**Ponca City Public Schools**
**Regular Board of Education Meeting**
**Administration Center, Board Room, 613 East Grand Ave., Ponca City, Oklahoma 74601**
**Monday, September 14, 2026 at 5:00 PM**

**NOTICE OF MEETING**
Prior to December 15 of the last calendar year, the date, time and place of the regular meetings were filed in the Office of the County Clerk of Kay County, Oklahoma. At least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, place and agenda of this meeting was posted in prominent public view at the Ponca City Administration Building, 613 East Grand Avenue and on the school district's website located at www.pcps.us (posted on Sept 10, at 3:00 p.m.)

1. **CALL TO ORDER**

1.1. **Call Meeting to Order** ***(President)***
Attendance Taken at 5:00 PM.

| | |
|---|---|
| Jeff MacKinnon: | Present |
| Anna Roland: | Present |
| Judy Throop: | Present |
| Joe Vaden: | Present |
| Nancy Zimmerschied: | Present |

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 the 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 with an announcement of their name and group affiliation, if applicable. Comments by the speaker must relate to an item on the meeting agenda. Generally, participants shall be limited to comments 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 1.3-6.0 Speaking Privileges of the Public, which is available at the board meeting, or in the board policy manual located on the district website, www.pcps.us, under Board of Education.

3. **PRESENTATIONS AND RECOGNITIONS**

3.1. **Recognition of 2026-27 Site Teachers of the Year and District Teacher of the Year** ***(Adam Leaming)***

4. **REPORTS WITH POTENTIAL BOARD DISCUSSION**

4.1. **Alternative Education Report** ***(Karla Streeter)***

5. **DISTRICT UPDATES AND POLICY REVIEW WITH POTENTIAL BOARD DISCUSSION**

5.1. **District Updates**

5.1.A. **Bond Planning** ***(Larin Davis)***

5.2. **Proposed Policy Changes to Section 5 - Business Management and Section 7 - Students As Listed Below:** ***(Erika Johnson)***

6. **CONSIDER AND TAKE ACTION TO ADOPT AND REVISE THE BOARD POLICY CHANGES AS PRESENTED**

CONSIDER AND TAKE ACTION TO ADOPT AND REVISE THE BOARD POLICY CHANGES AS PRESENTED. This motion, made by Judy Throop and seconded by Anna Roland, passed.

| | |
|---|---|
| Jeff MacKinnon: | Yea |
| Anna Roland: | Yea |
| Judy Throop: | Yea |
| Joe Vaden: | Yea |
| Nancy Zimmerschied: | Yea |

Yea: 5, Nay: 0

7. **CONSENT AGENDA**

Motion required for the approval of the Consent Agenda as printed or as amended. Board members may, however, call for a separate vote on any or all items listed on the Consent Agenda.

Motion to approve the Consent Agenda items 7.1 thru 7.44 as printed or as amended. Board members may, however, call for a separate vote on any or all items listed on the Consent Agenda. This motion, made by Anna Roland and seconded by Jeff MacKinnon, passed.

| | |
|---|---|
| Jeff MacKinnon: | Yea |
| Anna Roland: | Yea |
| Judy Throop: | Yea |
| Joe Vaden: | Yea |
| Nancy Zimmerschied: | Yea |

Yea: 5, Nay: 0

7.1. **Approval of the Regular Minutes from the August 10, 2026, Board of Education Meeting**

7.2. **Approval of Surplus Resolution**

7.3. **Approval of the FY26 Budget Amendments**

7.4. **Approval of the FY27 Budget Amendments**

7.5. **Approval of the FY27 Budget Analysis Reports**

7.6. **Approval of the FY27 Bond Fund Updates**

7.7. **Approval of FY27 Change Order Listing as of 9/09/26 for Funds 11, 21, 22, 34, 35, and 81**

7.8. **Approval of FY27 General Fund 11 Encumbrances #566-#797 in the amount of $380,528.06**

7.9. **Approval of FY27 Building Fund 21 Encumbrances #82-#105 in the amount of $373,084.24**

