



**Lawton Public Schools Board of Education  
Regular Meeting  
May 15, 2023 5:15 PM  
Shoemaker Center Auditorium  
753 NW Fort Sill Blvd**

**Lawton, Oklahoma 73507**

## **AGENDA**

The Board reserves the right to consider, take up and take action on any agenda item in any order, except as to items 1-3. The Board may discuss, make motions, and vote on all matters appearing on the agenda. Such vote may be to adopt, reject, table, reaffirm, rescind, or to take no action on any item. Any person with a disability who needs special accommodations to attend the Board of Education meeting should notify the Clerk of the Board at least 24 hours, to the extent possible, prior to the scheduled time of the Board meeting. The telephone number is 580-357-6900. At the time and place designated, the Board will consider and act upon the matters set out on the Agenda for this meeting as follows:

1. Call to Order
2. Pledge of Allegiance - Kevin Hime
3. Roll Call to Establish Quorum
4. Special Guests/Special Recognitions - Kevin Hime and Zeldon Rice
  
5. Report of the Superintendent
  - 5.a. Information Item: Business Operations and Educational Services Departmental Updates
  - 5.b. Superintendent's Announcement(s)
6. Consent Agenda

(The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request of any Board member, any one or more matters will be removed from the consent agenda and acted upon separately. Contracts are approved subject to review by the District's legal counsel. Any or all of the public record items included within the consent agenda, i.e. minutes to be submitted for approval; purchase orders to be submitted for acceptance; financial report; proposed transfer of funds between activity accounts; and fund-raising event listings, may be examined at the Office of the Clerk of the Board of Education at the Shoemaker Center, 753 Fort Sill Blvd., Lawton, OK. An appointment to review records is requested.)

  - 6.a. Report of the Purchasing Agent/Encumbrance Clerk - Sheila Relf
    - 6.a.1. Approve Purchase Orders  
General Fund (11) PO#'s 1978-2002

Building Fund (21) PO#'s 118-123  
Bond Fund (33) PO#'s 220-234  
Gift Fund 81 PO# 37

- 6.a.2. Change Order Listing
- 6.a.3. Payroll Encumbrance Purchase Order Numbers
- 6.b. Report of the Chief Financial Officer - Lance Gibbs
  - 6.b.1. Treasurer's Report for the Month of April, 2023
- 6.c. Report of the Activity Fund Custodian - Kim Wander
  - 6.c.1. Activity Fund Transfers, Expenditures, Establishments, and Amendments
- 6.d. Report of the Clerk
  - 6.d.1. Contracts / Agreements:  
Lawton Public Schools and Crossroads Youth & Family Services.
- 6.e. Approval of the Minutes of the April 17, 2023 Regular Board Meeting
- 6.f. Item(s) Removed from the Consent Agenda for Separate Action
- 6.g. Approval of the Balance of the Consent Agenda
- 6.h. Approval of Item that was Previously Pulled for Separate Action
- 7. Proposed Executive Session to Discuss:
  - 7.a. The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Personnel Reports, Exhibit A and Exhibit B. (Exhibit B includes new potential hires and presented to the board under separate cover).  
[Authorized by 25 OKLA.STAT. Section 307 (B)(1) of the Oklahoma Open Meeting Act]
- 8. Vote to Convene into Executive Session
- 9. Acknowledge Board's Return to Open Session
- 10. Executive Session Minutes Compliance Announcement
- 11. Superintendent's Personnel Report / Items Discussed in Executive Session
  - 11.a. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)
- 12. New Business - This refers to any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda. Okla. Stat. tit. 25 Sec. 311(A)(9)
- 13. The next regular board meeting date is Thursday, June 22, 2023, at 5:15 p.m., in the Shoemaker Center Auditorium.
- 14. Setting New Board Meeting Dates
- 15. Board Announcements
- 16. Adjournment

Date of Posting: May 12, 2023

Time of Posting: 4:30 p.m.

Location of Posting: [www.lawtonps.org](http://www.lawtonps.org) and Front Door of Shoemaker Center, 753 NW Ft. Sill Blvd. Lawton, OK

Kw - Hi



**BUSINESS OPERATIONS**  
**Board Meeting Update**  
**May 15, 2023**

**Chief Operating Officer - Dr. Jason James**

- Playground/security fencing
  - Eisenhower ES starting soon.
  - Hugh Bish –complete
- Double Secure Entries for summer projects
  - MMS
  - Almor West
  - Crosby Park
  - Hugh Bish
  - Carriage Hills
  - Lawton High
- Security Vinyl installed at MHS, EHS, Ridgecrest, and Cleveland
- Shoemaker heating/air renovation continuing
- Turf projects
  - Top Soil removed at softball & football/soccer at all 3 HS
  - Stabilization in progress
  - Working on finalizing backstop/dugout/outfield fences for softball
- LHS/CMS security fence out to bid
- Summer projects
  - New Horizons renovations, floor wax, etc in progress
  - Supercrews scheduled for building maintenance & wax

