



Regular Business
Meeting Minutes
Tuesday, May 14, 2024
6:30 PM

Stillwater Public Schools
Administration Building
314 S. Lewis
Stillwater, OK 74074

Attendance Taken at 6:30 PM.

Marshall Baker: Present
Rachel Dillin: Present
Roberta Douglas: Present
Tim Riley: Present
Gay Washington: Present

1. **CALL TO ORDER AND ROLL CALL at 6:30 p.m.**

2. **PLEDGE OF ALLEGIANCE**

3. **COMMUNICATIONS/PUBLIC INTEREST**

A. Recognitions

1) **SPS Employee Retirement Recognitions**

Stillwater Public Schools would like to publicly recognize the employees that are retiring from SPS after many years of service. We truly appreciate their dedication to the students and community of Stillwater.

- Robin Atkinson
- Dana Edwards
- Annette Jones
- Debra Shores
- Kim Sloggett
- Mary Wedel
- Jennifer White
- Michael White

2) **SPS Support Employee of the Year Recognitions**

Stillwater Public Schools would like to publicly recognize the category winners for Support Employee of the Year. We truly appreciate their dedication to the students and community of Stillwater.

- Marie Brown – Cafeteria Manager (Will Rogers) - Child Nutrition
- Brooke Brunken – High Needs Counselor (District Wide) – Special Services
- Dillon Henry – Computer Specialist I – District Support (Facilities/Technology)
- Elsie Hockensmith – Custodian (Highland Park) - Custodial
- Misty Horne – Principal Secretary (SHS) – Office/Clerical
- Gary Moffitt – Bus Driver - Transportation
- Tracy Wright- Library Media Assistant (SJHS) – Educational Support

Gary Moffitt was awarded the District Support Employee of the Year.

- 3) Bryan Bloomer and Technology Department
- 4) SHS Unified Peers
- 5) SHS Kate Wardlaw
- 6) SHS Girls Golf Team
- 7) Melissa Kifer, Oklahoma Special Services Association Director of the Year

B. Superintendent's Report

Thank you to everyone for an amazing year. We've had so many amazing successes, wonderful events, and outstanding awards. We are not perfect, but we are pretty darn good. When I say "everyone" I mean the board, administrators, faculty, staff, parents, community members and especially our students.

This Friday we will celebrate our 123rd graduation ceremony. I would ask that you keep in mind that for most students this ceremony is a stepping stone to their success in the future, but to others it is the pinnacle in their lives. We still have first time graduates for the families and some students who may have gotten their final credit about 30 minutes before the ceremony. They all need to be honored and respected for their journey to this point. This is truly the best #PioneerProud! moment for me each year. Thank you, Stillwater.

C. Superintendent's Data Update

Number of 2024 SHS Graduates – 423

- Largest graduating class of SHS 453 in 2021
- Since 1960 graduation locations were at the city gymnasium, Boone Pickens Stadium, Pioneer Stadium, and Gallagher-Iba
- The largest amount of scholarships was \$5.3M in the class of 2021
- This year is the 123rd graduation ceremony
- The first graduating class occurred in 1901

D. Board Communication

E. Board President Report on Board Member Appointments to the Following Committees or Assignments

Legislative Liaison- Roberta Douglas, **Policy Review Committee-** Rachel Dillin and Gay Washington, **Safety Committee-** Tim Riley, **Finance Committee-** Gay Washington and Tim Riley, and **Executive Session Minutes Secretary-** Roberta Douglas.

F. OSSBA Assemble Program Presentation

G. Public Comments - *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*

- **Marilyn Brown** addressed the board concerning an employment matter.

- **John Chaffin** addressed the board concerning World Professional Association of Transgender Health.

4. CONSENT AGENDA (Action)

All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:

Motion to approve Consent Agenda. This motion, made by Tim Riley and seconded by Roberta Douglas, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

A. April 9, 2024, 5:00 p.m. Special Meeting Minutes

B. April 9, 2024, 6:30 p.m. Regular Meeting Minutes

C. Transfer and Summary of Activity Account Funds

D. Activity Account Fundraising Projects

E. Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):20241024-20241049, 20241051-20241063, 20241068-20241161

2023-2024 General Fund Encumbrances totaling \$189,932.09

2023-2024 Child Nutrition Fund Encumbrances totaling \$113,304.49

2023-2024 Bond 31 Fund (2017) Encumbrances totaling \$557,395.88

2023-2024 Bond 32 Fund (2023) Encumbrances totaling \$2,209,000.00

2023-2024 Sinking Fund Encumbrances totaling \$11,833,538.75

F. Change Orders (approval of encumbrance numbers as listed):

2023-2024 General Fund Encumbrance Numbers: 20240158, 20240166, 20240167, 20240269, 20240356

2023-2024 Bond 31 Fund (2017) Encumbrance Numbers:20240200, 20240211, 20240229, 20240239

2023-2024 Bond 32 Fund (2023) Encumbrance Numbers: 20240803

G. FY 2025 Temporary Appropriations in General Fund, Building Fund, and Child Nutrition Fund

H. Appointment and Bond Authorization for Tawni Hooten to Serve as Minutes Clerk for FY2023-2024

I. Out-of-State Travel Requests, SHS Softball Traveling to St. Joseph, MO on August 22-25, 2024

J. Change Order Number 02 for Stillwater Public Schools High School Parking Lot Lights Improvement Project.

K. Change Order Number 02 for Stillwater Public Schools Richmond Elementary and Junior High School HVAC and Roof Improvement projects.