7.10. **Approval of FY27 Child Nutrition Fund 22 Encumbrances #66-#69 in the amount of $11,298**

7.11. **Approval of FY27 Fund 34 Encumbrances #4-#5 in the amount of $5,014**

7.12. **Approval of FY27 Gifts and Endowment Fund 81 Encumbrances #40-#65 in the amount of $83,819.52**

7.13. **Approval of Booster Club Reports**

7.14. **Approval of Activity Fund Reports**

7.15. **Approval of Out-of-State Travel**

7.16. **Approval of Treasurer's Reports**

7.17. **Ratification and Approval of Payrolls**

7.18. **Approval of a quote from American Telephone, effective September 15, 2026, for three cameras and installation at the Vo-Ag property, two cameras at Union Elementary,**

**and cable installation at the High School for the cameras at the Title VI classroom. The total cost is $4,135, funded by Bond 34.**

7.19. **Approval of the ratification of an agreement with Cengage Learning, effective July 17, 2022, through June 30, 2028, for 50 Pre-Algebra Oklahoma Edition student books, 360 online licenses, and five teacher resource packages for East Middle School. The original agreement totaled $29,089.50 and was paid from Instructional/Title I funds in 2022. This ratification carries no additional cost to the District.**

7.20. **Approval of the ratification of the original 99-year lease agreement with the City of Ponca City, effective November 1, 2016, through June 30, 2115, for City-owned land used by the Ponca City Public Schools Concert Hall, at a cost of $1.00 per year from the Building Fund.**

7.21. **Approval of the ratification of the original 99-year lease agreement with the City of Ponca City, effective January 1, 2024, through June 30, 2123, for City-owned land used by the Ponca City Public Schools Tennis Facility, at a cost of $1.00 per year from the Building Fund.**

7.22. **Approval of an agreement with the City of Ponca City RecPlex, effective August 1, 2026, through May 31, 2027, for the use of pool and aquatic facilities for swimming instruction, special education aquatic programs, and swimming for an athletic sport. The cost is $1,500 per month for 10 months, for a total of $15,000, funded by the Building Fund.**

7.23. **Approval of a Memorandum of Understanding between Class 101 Norman and the Ponca City Public Schools Native American Program, in partnership with the Oklahoma State Department of Education, effective September 1, 2026, through May 31, 2027, to provide structured college and career planning services to students enrolled in the Ponca City High School Native American Program. The program aims to help college-bound students identify best-fit colleges, prepare competitive applications, and maximize scholarship and financial aid opportunities. The total cost is $41,000, funded by the Native Youth Community Project Grant.**

7.24. **Approval of an agreement with Susan Clothier, effective August 2026 through May 2027, for consultation services for the Ponca City High School's marching band. Ms. Clothier will provide guidance, recommendations, mentorship, and consultation to support the marching band program. The total cost is $1,250, funded by the General Fund.**

7.25. **Approval of an agreement with Edmentum, effective September 7, 2026, through June 30, 2027, for 620 licenses for Study Island Math for West Middle School. The agreement also includes unlimited access to live professional development. The total cost is $8,487.60, funded by Title I.**

7.26. **Approval of a logo agreement with Faith and Threads, effective for the 2026-27 fiscal year. The agreement authorizes Faith and Threads to use the District logo on apparel and customized merchandise. A royalty fee of $100 was assessed.**

7.27. **Approval of an agreement with Freezing Point, LLC, effective for the 2026-27 fiscal year, to provide two-bowl frozen beverage machines for use by Child Nutrition at West**

**Middle School (2), East Middle School (1), and the High School (2) for the sale of Frazil frozen beverages. The machines will be provided at no additional charge, with a minimum annual purchase commitment of 30 cases of product per machine. Point-of-sale revenue from student and staff purchases will fully offset product costs.**

7.28. **Approval of a quote from Hudl, effective October 1, 2026, through September 30, 2027, to provide video review and performance analysis tools for the District. Hudl will also provide the capability to livestream multiple extracurricular events simultaneously. The total cost is $25,000 and will be shared among the athletics programs utilizing Hudl, with additional support from TeamRadio.**