**Assessment & Accountability – Dr. Joan Gabelmann**

**Assessment/Accountability:**

- Completion of CCRA (11th GR state testing)
- Wrapping up OSTP (3-8 GRs state testing)
- Facilitation of Advanced Placement Exams
- OSTP State Testing Paper Test Return
- Preparations for State Correction Window Opening
- Preparation for Preliminary State Score Notifications

**Conference Center:**

- American Indian Celebration
- CCRA/OSTP State Testing of Gateway and LVA Students: 11, 3-8 GR
- Project Aware Military Celebration
- Eduskills SW Workshop
- Elementary Principal Meetings
- Preparations for Gateway/LVA Senior Celebration
- Elementary Curriculum Meetings
- What the Tech: Technology Meetings
- ICEV Trainings

- Chromebook Trainings
- GYM Preparation for painting
- Purple Heart Celebration

### **Child Nutrition - Daniel Ghrayyeb**

- We are getting ready for summer feeding and winding down the school year.
- Grant equipment has begun to arrive and is being installed.
- We have also delivered cinnamon rolls to all schools to break in the district kitchen that we are very excited to get rolling.

### **Director of Elementary Curriculum - Lupe Ostruske**

- Curriculum: Meeting and collaborating with LPS teachers to work on next year's new pacing calendar for Elementary ELA and Math. Dates for planning TBD. This pacing calendar will now include our new ELA SAVVAS adoption to be fully implemented to fidelity for the 2023-2024 academic year.

### **Director of Secondary Curriculum - Tony Jones**

- The district textbook committees for English and World Languages will complete the adoption process on May 12.
- Core teachers—English, Math, History, and Science—have been updating the pacing calendars since April 6 th . On May 12 th , core teachers, from each secondary site, will meet and finalize changes to the pacing, which will be used to create district benchmark assessments.

### **Diversity & Inclusion - Dr. Regina Deloach**

- Attendance of City Council Meetings
- Participation in LHS students' threat assessments
- Attendance of CCOSA ZOOM Meetings
- Planning and Organization for Dolly Parton's Imagination Library

### **Facilities Operations/Maintenance - Jack Hanna**

- Working on summer project materials list
- Flooring and painting 10 classrooms at Ridgecrest
- Whiteboards placed in various locations

### **Transportation - Jay Hunt**

- Class for coaches and all staff who need CDL's begins this week on the 11th at 8am.
- Summer school routes have been published.
- Budget preparations for the 23-24 School Year are underway.

### **Federal Programs - Teresa Donahue**

- Title I: Site Title I Annual Program Reviews/Needs Assessments/Title I Schoolwide Plans
- Title I Homeless & Title IX McKinney-Vento: Providing caps and gowns to eligible graduates
- FY23 Federal Programs claims, inventories and preparations for FY24 July 1 POs

### **Grants - Diane Landoll**

- Working on COPS School Violence Prevention and 21st Century Learning Center grant applications
- Working with LHS on Aviation grant close out for FY23 and reapplication for FY24
- Researching EPA's Clean Air Electric School Bus grant application and process

- Indian Education is preparing for graduation regalia guidance and conducting end of year survey to plan FY24.
- Project AWARE is facilitating ongoing training on mental health for staff throughout the district.

#### **Human Resources (Personnel and Payroll) - Jean Hastings**

- Preparing for EOY in Personnel
- Preparing for EOY in Payroll
- Working with Program Administrators on job description updates. This will be a process that will be ongoing throughout the remainder of the calendar year.
- Completed 2023 Annual Survey of Public Employment & Payroll and Department of Labor Wage and Hour Audit.

#### **Information Technology - AJ Watson**

- Preparing the coliseum for graduation
- Working on Summer Camps and Onboarding for new teachers (EdTech)
- Installing cameras and door access control

#### **Media Operations - Dave McDermott**

- FY 23-24 Cat 2 (Equipment) was approved and funded by USAC. Requested - \$674,850.78, funded - \$518,280.62 (80 %), LPS portion - \$129,570.16
- Completed FY 23 CIPA (Children's Internet Protection Act) Certification
- Printing yearbooks for elementary schools
- Installed front entrance graphics on EHS, Pat Henry, and Lincoln





**Athletics - Gary Dees**

- Gridiron golf tournament
- Physicals and RankOne

**Campus Police – Josh Seely**

- Looking into procuring an explosive/gun detection K-9 for the District
- Gearing up for the upcoming Graduations
- Developing Training opportunities for surrounding agencies and entities