L. Service Order No. 17 for SPS Bond 2023 High School Phase 1

M. Nutrition Services Vendors/Distributors Purchasing Agreement for FY 2024-2025

- Broad Line Food Distribution: USFoods/ Premier
- Dairy: Hiland Dairy for refrigerated milk, Gossner Foods for UHT milk.
- Produce: Go Fresh
- Pest Control: Bussell Pest Control

N. Declare District Textbook Surplus

O. Educational Services FY2023-2024 Agreements

- 1) Care Solace (Mental Health Provider)
- 2) Vero Fiber Networks, LLC. (Private Fiber WAN Master Service)

P. FY 24 Assemble Service Agreement with OSSBA

5. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer's Report (Action)

Motion to Approve the Treasurer's Report for the April 30, 2024, which indicates monthly revenues of \$5,109,546.41 and monthly expenditures of \$4,810,362.51. General Fund monthly interest earnings is \$138,779.95 and Bond Fund monthly interest earnings is \$55,489.93.

This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

B. Receive Bond Expenditures and Revenues Report

The monthly Bond Expenditures and Revenues Report for April 2024 provides an overview of the General Obligation Bond Issue approved on February 14, 2017 and the General Obligation Bond Issue approved on February 14, 2023. Warrants issued for the \$74,000,000 bond issue (current proceeds of \$74,000,000) equal \$443,645.74 with total funds remaining of \$7,022,252. Warrants issued for the \$195,000,000 bond issue (current proceeds of \$12,000,000) equal \$486,178.94 with total funds remaining of \$8,820,230. A copy of the report is included in the minutes file.

C. Receive bids for the purchase of \$13,000,000 Combined Purpose General Obligation Bonds, Series 2024 of the District and vote to award said Bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders or to reject all bids. (Action)

JERICA HAWSON reported that bids were received until 11:00 a.m., Tuesday, May 14, 2024. Three bids were received. Robert W. Baird & Co., Inc. was recommended as lowest bidder with a True Interest Cost (TIC) of 3.389766%.

Motion to award bid for the purchase of \$13,000,000 Combined Purpose General Obligation Bonds, Series 2024 to Robert W. Baird & Co., Inc. with a TIC of 3.389766%.

This motion, made by Tim Riley and seconded by Roberta Douglas, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

D. Consider and take action with respect to a Resolution providing for the issuance of Combined Purpose General Obligation Bonds, Series 2024 in the sum of \$13,000,000 by Independent School District Number 16 of Payne County, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; and authorizing executions and actions necessary for the issuance and delivery of the Bonds. (Action)

Motion to approve a resolution providing for the issuance of Combined Purpose General Obligation Bonds, Series 2024 in the sum of \$13,000,000 by Independent School District #16 of Payne County, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same, and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; and authorizing Execution's and actions necessary for the issuance and delivery of the bonds.

This motion, made by Rachel Dillin and seconded by Tim Riley, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

6. EDUCATIONAL SERVICES

A. Care Solace Presentation

B. Vero WAN Presentation

7. OPERATIONS

A. Receive Bond 2023 Update

B. Consider and Vote to Award Bids for the Stillwater Public Schools Bond 2023 OES Construction and Renovation Project to the Following Bidders: (Action)

Description	Actual Bid	Bidder
DEMOLITION	\$ 67,390	MIDWEST WRECKING
CAST-IN-PLACE	\$ 48,750	GELINO CCC
POLISHED CONCRETE	\$ 7,461	BRYAN'S FLOORING
MASONRY	\$ 30,000	CIA MASONRY
STRUCTURAL & MISC STEEL	\$ 7,940	LIPPERT BROS
MILLWORK /CASEWORK/ CNTRTOPS	\$ 23,968	NEXSPACES
ROOF PATCH ALLOWANCE	\$ 5,000	ALLOWANCE
FRAMES/DOORS/HARDWARE	\$ 49,000	PIPER WEATHERFORD
DOORS & HARDWARE INSTALL	\$ 20,000	LIPPERT BROS
ENTRANCES/ STOREFRONT, GLAZING	\$ 13,500	LEE GLASS
GYPSUM BOARD ASSEMBLIES/ CEILING	\$ 89,385	CORONA DRYWALL
PAINTING	\$ 30,000	SILVA