7.29. **Approval of an agreement with InstaRaise by JMS, effective October 5, 2026, through October 21, 2026, for an online product fundraiser benefiting the Ponca City High School, East Middle School, and West Middle School choirs. Proceeds from the fundraiser will be deposited into the applicable school activity funds.**

7.30. **Approval of an agreement with the Kaw Nation of Oklahoma, effective for the 2026-27 school year, under which the Kaw Nation will assign two Education Specialists to serve the Ponca City Public Schools' students and staff. There is no cost to the District.**

7.31. **Approval of a logo agreement with MPact Fund Raising, effective for the 2026-27 fiscal year, authorizing the use of the Ponca City Wildcat logo on blankets to be given as gifts to the Ponca City Instrumental Music seniors. There is no royalty fee assessed.**

7.32. **Approval of a Memorandum of Understanding between the Otoe-Missouria Tribe and Ponca City Public Schools Child Nutrition to provide Summer Electronic Benefits Transfer (EBT) benefits to eligible children throughout Kay County during summer 2027. The program provides $40 per month ($120 total) in nutritional food package items. Students participating in the free or reduced-price meal program are eligible regardless of tribal membership. There is no cost to the District.**

7.33. **Approval of the ratification of an agreement with PDQ.com for district-wide IT software used to deploy software and manage application inventory on laptops and desktops. The two-year agreement totaled $5,610 and was funded through Bond 34 and paid in full in FY 2025-26; therefore, there is no additional cost to the District in FY 2026-27.**

7.34. **Approval of a quote from Perry Weather, effective September 15, 2026, through September 14, 2027, for a weather safety system that includes a Core software platform, onsite weather monitoring station, and an outdoor warning system. The system will provide real-time weather monitoring and alerting capabilities, including outdoor warning sirens, lightning detection, and location-specific weather information. The initial annual subscription cost is $3,500, reflecting discounted pricing, with a one-time $500 shipping cost, for a total first-year cost of $4,000, funded by the Building Fund.**

7.35. **Approval of a quote from Project STEM, effective August 19, 2026, through June 30, 2027, for a computer science program to be used at West Middle School. The quote includes access to all student course materials, professional development access for participating teachers, web-based access to course materials, a web-based dashboard,**

**and an in-depth view of student progress and performance. The total cost is $250, funded by Title I.**

7.36. **Approval of an agreement with Red Earth Environmental, effective for the 2026-27 fiscal year, to provide regulated medical waste pickup and disposal for the District. The total cost is up to $300, funded by the Building Fund.**

7.37. **Approval of a quote from Renaissance Learning, Inc., effective October 1, 2026, through June 30, 2027, for 130 student subscriptions to Freckle Math for Liberty Elementary. The total cost is $2,108.60, funded by Title I.**

7.38. **Approval of a quote from Solution Tree for professional development for the secondary Guided Coalitions. The two-day training will provide coaching for teachers and administrators involved in the Guided Coalitions from West Middle School, East Middle School, and Ponca City High School and will be held on September 21, 2026, and January 18, 2027. The total cost is $14,200, funded by the District Gap Grant.**

7.39. **Approval of an agreement with the State of Oklahoma Department of Rehabilitation Services, effective October 1, 2026, through September 30, 2027, for the Work Adjustment Training Program. The program prepares high school-age youth with the most significant disabilities for competitive, integrated employment in the community. There is no cost to the District.**

7.40. **Approval of an agreement with the State of Oklahoma Department of Rehabilitation Services, effective October 1, 2026, through September 30, 2027, for the Transition School to Work: Work Study Program. The program prepares high school-age youth with significant disabilities for independent, competitive employment in the community. There is no cost to the District.**

7.41. **Approval of a proposal from United Turf and Track, effective September 15, 2026, to overseed, top dress, and fertilize the baseball field at the high school. The total cost is $7,230, funded by the Building Fund.**