**Elementary Education – Lesa Sparks**

- End of year activities
- Pre-Planning for next school year

**Secondary Education – Teresa Jackson**

- Graduation
- End of year activities

**Special Services – Diane Keene**

- McArthur and Eisenhower High Schools Tech Now students traveled to Southmoore High School for the State Tech Now Competition. The students earned many awards and cash prizes.
- OAAP and OSTP testing are wrapping up all around the district;
- State Special Olympics will be held May 17-19, 2023

## Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 1978 - 5000, Fund Codes: 11

11	1978	04/13/2023	8067	LAWTON FORT SILL CHAMBER OF COMMERCE	DAY AT THE CAPITOL REGISTRATION	40.00
11	1979	04/13/2023	27589	AMERICAN HEART ASSOCIATION INC	HEARTSAVER INSTRUCTOR MANUALS	239.00
11	1982	04/17/2023	928848	LAKOTA BEATTY	4-19-23/INDIAN ED SPEAKER/AJSCC	2,000.00
11	1983	04/18/2023	2720	LARAY LEMONS	FY STAND/RUBBER STAMPS	200.00
11	1984	04/20/2023	056056	ARGUELL LEDNARD HARRIS	REIMB/LODGING/MAR 5-10, 2023	543.85
11	1985	04/20/2023	153583	RACHELLE MILES	MEAL PER DIEM	147.50
11	1986	04/21/2023	19005	AMAZON CAPITAL SERVICES INC	BAR CODE SCAN LABELS AND SCANNER	500.00
11	1987	04/21/2023	19005	AMAZON CAPITAL SERVICES INC	KINDLE BOOKS FOR ADMIN.	997.00
11	1988	04/21/2023	28845	OKLAHOMA 4H FOUNDATION INC	REG/AG IN THE CLASSROOM/JUN 6-8, 2023	75.00
11	1989	04/24/2023	28849	NEXSTAR MEDIA INC	ADVERTISING	500.00
11	1990	04/25/2023	153181	CHARLIE DAWN ELLIOTT	CMS NATIVE AMERICAN CLUB SHIRTS	375.00
11	1991	04/27/2023	25528	WAGNER SUPPLY CO INC	COVID19 PREVENTION-CLEANING,CUSTODIAL SUPPLIES	337.29
11	1992	04/27/2023	298	SOUTHWEST CHEMICAL CO	COVID19 PREVENTION-CLEANING, CUSTODIAL SUPPLIES	5,549.66
11	1993	04/27/2023	27881	WAXIE'S ENTERPRISE LLC	COVID19 PREVENTION-CLEANING CUSTODIAL SUPPLIES	15,881.67
11	1994	04/27/2023	18272	B & H FOTO & ELECTRONICS CORP	JVC 4K CAMCORDERS	1,388.03
11	1995	04/27/2023	152395	KATIE DALE CAUGHRON	COMMUNICATION TEAM SHIRTS	250.00
11	1996	04/28/2023	928555	MARMIC FIRE & SAFETY INC	REPLACE SPRINKLER HEAD/EDISON	700.00
11	1997	04/28/2023	11273	WINSUPPLY LAWTON	GREASE TRAPS REPLACEMENTS/QTY 13	23,062.02
11	1998	04/28/2023	26254	ELLIOTT ELECTRIC SUPPLY	CCL PLUG 30A 250 V 3PH 3PAW-BL&BK	58.02
11	1999	04/28/2023	802734	LOWE'S HOME CENTERS INC	TURF CAMERA PROJECT	850.00
11	2000	04/28/2023	2028661	CUSTOM FLAG COMPANY INC	OKLAHOMA FLAGS	97.00
11	2001	05/01/2023	066032	MAKENZIE RAE LOVETT	FY STAND/LOCAL TRAVEL	125.00
11	2002	05/10/2023	916012	GENE BURK AUTO GLASS	FY STANDING/LPS INCIDENTS/GLASS REPAIRS	1,000.00

<b>Non-Payroll Total:</b>	<b>\$54,916.04</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$54,916.04</b>

**Encumbrance Register**

**Options:** Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 118 - 5000, Fund Codes: 21

21	118	04/19/2023	905324	ENDEX OF OKLAHOMA INC	PARTS & LABOR REPLACE FIRE ALARM PANEL/EDISON	4,150.00
21	119	04/19/2023	928012	THE ADT SECURITY CORPORATION	LABOR & MATL REPAIR FIRE ALARM/FREEDOM	8,346.04
21	120	04/25/2023	928473	RYAN HERRING CONSTRUCTION INC	LABOR/MATLS TO REPAIR WATER LEAK/LHS	35,163.00
21	121	04/26/2023	923883	DEVINE ENTITIES	LABOR/MATLS FOR PLUMBING REPAIRS	43,600.00
21	122	05/05/2023	813	CLAYCO INDUSTRIES INC	LABOR AND MATERIALS TO REPLACE ROOF/EHS MATH	159,281.00
21	123	05/09/2023	813	CLAYCO INDUSTRIES INC	LABOR & MATERIALS TO REPLACE ROOF/EHS SCIENCE WING	181,595.00
<b>Non-Payroll Total:</b>						<b>\$432,135.04</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$432,135.04</b>

