg rate pay up to 2.5hrs
Roland, Justin	CPR Training	9/17/2018	171	reg rate pay up to 2.5hrs
Seeliger, Carrie	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Seeliger, Kathryn	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Sims, Josh	CPR Training	9/17/2018	171	reg rate pay up to 2.5hrs
Smith, Kelsey	CPR Training	11/9/2018	028	reg rate pay up to 2.5hrs
Spaulding, Dawn	Dr. Riffel Training	11/9/2018	028	reg rate pay up to 3hrs
Tubbs, Sally	CPR Training	11/9/2018	028	reg rate pay up to 2.5hrs
Willis, Caleb	CPR Training	9/17/2018	171	reg rate pay up to 2.5hrs
Young, Carrie	First Aid Training	11/9/2018	028	reg rate pay up to 2.5hrs
<u>SUPPORT PERSONNEL</u>				
Clark, Kaitlyn	Diaper Stipend pro-rated for December 2018 adjustment		028	<u>CONTRACT DUTY</u> \$80.00
Hill, Alison	Diaper Stipend pro-rated for December 2018 adjustment		028	\$60.00

SUBSTITUTES

ADDITIONS FOR THE 2018-2019 SCHOOL YEAR

(Teacher Substitute: \$60/day, Teacher Asst. Substitute: \$50/day)

* SEE ATTACHED

Conley, Tonya	Substitute Bus Driver resignation	10/10/2018
Lynch, Jayne	Substitute Bus Driver Assistant resignation	10/17/2018
Mines, Nicole	Substitute Bus Driver resignation	10/24/2018

**FOR BOARD APPROVAL
SUBSTITUTE TEACHERS
NOVEMBER 2018**

1. Adams, Jennifer\$
2. Boxley, Jessica
3. English, Jessamyn
4. Havens, Mica*\$(CONT)
5. Horton, Amanda\$
6. Jones, Micaela
7. Lewis, Erin
8. Parent, Shandi
9. Parks, Jessica
10. Payne, Kimberly
11. Poulson, Vicki\$#
12. Stringer, Deborah
13. Taylor, Deborah*\$#

#=Receiving OTRS Payment

\$=Bachelors

*=Certified

(CONT)=Contract Sub