

**AGENDA WITH COMMENTARY
REGULAR BOARD MEETING
PONCA CITY BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT I-71
ADMINISTRATION CENTER BOARD ROOM
613 EAST GRAND AVENUE
PONCA CITY, OK 74601
MONDAY, JUNE 10, 2019
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. 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 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*.

3. SUPERINTENDENT’S REPORT WITH POTENTIAL BOARD DISCUSSION

3.1 Legislative Update

4. REPORTS WITH POTENTIAL BOARD DISCUSSION

4.1 Annual Developmental Education Rates for 2017-2018 (Thad Dilbeck)

5. 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."

5.1	Agenda with Commentary	1-11
5.2	Minutes from May 13, 2019 Regular Meeting and May 20, 2019 Special Meeting.....	12-23
5.3	Contracts/Agreements under \$10,000.....	24-29
5.4	Activity Fund Custodians and Bond Authorization for 2019-2020.....	30
5.5	Administrators Designated for Federal Programs for 2019-2020.....	31
5.6	Open Transfers for 2019-2020	32-33

6. ACTION ITEMS (MOTION REQUIRED)

6.1 Discuss and Take Action on the Following District Financial Reports:

A.	Amendments to FY19 Budget	34-55
B.	FY19 General Fund 11 Encumbrances #1331-#1342 in the amount of \$110,484.38.....	56
C.	FY19 General Fund 11 Encumbrances #1344-#1384 in the amount of \$471,354.77.....	57-58
D.	FY19 Building Fund 21 Encumbrance #93 in the amount of \$4,000.00.....	59
E.	FY19 Child Nutrition Fund 22 Encumbrances #164-#184 in the amount of \$1,175.50.....	60
F.	FY19 Summary Change Order Listing as of 5/31/2019	61-74
G.	FY19 Budget Analysis Reports	75-86
H.	FY19 Bond Fund Reports	87-91
I.	FY20 General Fund 11 Encumbrances #1-#207 in the amount of \$2,968,682.94	

.....	92-98
J. FY20 Building Fund 21 Encumbrances #1-#24 in the amount of \$1,068,350.41	99
.....	99
K. FY20 Child Nutrition Fund 22 Encumbrances #1-#26 in the amount of \$138,015.00.....	100
L. FY20 Gifts and Endowments Fund 81 Encumbrances #1-#16 in the amount of \$27,255.00.....	101
M. FY20 2016 LRB Improvement Bond Fund 30 Encumbrances #1-#2 in the amount of \$577,830.62	102
N. FY20 2017 Construction Bond Fund 37 Encumbrances #1-#4 in the amount of \$60,297.66.....	103
O. FY20 2018 Building Bond Fund 38 Encumbrances #1-#2 in the amount of \$105,750.10.....	104
P. FY20 Budget Analysis Reports	105-111
Q. Cash Flow Needs Resolution.....	112
R. Activity Fund Transfers and Revenue/Expenditure Summary Report ..	113-120
S. Treasurer’s Report	121-126
T. Ratification and Approval of Payrolls	

Brenda Storie will answer questions regarding the financial reports included on pages 34-126.

RECOMMENDED ACTION

The Superintendent recommends approval of the financial reports.

6.2 Consider and Take Action on the District Budget for FY20

Commentary:

The Board Finance Committee has reviewed the budget and it was presented and discussed at the special meeting prior to this regular meeting. Each Board member received a copy of the budget. Brenda Storie will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.3 Board to Consider and Take Action on a Motion Approving the Renewal of the Sublease Agreement dated March 1, 2016 between the District and Kay County Public Buildings Authority for the Fiscal Year Ending June 30, 2020 as Required under the Provisions of the Agreement

Commentary:

Oklahoma law requires that a school district take affirmative action each year for a lease agreement to be renewed. Sublease amount is \$22,655,000.00, which is paid through BancFirst. We are required to approve the sublease annually until the final renewal term. The lease pays off on September 1, 2021, so the final renewal term is June 30, 2022. Brenda Storie will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.4 Consider and Take Action on Appointment and Bond Authorization for the Following Positions for FY20

Commentary:

State Statutes require that the Board appoint these positions annually due to specific bonding requirements. Most of the individuals recommended have been serving in these roles for many years. Shelley Arrott would like to recommend their approval.

Brenda Storie - District Treasurer, District Purchasing Agent and Deputy Minutes Clerk

Jan Miller - Assistant Treasurer and Minutes Clerk

Lee Ann Allyn - District Encumbrance Clerk

Betty Johnston – Board Clerk

Kathy Conrad – Deputy Clerk

RECOMMENDED ACTION

The Superintendent recommends approval.