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 220 - 5000, Fund Codes: 33

33	220	04/17/2023	9252	SAMS CLUB DIRECT	HIGH BACK OFFICE CHAIRS/VIRTUAL TEACHERS	4,899.30
33	221	04/17/2023	295	SHERWIN-WILLIAMS PAINT CO.	FY STAND/PAINT/SUPPLIES/EQUIP MENT	10,000.00
33	222	04/17/2023	477	COMANCHE LUMBER COMPANY INC	FY STAND/PAINT/SUPPLIES/EQUIP MENT	3,500.00
33	223	04/17/2023	25098	UNITED RENTALS NORTH AMERICA	LIFT RENTAL TO PAINT DOUGLASS GYM WALLS	3,500.00
33	224	04/17/2023	928334	MJ LEWIS & ASSOCIATES INC	SURVEYS OF PROPERTIES	13,815.00
33	225	04/17/2023	922714	RUSSELL INTERIORS INC	MANUAL ROLLER SHADES	44,940.00
33	226	04/17/2023	28010	VARSITY BRANDS HOLDING CO INC	WALL PADDING	16,850.00
33	227	04/17/2023	923639	CDBL INC	LABOR/MATLS FOR AG SHOP AT LRC	2,171,799.96
33	228	04/17/2023	928412	TAYLOR MADE FENCES	LABOR & MATLS FOR NEW FENCE/EES	44,665.00
33	229	04/25/2023	813	CLAYCO INDUSTRIES INC	LABOR & MATLS/ROOF REPLACEMENT/MHS AUDITORIUM	110,938.40
33	230	04/25/2023	813	CLAYCO INDUSTRIES INC	LABOR & MATLS/ROOF REPLACEMENT/9THWING&LIB	149,305.01
33	231	04/26/2023	25401	BESTBUILT FENCING LLC	LABOR/MATERIALS FOR NEW FENCE AT PPE	16,850.00
33	232	04/27/2023	928454	BWA ARCHITECTS PLLC	ARCHITECT FEES/INDOOR ATHLETIC FACILITIES	395,951.00
33	233	05/05/2023	25401	BESTBUILT FENCING LLC	LABOR AND MATERIALS/FENCE GATE/PHE	5,300.00
33	234	05/11/2023	28869	HOUSTON K9 ACADEMY LLC	K9 & HANDLER COURSE	15,250.00

<b>Non-Payroll Total:</b>	<b>\$3,007,563.67</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$3,007,563.67</b>

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 37 - 5000, Fund Codes: 81

81	37	04/18/2023	221	STATE OF OKLAHOMA	GOODYEAR SCHOLARSHIP FY22	1,000.00
<b>Non-Payroll Total:</b>						<b>\$1,000.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,000.00</b>

## Change Order Listing

**Options:** Fund: GENERAL FUNDS, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 4/13/2023 - 6/30/2023,  
Minimum Amount Change: \$200.00, Include Negative Changes: False

34	07/01/2022	19005	AMAZON CAPITAL SERVICES INC	FY STAND/TECHNOLOGY SUPPLIES	4,121.87
63	07/01/2022	14310	SYMBOLIC	FY STAND/REPAIR PARTS/TECH ITEMS	9,752.50
355	07/01/2022	928479	BLASRE CAPITAL INC	FY STAND/LABOR & MATERIALS FOR HVAC REPAIRS	9,500.00
369	07/01/2022	295	SHERWIN-WILLIAMS PAINT CO.	FY STAND/PARTS & SUPPLIES	3,219.03
397	07/01/2022	25873	JR SIMPLOT COMPANY	FY STAND/SUPPLIES	1,583.50
443	07/01/2022	706722	RICE ZELDON	FY STAND/STATE TRAVEL	500.00
462	07/01/2022	19005	AMAZON CAPITAL SERVICES INC	FY STAND/SUPPLIES	1,000.00
633	07/11/2022	12996	STATE DEPT OF EDUCATION	FY STAND/APPLICATION FEES FOR ADJUNCT TEACHERS	925.00
1078	08/19/2022	6688	LOCKE SUPPLY COMPANY	FY STAND/PARTS & SUPPLIES	24,000.00
1262	09/14/2022	802649	WALMART STORES EAST LP	FY STAND/SUPPLIES/TITLE I HOMELESS	500.00
1449	10/26/2022	802649	WALMART STORES EAST LP	FY STAND/INSTRUCTIONAL SUPPLIES	200.00
1846	02/06/2023	20405	GRAV ENTERPRISE LLC	DIPLOMA AND COVERS-MAY 2023 GRADUATION	257.50
1875	02/15/2023	153560	KEVIN M CARROLL	515 SCHOOL IMPRVMT PD TRAVEL EXPENSES	780.00
1876	02/15/2023	150888	KYRA ANN FRANKLIN	515 SCHOOL IMPRVMT - PD TRAVEL EXPENSES	780.00