7.42. **Approval of a collaborative agreement with the University of Oklahoma Outreach/College of Continuing Education's National Center for Disability Education and Training (NCDET), effective July 1, 2026, through June 30, 2027, to coordinate pre-employment transition services that help participating students prepare for postsecondary education and competitive, integrated employment. There is no cost to the District.**

7.43. **Approval of a quote from Village Travel to provide three charter buses and drivers to transport Instrumental and Vocal Music students, staff, and chaperones to Branson, Missouri, April 22–25, 2027, for student performances. The total cost is $19,050, funded by the Activity Fund.**

7.44. **Approval of Service Order No. 2 under the Master Service Agreement with Winterrowd Talley Architects, effective September 1, 2026, through October 31, 2026 to complete a feasibility study of the high school for 2027 bond planning purposes. The total cost is up to $50,000, funded by the Building Fund.**

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

8.1. **Consider and Take Action on Acknowledging Constitution Day**
Motion to Approve Acknowledging Constitution Day. This motion, made by Joe Vaden and seconded by Judy Throop, passed.

| | |
|---|---|
| Jeff MacKinnon: | Yea |
| Anna Roland: | Yea |
| Judy Throop: | Yea |
| Joe Vaden: | Yea |
| Nancy Zimmerschied: | Yea |

Yea: 5, Nay: 0

8.2. **Consider and Take Action on the Estimate of Needs for FY27**
Motion to Approve the Estimate of Needs for FY27. This motion, made by Anna Roland and seconded by Joe Vaden, passed.

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|---|---|
| Jeff MacKinnon: | Yea |
| Anna Roland: | Yea |
| Judy Throop: | Yea |
| Joe Vaden: | Yea |
| Nancy Zimmerschied: | Yea |

Yea: 5, Nay: 0

8.3. **Consider and Take Action to Approve the Employment of the Following Adjunct Teachers for the 2026-27 School Year Pursuant to 70 O.S. § 6-122.3**

- **Cassandra Benitez - English and Music (East Middle School) Certified**
- **Mike Seals - US History/OK History/Gov/Economics (East Middle School) Certified**

Motion to Approve Employment of the Following Adjunct Teachers for the 2026-27 School Year Pursuant to 70 O.S. § 6-122.3 Cassandra Benitez - English and Music (East Middle School) Certified Mike Seals - US History/OK History/Gov/Economics (East Middle School) Certified. This motion, made by Anna Roland and seconded by Jeff MacKinnon, passed.

| | |
|---|---|
| Jeff MacKinnon: | Yea |
| Anna Roland: | Yea |
| Judy Throop: | Yea |
| Joe Vaden: | Yea |
| Nancy Zimmerschied: | Yea |

Yea: 5, Nay: 0

8.4. **Consider and Take Action to Approve a Quote from McIntosh to Provide HVAC Repair Services for the District**
Motion to Approve a Quote from McIntosh to Provide HVAC Repair Services for the District. This motion, made by Joe Vaden and seconded by Judy Throop, passed.

| | |
|---|---|
| Jeff MacKinnon: | Yea |
| Anna Roland: | Yea |
| Judy Throop: | Yea |
| Joe Vaden: | Yea |
| Nancy Zimmerschied: | Yea |

Yea: 5, Nay: 0

8.5. **Consider and Take Action to Employ, to Accept the Resignation of, to Reassign, and to Enter into an Extra-Duty Contract with Those Individuals as Listed on the Attached Detailed Reports**

Motion to Approve to Employ, to Accept the Resignation of, to Reassign, and to Enter into an Extra-Duty Contract with Those Individuals as Listed on the Attached Detailed Reports. This motion, made by Judy Throop and seconded by Jeff MacKinnon, passed.

| | |
|---|---|
| Jeff MacKinnon: | Yea |
| Anna Roland: | Yea |
| Judy Throop: | Yea |
| Joe Vaden: | Yea |
| Nancy Zimmerschied: | Yea |

Yea: 5, Nay: 0

9. **NEW BUSINESS**

10. **ADJOURNMENT**

Meeting was adjourned at 5:59 pm

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Erika Johnson
Minutes Clerk of the Board

APPROVED DATE:

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President, Board of Education