6.5 Consider and Take Action on the Following Proposed Board Policy Changes:

A. Student Promotion and Retention and Student Pass/Failure of a Course (4.3)

Commentary:

Current policy states the Student Reading Proficiency Team (SRPT) will include a certified reading specialist. The proposed policy change will amend this to read a certified reading specialist will serve on the SRPT *if available*. Teri Vogele or Shelley Arrott will answer questions.

B. 90% Student Attendance Policy for the Senior High School (4.3-1.0)....127

Commentary:

Proposed changes to this policy include removing references to trimesters and rewording the policy for clarity. A copy of the proposed changes is on page 127 of the agenda. Barbara Cusick or Shelley Arrott will answer questions.

C. Summer School Requirements (4.3-2.0)..... 128-129

Commentary:

Proposed policy changes include removing references to the Criterion Reference Test and End of Instruction tests. Also, the proficiency grade has been changed from “C” to “D”. A copy of the proposed changes is on pages 128-129 of the agenda. Barbara Cusick or Shelley Arrott will answer questions.

D. School Attendance Policy (7.4-1.0) 130-132

Commentary:

Chronic absenteeism is one of several indicators on the new Oklahoma School Report Card, and policy changes are necessary to address absenteeism. Proposed policy changes outline procedures to be followed when a student is absent from school. A copy of the proposed changes is shown on pages 130-132. Shelley Arrott will answer questions.

E. Truancy (7.4-3.0).....133

Commentary:

Proposed policy changes are intended to clarify absences and chronic absenteeism. A copy of the proposed changes is shown on page 133. Shelley Arrott will answer questions.

F. In-District Elementary Transfers (7.5-4.1).....134

Commentary:

The elementary in-district transfer policy has been changed to limit the number of transfers allowable per grade level in order to balance class sizes. A copy of the proposed changes is shown on page 134. Shelley Arrott will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.6 Consider and Take Action to Accept Bid from Ross Transportation Inc. for Alternative Fuel School Bus

Commentary:

Bids for an alternative fuel school bus were received on May 21, 2019 at 3:00 p.m. Ross Transportation, Inc. submitted the low bid in the amount of \$84,504.00 for a 2020 Blue Bird 77-passenger propane-powered school bus. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.7 Consider and Take Action on the Application for the Participation in the 2019 Summer Food Service Program for Children

Commentary:

The application for the 2019 Summer Food Service Program for Children has been submitted to and approved by the State Department of Education. Program participation will be for the month of June only beginning June 3, 2019 and ending June 28, 2019. A copy of the Summer Food Program Applications are included in the handouts. Jeff Denton will answer questions.

West Middle School - Lunch only, Monday - Friday 11:00 a.m. - 12:30 p.m.
Union Elementary - Breakfast only, Monday - Thursday 7:30 a.m. – 8:00 a.m.
University Center – Breakfast and Lunch, Monday – Friday, Breakfast: 8:30 a.m.
– 9:00 a.m.; Lunch: 12:00 p.m. – 1:00 p.m

RECOMMENDED ACTION

The Superintendent recommends approval.

6.8 Consider and Take Action on Guaranteed Maximum Price (GMP) for Howell Elevator, Secure Entry and Seating Project in the Amount of \$575,609.16

Commentary:

Bid packages and quotes for the Howell Elevator, Secure Entry and Auditorium Seating Project, which also includes seating in the West Middle School Auditorium, were approved at the May 13, 2019 board meeting. The board is approving the GMP for the project. A copy of the GMP is included in the handouts. Bret Smith will answer questions.

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

A. Agreement with PageMaster’s Website Design & Development for District Website

Commentary:

Barbara Nowlin d/b/a PageMaster’s Website Design & Development will perform website work for the district for the 2019-2020 school year. She will perform this work on an hourly basis at a rate of \$26.00 per hour up to 600 hours over a 12-month period. The total cost is \$15,600.00. Shelley Arrott will answer questions.

B. Agreement with Loftis & Wetzel for Commercial Insurance Package Renewal through Oklahoma Schools Insurance Group (OSIG) as Recommended by the Superintendent

Commentary:

The District will continue to use the Loftis & Wetzel Agency for the District’s commercial insurance package. Oklahoma Schools Insurance Group (OSIG) is our carrier for commercial insurance. Coverage includes the following: Property, Boiler, Crime, Automobile, General Liability, School Board Legal Liability, Cyber Liability, Pollution Liability, and School Violent Acts Protection. Policy coverage begins July 1, 2019 and ends on June 30, 2020. The total cost is \$486,148.00. Bret Smith will answer questions regarding the district insurance.