<b>Non-Payroll Total:</b>	<b>\$57,119.40</b>
<b>Payroll Total:</b>	<b>\$337,805.84</b>
<b>Report Total:</b>	<b>\$393,950.45</b>

Change Order Listing

**Options:** Fund: BUILDING FUND, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 4/27/2023 - 6/30/2023, Minimum Amount Change: \$200.00, Include Negative Changes: False

3	07/01/2022	928454	BWA ARCHITECTS PLLC	ARCH ITECTS FEES/INDOOR ATH FACILI	92,951.00
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<b>Non-Payroll Total:</b>	<u>\$92,951.00</u>
<b>Payroll Total:</b>	<u>\$0.00</u>
<b>Report Total:</b>	<u><u>\$92,951.00</u></u>

Change Order Listing

Options: Fund: BOND FUND (2017), Year: 2022-2023, ReferenceDate: PO Date, Date Range: 4/19/2023 - 6/30/2023, Minimum Amount Change: \$200.00, Include Negative Changes: False

159	12/15/2022	28440	FOLLETT CONTENT SOLUTIONS LLC	LIBRARY BOOKS	674.80
212	03/03/2023	926821	DIGI SECURITY SYSTEMS LLC	CAMERA UPGRADES/MULT SITES	1,262.00
220	04/17/2023	9252	SAMS CLUB DIRECT	HIGH BACK OFFICE CHAIRS/VIRTUAL TEACHERS	559.92
				<b>Non-Payroll Total:</b>	<b>\$2,496.72</b>
				<b>Payroll Total:</b>	<b>\$0.00</b>
				<b>Report Total:</b>	<b>\$2,496.72</b>

Lawton Public Schools  
Lawton, Oklahoma

Administrative Services Division  
Purchasing Department

**Payroll Encumbrance Purchase Orders**

May 15, 2023

FY23 Payroll Encumbrance Purchase Order Numbers:

PO# 50000 - 52625

**LAWTON PUBLIC SCHOOLS  
SUMMARY OF FINANCIAL ACTIVITIES  
FY23 APRIL**

FUND	Beginning Period Balance	Outstanding Payments Beginning	Period Revenue	Paid FY22 (include wires,WC,&ADJ)	Outstanding Payments Ending	CASH BALANCE
GENERAL FUND (11)	\$ 41,473,572.95	\$ 5,034,397.47	\$ 10,575,735.25	\$ 9,824,409.29	\$ 4,444,280.22	\$ 41,634,781.66
BUILDING LEVY FUND (21)	\$ 16,029,036.61	\$ 463,270.10	\$ 267,909.02	\$ 185,653.37	\$ 526.35	\$ 15,648,548.51
MUNICIPAL TAX (26)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND (32)	\$ 498,050.58	\$ 194,074.16	\$ -	\$ 11,801.52	\$ -	\$ 292,174.90
BOND 2017 (33)	\$ 8,791,300.02	\$ 28,135.45	\$ 10,591.61	\$ 72,213.32	\$ 715.53	\$ 8,702,258.39
LEASE PURCH (34)	\$ 10,464,503.90	\$ -	\$ 1.16	\$ -	\$ -	\$ 10,464,505.06
SINKING (41)	\$ 9,681,815.25	\$ -	\$ 1,236,612.49	\$ -	\$ -	\$ 10,918,427.74
ENDOW (50)	\$ 178,415.58	\$ -	\$ 1,186.87	\$ -	\$ -	\$ 179,602.45
ACTIVITY (60)	\$ 3,351,108.30	\$ -	\$ 228,330.55	\$ 302,686.87	\$ 77,964.51	\$ 3,276,751.98
GIFTS (81)	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00
WC (83)	\$ 12,898.97	\$ -	\$ -	\$ 359.64	\$ -	\$ 12,539.33
	\$ 90,494,702.16	\$ 5,719,877.18	\$ 12,320,366.95	\$ 10,397,124.01	\$ 4,523,486.61	\$ 87,866,838.04



Lawton Public Schools  
Business Operations

Report of Activity Fund Custodian

May 15, 2023

REQUEST APPROVAL TO ESTABLISH NEW ACCOUNT:

<u>Acct Name/Number</u>	<u>Source of Revenue</u>	<u>Approved Expenditures</u>
Table Top Club - Sponsors- Hollie Whalen	1. Fundraisers 2. Donations 3. Dues 4. Funds transferred	1. Fundraising expenses 2. Club activities/events/functions 3. Instructional/non-instructional supplies, materials, equipment and furniture 4. Funds transferred 5. Reimbursement of expenses 6. Refreshments/supplies
Mental Health Awareness Sponsors – Danna Bross	1. Fundraisers 2. Donations 3. Funds transferred	1. Fundraising expenses 2. Activities/events/functions 3. Instructional/non-instructional supplies, materials, equipment and furniture 4. Funds transferred 5. Reimbursement of expenses 6. Refreshments/food/supplies

## **SPECIAL SERVICES AGREEMENT**

This is a local agreement between Lawton Public Schools, hereinafter referred to as the local education agency (LEA), and Crossroads Youth & Family Services, Inc. Head Start/Early Head Start (Crossroads HS/EHS), hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education (OSDE) and by the Head Start Program Performance Standards (45 CFR 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

### **I. LEA RESPONSIBILITIES:**

- A. The LEA ensures that IDEA Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA). Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disability Coordinator, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under IDEA, while enrolled in the Head Start Program.
- C. The LEA shall be responsible for the provision of procedural safeguard and due process for any child determined to be eligible under the IDEA who is enrolled in the Head Start program.
- D. The LEA should provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services:

*Head Start will provide all required screenings prior to referral to Lawton Public Schools. Head Start will also obtain necessary release of information from parent/legal guardian so that pertinent Head Start screenings can be utilized to develop an appropriate placement.*

*Note: Special Education and related services are available to qualified children through Lawton Public Schools. Standard referral procedures should be used to determine IDEA eligibility.*

### **III. COORDINATION OF REQUIRED PAPERWORK:**

To coordinate paperwork required by Head Start and the LEA special education program, the following process is appropriate:

- A. When Head Start wishes to refer a child to the LEA for possible services, Head Start personnel will contact the LEA Director of Special Services or SEARCH coordinator. Addresses will be verified by the LEA, and a time for screening will be arranged. If the child fails one or more areas of the screening, the LEA will ask the Head Start teacher to complete the Referral for Multidisciplinary Services (SDE Form 3), and then the LEA will plan the evaluation (SDE Form 4). Head Start personnel will assist the LEA in obtaining parental consent for evaluation (SDE Form 5). LEA's obligation for evaluation is limited to students who are residents of the district.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: Consent for Release of Confidential Information.
- C. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, necessary special education records and documentation of services provided to the Head Start when both agencies are involved in the identification, evaluation and provision of free appropriate public education (FAPE) to preschool children with disabilities.
- D. The Head Start will release results of vision, hearing, developmental, health and speech screenings as well as other relevant information as a part of the Head Start Referral Packet developed in conjunction with LEA.
- E. All information received by the Head Start from the LEA will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to requirements of confidentiality under state and federal laws.

**VII. RESOLUTION OF DISPUTE**

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the Head Start supervisor assigned to the classroom in the Lawton school district and the Principal assigned by Lawton Public Schools.
- B. The dispute will be brought to the attention of the LEA Special Education Director, the Head Start Director, and the Head Start Disabilities Coordinator to seek resolution of the dispute.
- C. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or LEA superintendent to facilitate a resolution.
- D. If the issue is not resolved, as described in section VII.B, then the matter will be submitted in writing to Special Education Services, OSDE, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- E. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted to the Head Start Program Director who will inform the DHHS/ACF Regional office of the dispute and the intent to begin the formal dispute resolution procedures as written in the Head Start Impasse Resolution Policy for assistance in resolving the dispute.

This service agreement will be in effect August 1, 2023 through June 30, 2024.

**SIGNATURES**

\_\_\_\_\_  
Terrie Vicknair,  
Head Start/Early Head Start Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education, Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education, Signature

\_\_\_\_\_  
Date



**Minutes of the Lawton Public Schools Board of  
Education Regular Meeting  
Held on Monday, April 17, 2023**

The Board of Education of Independent School District I-8, Comanche County, Oklahoma, met on Monday, April 17, 2023 at 5:15 PM in the Shoemaker Center Auditorium, 753 NW Fort Sill Blvd, Lawton, Oklahoma.