TILING	\$ 13,580	AKIN BROTHERS
FLOORING	\$ 40,400	AKIN BROTHERS
FLOOR PREP ALLOWANCE	\$ 5,000	ALLOWANCE
RESINOUS FLOORING	\$ 34,602	BRYAN'S FLOORING
SPECIALTIES	\$ 14,689	CZARNIECKI
SPECIALTIES INSTALL	\$ 5,761	LIPPERT BROS
SIGNAGE ALLOWANCE	\$ 5,000	ALLOWANCE
ROLLER WINDOW SHADES	\$ 12,910	RUSSELL INTERIORS
FIRE PROTECTION	\$ 36,900	KANSKE
TOTAL MECHANICAL	\$125,000	STOLHAND WELLS
ELECTRICAL	\$125,000	STOLHAND WELLS

Motion to award bids for the Stillwater Public Schools Bond 2023 OES Construction Renovation Project to the bidders listed on the agenda. This motion, made by Gay Washington and seconded by Rachel Dillin, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

C. Consider and Vote to Accept Amendment 1 for the Guaranteed Maximum Price (GMP) Proposed by Lippert Bros., Inc. for the Stillwater Public Schools Bond 2023 OES Construction and Renovation Project. (Action)

Motion to Accept Amendment 1 for the Guaranteed Maximum Price (GMP) proposed by Lippert Bros., Inc. for the SPS OES North and South Building Renovations.

This motion, made by Tim Riley and seconded by Roberta Douglas, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

D. Consider and Vote to Assign bids to Lippert Bros., Inc., for the SPS Bond 2023 OES Construction and Renovation Contract. (Action)

South Building Renovations were opened on April 30, 2024, at 2:00 p.m. With approval bids will be assigned to Lippert Bros., Inc. for the securing of the low bid contractors to complete the SPS OES North Building Renovations and SPS OES South Building Renovations. Bids for Stillwater Public Schools OES North Building Renovations and SPS OES

Motion to Assign Bids to Lippert Bros., Inc. for the SPS OES North and South Building Renovations. This motion, made by Rachel Dillin and seconded by Gay Washington, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

8. OTHER REPORTS / RECOMMENDATIONS

A. Receive Policy First Reading:

- DE Salaries and Expenses**
- EMI Moment of Silence**
- EFEAA Artificial Intelligence Systems and Tools Use In the School District**
- EHBDBB Parental Involvement, Parent's Bill of Rights**
- FDAAA Electronic Signatures**

FL Student Records

The district is in an ongoing process of updating policies and procedures in accordance with Oklahoma law and/or current practices. The Policy Review Committee met on Apr 23, 2024 to review policy revisions as recommended by the administration. Details regarding these policies are listed below.

DE –Salaries and Expenses

Policy DE outlines methods and procedures for employee compensation. This draft updates the language describing SPS methods for distributing paper payroll checks during summer hours. In addition, the language has been updated to clarify that federally funded compensation must also have federal and state withholdings, and we do so in a way that is consistent with federal payroll laws. (Source: Dr. Janet Vinson)

EMI – Moment of Silence

The language for this policy update was provided by OSSBA, and includes that all staff are expected to adhere to providing an opportunity for a moment of silence. It also provides legal support through the office of the Attorney General should anyone file a lawsuit against the district for providing the opportunity for a moment of silence. (Source: Dr. Janet Vinson)

EFEAA – Artificial Intelligence Systems and Tools Use In the School District

Artificial intelligence is changing business, workforce preparation, and education. OSSBA believes it is important for districts to have clear policies in place to ensure districts are embracing the potential of technological advances while ensuring responsible and ethical use of artificial intelligence tools by employees and students.

The proposed policy addresses student and employee use, data privacy and security, and the importance of considering AI within the context of high-quality education practices. (Source:OSSBA Newsletter)

EHBDBB - Parental Involvement, Parents’ Bill of Rights

CUrrent policy language was unclear and incomplete in the need to provide health and hygiene presentations to elementary students. This edit clarifies that both 4th and 5th grade boys and girls will receive this information annually. (Source: Dr. Janet Vinson)

FDAAA –Electronic Signatures

This is a new policy provided by OSSBA that coincides with FL in the governance of the use of electronic signatures. The policy defines electronic signatures, the legal acceptable use of electronic signatures and how the district will use them. (Source: Dr. Janet Vinson)

FL – Student Records

FDAAA provides the legal grounds to use an electronic signature as a legal signature. We have been using online enrollment for several years, and the need for a policy that allows

electronic signatures as a legally binding signature for enrollment has been ongoing. (Source: Dr. Janet Vinson)

Motion to wave first reading and approve policy EHBDBB. This motion, made by Tim Riley and seconded by Gay Washington, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

9. **ADJOURNMENT**

A. Vote to Adjourn (**Action**)

Motion to adjourn at 9:01pm. This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Marshall Baker: Yea, Rachel Dillin: Yea, Roberta Douglas: Yea, Tim Riley: Yea, Gay Washington: Yea

STILLWATER BOARD OF EDUCATION

Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on June 11, 2024.