C. Agreement with Linda B. Johnson for Psychoeducational Services for 2019-2020 School Year

Commentary:

The purpose of this agreement is to provide the following services for students enrolled in Ponca City Public Schools: psychoeducational testing services on a referral basis; written psychoeducational report within reasonable time; serve on eligibility team as Qualified Examiner; and special education consultation. Authorized personnel of the PCPS shall identify the students who need the services and shall approve each individual situation as provided for under state and federal regulations. Ms. Johnson shall provide the services at \$500.00 per battery test, which includes eligibility meeting. Total cost is \$37,500.00. Shelley Arrott will answer questions.

D. Agreement with Edmentum for Study Island and Reading Eggs Software for 2019-2020

Commentary:

Several sites use Edmentum Study Island and Reading Eggs software for comprehensive learning. The agreement will run from July 1, 2019 to June 30, 2020. The participating sites include: Garfield, Liberty, Lincoln, Roosevelt, Trout, Union, Woodlands and West Middle School. The cost is estimated to be \$29,194.50; however, this amount will be adjusted based on updated student enrollment numbers. Each site is responsible for the cost of their renewal. Shelley Arrott will answer questions.

E. Ratification of Contract with CenterPoint Energy, a Third Party Natural Gas Provider to the District

Commentary:

CenterPoint Energy provides natural gas for those gas meters that meet the state's tariff requirements for usage. The estimated cost is \$68,000.00 based on past usage. Child Nutrition will pay a portion of the cost for their usage. Bret Smith will answer questions.

F. Agreement with Wilson, Dotson & Associates, P.L.L.C. to Provide an Annual Audit of Financial Affairs and Transactions of All Funds and Activities in the District

Commentary:

This agreement is to provide an annual audit of the financial affairs and transactions of all funds and activities of the Ponca City School District specified in the Agreement, including the preparation of the 2019-2020 Estimate of Needs (Sinking Fund Schedules) and the 2019-2020 Temporary Appropriations. The period of the audit shall cover the 2018-2019 fiscal year beginning July 1, 2018 and ending June 30, 2019. Estimated cost of these services is \$14,500.00. Brenda Storie will answer questions.

G. Renewal with Oklahoma Schools Assurance Group (OSAG) for Workers' Compensation Insurance for 2019-2020

Commentary:

This is a renewal of Workers' Compensation Insurance for the district. OSAG is quoting \$275,400.00 for the upcoming fiscal year 2019-2020. Included in member benefits are: four (4) Loss Control and Safety Training Seminars; online safety training video program; monthly newsletter providing current safety training tips. Curtis Layton will answer questions.

H. Agreement with Nextiva to Provide Phone Service

Commentary:

Nextiva is a voice-over IP provider that has allowed the school district to reduce the monthly local and long distance phone service costs dramatically. The phone service has a recurring monthly charge of approximately \$1,665.00, for an annual cost of \$19,980.00. Bret Smith or Jason Ridenour will answer questions.

I. Agreement with Galaxie Business Equipment Inc. for Comprehensive Copier Maintenance Agreement

Commentary:

This comprehensive copier maintenance agreement, which includes toner, will cover a total of five (5) district copiers located at the Administration Center (1); the Copy Center (3); and Central Registration (1). Cost per copy varies depending on the machine. Brenda Storie will answer questions.

J. Agreement with Winterrowd Talley Architects, Inc. for Architectural Services for FY20

Commentary:

The contract/agreement submitted for consideration by Winterrowd Talley Architects, Inc., formerly Lewis Architects Associates (LAA) is the AIA Document B141, Standard Form of Agreement between Owner and Architect. The contract is for Architectural Services for the year, to include Building Fund projects and other miscellaneous projects for 2019-2020. The Architect's fees vary as they are based on construction costs whether the project is new construction, remodel or additions. Bret Smith will answer questions.

K. Agreement with EduSkills for English Language Learners (ELL) Support Services

Commentary:

EduSkills provides support services for our English Language Learners.

The software assists in identifying bilingual students in our district, serves as a data warehouse for WIDA scores, and assists in preparing LIEP plans for English Learners. The cost of the agreement is \$10,525.00. Shelley Arrott will answer questions.