**1-3. Call to Order, Pledge of Allegiance and Roll Call**

Zeldon Rice, President, called the meeting to order. Superintendent Kevin Hime led the flag salute. Roll call indicated the following board members were present:

Mary Bradley:	Present
Carla Clodfelter:	Absent
Elizabeth Fabrega:	Present
Patty Neuwirth:	Present
James Peay:	Absent
Zeldon Rice:	Present

**4. Special Guests/Special Recognitions - MacArthur High School JROTC**

Kevin Hime recognized Mr. Smith, MHS Principal, MAJ Redfearn, SGM Bates, and several members of the MHS JROTC Drill Team. MAJ Redfearn celebrated the many accomplishments of the JROTC program, to include JROTC Drill and Color Guard State Champions, second time Over All Army State Champions, along with many other awards.

**5. Report of the Superintendent**

a. Presentation of the 2021-2022 School Audit presented by Mary E. Johnson & Associates, PLLC

Mary E Johnson, Certified Public Accountant, gave an overview of the findings for FY June 30, 2022. Ms. Johnson discussed the three areas of reports that were also presented to the board members in paper form.

- Financial Statements
- Internal Controls
- Federal Funds

b. Discussion with possible action regarding Retention Bonuses, New Teacher Bonuses and Classroom Supplies Allocation.

**Motion Passed:** Motion to approve Retention Bonuses, New Teacher Bonuses and Classroom Supplies Allocation. passed with a motion by Patty Neuwirth and a second by Mary Bradley.

Elizabeth Fabrega: Yes  
Mary Bradley: Yes  
Patty Neuwirth: Yes  
Zeldon Rice: Yes

c. Retirement of K-9 Police Officer, Coco. Discussion and possible action to relinquish all possession, responsibility, accountability, and ownership rights of K-9 Officer Coco to Ms. Melody Tillman, who has been Coco's handler.

**Motion Passed:** Motion to approve the placement of K-9 Police Officer, Coco to Ms. Melody Tillman passed with a motion by Mary Bradley and a second by Elizabeth Fabrega.

Elizabeth Fabrega: Yes  
Mary Bradley: Yes  
Patty Neuwirth: Yes  
Zeldon Rice: Yes

d. Information Item: Business Operations and Educational Services Departmental Updates  
Updated reports from Business Operations and Educational Services were provided to the board, sharing both recent and pending activities in their departments ensuring the board members stay informed about the district functions and initiatives.

e. Superintendent's Announcement(s)

LPS Celebration is Tuesday, April 18 at 6:00 p.m. at Eisenhower Middle School.

Military Family Event hosted by Project Aware, Thursday, April 20 at 5:30 p.m. at the Albert Johnson Sr. Conference Center

## 6. Consent Agenda

**(The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request of any Board member, any one or more matters will be removed from the consent agenda and acted upon separately. Contracts are approved subject to review by the District's legal counsel. Any or all of the public record items included within the consent agenda, i.e. minutes to be submitted for approval; purchase orders to be submitted for acceptance; financial report; proposed transfer of funds between activity accounts; and fund-raising event listings, may be examined at the Office of the Clerk of the Board of Education at the Shoemaker Center, 753 Fort Sill Blvd., Lawton, OK. An appointment to review records is requested.)**

a. Report of the Purchasing Agent/Encumbrance Clerk - Sheila Relf

1. Approve Purchase Orders

General Fund (11) Purchase Order Numbers 1961-1977

Building Fund (21) Purchase Order Numbers 114-117

Lease Purchase Turf Fund (35) Purchase Order Number - 1

Bond Fund (33) Purchase Order Numbers 218-219

2. Change Order Listing

3. Payroll Encumbrance Purchase Order Numbers

b. Report of the Chief Financial Officer - Lance Gibbs

1. Treasurer's Report for the Month of March, 2023
2. FY 23 Audit Engagement Letter
3. Transition of credit card company: JP Morgan Chase to Arvest
- c. Approval of the Minutes of the April 6, 2023 Regular Board Meeting
- d. Item(s) Removed from the Consent Agenda for Separate Action  
No items were removed.

e. Approval of the Balance of the Consent Agenda

**Motion Passed:** Motion to approve the balance of the consent agenda passed with a motion by Patty Neuwirth and a second by Mary Bradley.

Elizabeth Fabrega: Yes

Mary Bradley: Yes

Patty Neuwirth: Yes

Zeldon Rice: Yes

f. Approval of Item that was Previously Pulled for Separate Action

#### **7. Proposed Executive Session to Discuss:**

No Executive Session was needed.

a. The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Personnel Reports, Exhibit A and Exhibit B. (Exhibit B includes new potential hires and presented to the board under separate cover).

[Authorized by 25 OKLA.STAT. Section 307 (B)(1) of the Oklahoma Open Meeting Act]

#### **8. Vote to Convene into Executive Session**

#### **9. Acknowledge Board's Return to Open Session**

#### **10. Executive Session Minutes Compliance Announcement**

#### **11. Superintendent's Personnel Report / Items Discussed in Executive Session**

a. Approval of Superintendent's Personnel Reports, Exhibit A (and Exhibit B that was presented under separate cover)

**Motion Passed:** Motion to approve the Superintendent's Personnel Report passed with a motion by Patty Neuwirth and a second by Elizabeth Fabrega.