L. Agreement with Cynthia Lumpkin to Provide Braille/Certified Visual Impairment Services

Commentary:

The purpose of this agreement is to provide for Braille/Certified Visual Impairment services for students enrolled in Ponca City Schools as indicated by physicians, parental consent, and school criteria and for consultation and training for school staff working with said students. The authorized personnel of the Ponca City Public Schools (party) shall identify the students who need the services and shall approve each individual situation as provided for under state and federal regulations. Ms. Lumpkin shall provide the services at \$650.00 per session, up to 27 sessions from August 1, 2019 through July 31, 2020 based on student needs as approved by Director of Special Services. The estimated cost is \$17,550.00 based on 27 sessions. Ms. Lumpkin is responsible for providing the district with a copy of current Workers' Compensation Insurance or a letter of exemption from the agency that oversees the State Insurance Fund of Oklahoma. Amy Swartz will answer questions.

M. Maintenance Agreement with Standley Systems for District Copy Machines

Commentary:

This maintenance agreement covers district copy machines for FY20. Agreement includes all parts, labor, service and toners. Proposal is for black/white copies at a rate of \$.0095 per image and \$.069 per color image. There is no base number of copies. Brenda Storie will answer questions.

N. Agreement with Level Data for Zone Integration Service

Commentary:

Level Data will replace Kimono as our zone integration service provider. This software will connect our different systems to PowerSchool, Active Directory, Google, Wengage, and NutriKids in order to populate our existing data such as free/reduced lunch, student accounts, and staff accounts to all of the different programs that we use. It also allows us to create accounts in one location and build out to all the others so we have a universal account system. The cost is \$14,487.70. Jason Ridenour will answer questions.

O. Agreement with CDW-G for Mimecast Email Protection System

Commentary:

Mimecast is a highly rated and successful email protection system that provides email security and targeted threat protection across the district and email system. It has Antivirus, Antispam, and Malware protection plus built-in data loss prevention to filter for PII, PHI, PCI information leaks. Also included is protection from malicious links, spoofing, whaling attacks and many other options. The cost is \$21,260.49. Jason Ridenour will answer questions.

P. License Agreement with Renaissance Learning

Commentary:

This license is for K-12 assessing reading and math levels in grade K-12. The agreement includes the following programs: Accelerated Math, MathFacts in a Flash, STAR Math, Accelerated Reader, STAR Early Literacy and STAR Reading. The cost is \$90,138.03. Barbara Cusick will answer questions.

Q. Agreement with IXL Learning for Site Licenses

Commentary:

IXL Learning provides educational practice for students, analytical tools to track students and identifies areas for academic improvement. This agreement covers IXL Site Licenses for 1,050 students in grades 9-11 at Ponca City High School. The breakdown as follows: 1,025 students ELA; 25 Student Math and ELA; plus one (1) virtual professional learning session. Also included is ACT prep for juniors. Total cost is \$10,565.00.

R. Agreement with Evans and Associates Construction, Co., Inc. to Resurface Walking Trail at Trout Elementary

Commentary:

Evans and Associates will resurface the walking trail at Trout Elementary. This will also include cleaning, spraying asphalt edges with grass killer, applying a tack coat and placing 2" of asphalt on walking trail. The total cost is \$12,144.00. Trout PTA will pay for \$8,000.00 of costs. Estimated start date of July 17, 2019. Bret Smith will answer questions.

S. Agreement with ThyssenKrupp for Elevator Maintenance

This agreement is for elevator maintenance at Ponca City High School, Robson Field House, Sullins Press Box East and West Middle Schools, the Administration Center and Trout Elementary. Also included are chairlifts at Liberty, Trout and Woodlands. The total cost for the agreement is \$20,160.00 for FY20. Bret Smith will answer questions.

RECOMMENDED ACTION

The Superintendent recommends approval.

6.10 Motion and Vote to Convene in Executive Session, if desired, for the Following Purposes: to Discuss the Possible Termination, Reassignment, Resignation, and Employment of Personnel on the Attached Detailed Personnel Report [25 O.S. Section 307 (B)(1)]; to Discuss Negotiations [25 O.S. Section 307 (B) (2)]; and to Discuss Confidential Conversations with the Board’s Attorney Concerning Pending Claims and Litigation [25 O.S. Section 307 (B)(4)]

6.11 Acknowledge of the Return to Open Session

6.12 Executive Session Minutes Compliance Announcement

6.13 Consider and Take Action on Recommendations for Termination, Reassignment, Resignation, and Employment of Personnel..... 135-138

Commentary:

A copy of the proposed personnel report and attachments is included on pages 135-138 of the agenda.

RECOMMENDED ACTION

The Superintendent recommends approval.

7. NEW BUSINESS

8. ADJOURNMENT

***Motion required for adjournment**

(Special accommodations may be made available for this Board meeting. Requests should be made by calling the office of the Superintendent of Schools no later than Thursday, preceding the Board meeting.)