Elizabeth Fabrega: Yes

Mary Bradley: Yes

Patty Neuwirth: Yes

Zeldon Rice: Yes

#### **12. New Business - This refers to any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda. Okla. Stat. tit. 25 Sec. 311(A)(9)**

There was no New Business

**13. The next regular board meeting date is Monday, May 15, 2023, at 5:15 p.m., in the Shoemaker Center Auditorium.**

**14. Setting New Board Meeting Dates**

No new dates were set

**15. Board Announcements**

OSSBA Region 11 Meeting, April 27 at 5:30 p.m. at Flower Mound School

Mary Bradley thanked everyone who supported the Lawton Public Schools' Foundation Golf Tournament

**16. Adjournment**

The meeting adjourned at 5:33 p.m.

I, the undersigned clerk of the Board of Education of Lawton Public Schools, District I-8, Comanche County, Oklahoma, do hereby certify that prior notice of this meeting was given to the County Clerk of Comanche County, Oklahoma, listing the time, place, and date of the meeting. I also certify that at least 24 hours prior to the meeting, notice of the time and place and the agenda were posted in prominent view of the location of the meeting and in all respects Title 25, O.S. (Supp.) both inclusive, have been complied with fully.

Witness my hand and seal of the school district this \_\_\_\_ day of \_\_\_\_\_, 2023.

School Seal:

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Patty Neuwirth, Clerk of the Board

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Schyla Brown, Minutes Clerk

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Zeldon Rice, President

## HUMAN RESOURCES

### Personnel Report - Exhibit A

May 15, 2023

\*Denotes Retirement; \*\*Denotes never worked

**The following RESIGNATIONS have been received:**

#### **CERTIFIED**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>END DATE</b>
Bordelon, Amanda	Counselor	5/19/2023
Caron, Gabral	Teacher	5/19/2023
Clendenin, Lydia	Teacher	5/19/2023
Conway, Christopher	Teacher	6/30/2023
Ednie, Charles	Teacher	5/19/2023
*Garton, Janette	Teacher	5/19/2023
Grochow, Shannon	Teacher	5/19/2023
Hall, Christie	Teacher	5/19/2023
*Hendershot, Mary	Teacher	5/23/2023
Hubbard, Matthew	Teacher	5/19/2023
Kane, Chloe	Teacher	5/19/2023
Lampel-Jones, Susan	Assistant Principal	6/30/2023
Lee, Sarah	Teacher	5/19/2023
Malloy, Eric	Teacher	5/19/2023
McComas, Keri	Teacher	5/19/2023
McFadden, Bailey	Teacher	5/19/2023
Miller, Isaac	Teacher	5/19/2023
Miller, Patricia	Teacher	5/19/2023
Moore, Jessica	Teacher	5/19/2023
Morales, Jennifer	Teacher	5/19/2023
Oberle, Tiffany	Teacher	5/19/2023
Pereles, Stacey	Teacher	5/19/2023
Potts, Jeri	Accelerated Teacher	5/19/2023
Raines, Candice	Teacher	5/19/2023
Reeh, Cassie	Teacher	6/30/2023
Swafford, Jessica	Teacher	5/19/2023
Stoll, Erin	Teacher	5/19/2023
*Taylor, Angel	Teacher	5/19/2023
Wattenberger, Kevin	Teacher	5/19/2023
*Zimmerman, Cheryl	Teacher	5/19/2023

Zimmerman, Grant

Teacher

5/19/2023

**SUPPORT**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>END DATE</b>
Epperson, Ethan	Licensed Profesional Counsel	5/19/2023
Fannin, Michael	Maintenance Engineer	5/9/2023
Farias, Brittany	Teacher Assistant	4/13/2023
Hill, Jeannette	Personal Care Assistant	5/10/2023
Hilliard, David	Custodian	5/19/2023
Jackson, Martin R.	Custodian	4/28/2023
*Kensell, Cynthia	Secretary	5/25/2023
Leday, Maryan	Cook	5/8/2023
Liebherr, Keri	Custodian	4/4/2023
Morris, Darrell	Social Worker	5/19/2023
Perry-Johnson, Brenda	Cook	4/14/2023
Ploof, Jeremie	Database Administrator	6/30/2023
Pool, Madison	Personal Care Assistant	5/18/2023
Scholl, Theresa	Personal Care Assistant	4/28/2023
Smith, Anashae	Library Assistant	5/18/2023
Tharrington, Robin	Social Worker	5/19/2023
Welch, Gracelynn	Personal Care Assistant	4/28/2023