

# Fort Supply Public Schools

Regular Board of Education Meeting

July 9, 2018 – 7:00 p.m.

Library Main Building

401 Custer Road

Fort Supply, Oklahoma 73841

## AGENDA

Policy, Procedures and Contracts are available for review in the Administration Office of the Fort Supply School District. The order of items on the agenda may be changed. The Board may discuss, make motions and vote upon all matters appearing in this agenda. Such votes may be to adopt, reject, table, reaffirm, rescind or take no action on any agenda matter. This agenda was posted 3:00 PM. West entrance of 401 Custer Ave Fort Supply, OK 73841. Notice of Scheduled Board of Education Meetings for 2018 on file at the County Clerk's office in the Woodward County Courthouse.

## AGENDA

1. Call to Order and Roll Call
2. Consent Agenda:

All of the following items, which concern reports and items of a routine nature normally approved as a board meeting, will be approved by one 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:

  - a) Additions of items of New Business to the Agenda
  - b) Minutes of the June 11, 2018 Regular board meeting,
  - c) Approval of the monthly Treasures' Report on the status of funds.
  - d) Approval of the monthly Activity Funds report General Fund Encumbrances-attached
  - e) Building Fund Encumbrances-none
  - f) Child Nutrition Fund Encumbrances-none
  - g) Surplus Items -non
3. Acceptance of land from Larry Gartrell dba Gartrell Rentals LLC
4. Approve/Disapprove Faculty Handbook
5. Approve/Disapprove Student Handbook
6. Approve/Disapprove Payroll for FY19
7. Approve/Disapprove Superintendent Little to accept in behalf of the board, resignations tendered at the time of receipt
8. Approve American Fidelity as Section 125 Plan for 2018-2019 year
9. Approve American Fidelity as 403 B Provider
10. Accept any resignations tendered since the posting of the agenda
11. Superintendent's Reports
12. New Business
13. Adjourn



## **FORT SUPPLY PUBLIC SCHOOLS**

### **Regular Board of Education Meeting**

June 11, 2018 – 7: 00 p.m.

Media Center -Main Building

401 Custer Ave

Fort Supply, OK 73841

1. Call to Order and Roll call

The Fort Supply School Board of Education held a Regular Board of Education Meeting June 11, 2018, at 7:00 p.m. in the Media Room. Members present: Michelle Crooks - President; Clerk - John Hix; Member -Ryan Kempf; Melva Little - Superintendent; Shannon Lowden - Minutes Clerk. Members absent: Kirby Wanger -Vice President and Ryan Kempf -Member.

2. Consent Agenda:

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 vote, unless any board members 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:

- a) Additions of items of New Business to the Agenda
- b) Minutes of the May 14, 2018 Regular board meeting
- c) Approval of monthly Treasurer's Report on the status of funds
- d) Approval of the monthly Activity Funds report
- e) Approval of the inner Activity account transfer-Approve transfer of balance of Senior Account to Principal.
- f) General Fund Encumbrances-
- g) Building Fund Encumbrances-
- h) Child Nutrition Fund Encumbrances-
- i) Insurance Fund Encumbrances-
- j) Surplus Items

John Hix made a motion, seconded by Lee Whittley to approve the Consent Agenda as presented including PO # 235 for \$17,000.00 for a new server that crashed after the posting of the agenda. The motion carried by the following vote:

Yes: Crooks, Hix, Whittley

No: None

3. Approve/Disapprove the Auditor Contract of Chas W. Carroll for the 2018-1019 year

John Hix made a motion seconded by Lee Whittley to approve Auditor Contract of Chas W Carroll for the 2018-2019 school year. The motion carried by the following vote:

Yes: Crooks, Hix, Whittley

No: None

4. Approve/Disapprove the Temporary Appropriations as prepared by Chas W. Carroll, P.A.  
Lee Whittley made a motion seconded by John Hix to approve the Temporary Appropriations for the 2018-2019 School Year as prepared by Chas W. Carroll, P.A. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
5. Approve/Disapprove the Open Transfers for 2018-2019  
Lee Whittley made a motion seconded by John Hix to approve Open Transfers for the 2018-2019 school year. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
6. Approve/Disapprove bids for the 2018-2019 Milk Contract  
Mrs. Little received and opened one bid for 2018-2019 Milk Contract from Highland Dairy. John Hix made a motion seconded by Lee Whittley to approve the bid from Highland Dairy for the 2018-2019 Milk Contract. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
7. Approve/Disapprove membership of OSSBA FY 19  
John Hix made a motion seconded by Lee Whittley to approve membership of OSSBA for FY 19. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
8. Approve/Disapprove membership of OPSRC FY 19  
Lee Whittley made a motion seconded by John Hix to approve membership of OPSRC for FY 19. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
9. Approve/Disapprove membership of OSSAA FY 19  
Lee Whittley made a motion seconded by John Hix to approve membership of OSSAA for FY 19. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
10. Approve/Disapprove the Blanket P.O.'s for: General Fund; Building Fund; Child Nutrition for 2018-2019  
Lee Whittley made a motion seconded by John Hix to approve the Blanket P.O.'s for General Fund, Building fund and Child Nutrition for 2018-2019. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None

11. Approve/Disapprove 2018-2019 Class Accounts in the Activity Fund as attached.  
Lee Whittley made a motion seconded by John Hix to approve the 2018-2019 Class Accounts in the Activity Fund as attached. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
12. Approve/Disapprove Activity Fund Rev/Exp for 2018-2019  
Lee Whittley made a motion seconded by John His to approve the Activity Fund Revenue/Expenses for 2018-2019. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
13. Board discussion and action regarding unemployment representation and services provided by OPSUCA and approval of the 2018-2019 school year  
Lee Whittley made a motion seconded by John Hix to approve unemployment and services provided by OPSUCA for the 2018-2019 school year. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
14. Approve/Disapprove OSIG insurance for 2018-2019  
Lee Whittley made a motion seconded by John Hix to approve OSIG insurance with Option 1 for the 2018-2019 school year. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
15. Approve/Disapprove Alternative Education Program with Woodward Schools  
John Hix made a motion seconded by Lee Whittley to approve Alternative Education Program with Woodward Schools for 2018-2019. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No: None
16. Approve/Disapprove hiring of Megan Thomas as qualified adjunct teacher in Physical Education and Bus Driver  
Lee Whittley made a motion seconded by John Hix to approve hiring of Megan Thomas as qualified adjunct teacher in Physical Education and Bus Driver for 2018-2019. The motion carried by the following vote:  
Yes: Crooks, Hix, Whittley  
No:
17. Approve/Disapprove hiring Kenneth Oliver as part time hourly maintenance personnel  
John Hix made a motion seconded by Lee Whittley to approve hiring Kenneth Oliver as part time hourly maintenance personnel. The motion carried by the following vote:

Yes: Crooks, Hix, Whittley

No: None

18. Approve/Disapprove:

Melva Little as: 2018-2019 District Purchasing Agent, Activity Fund Purchasing Agent, Federal Programs Director, Child Nutrition Fund Agent, District AHERA Officer, Agent for School Commodities, Risk Manager of OSHA, Hearing Officer for Title IX, Civil Rights Complaints Officer, Safety Officer, Attendance Officer;

Jane Record as: 2018-2019 Encumbrance clerk, Activity fund clerk, District Receiving Agent, Child Nutrition Fund Agent, Payroll Clerk, Insurance Coordinator, Allow to adjust approved purchase order amounts by 10% in order to cover any unforeseen expenses (i.e. shipping costs)

Shannon Lowden as: District Receiving Agent, Child Nutrition Fund Agent, District Treasurer and allowed to invest District Funds (i.e. Money Market) accordingly by policy.

Lee Whittley made a motion seconded by John Hix to approve Melva Little as: 2018-2019 District Purchasing Agent, Activity Fund Purchasing Agent, Federal Programs Director, Child Nutrition Fund Agent, District AHERA Officer, Agent for School Commodities, Risk Manager of OSHA, Hearing Officer for Title IX, Civil Rights Complaints Officer, Safety Officer, Attendance Officer;

Jane Record as: 2018-2019 Encumbrance clerk, Activity fund clerk, District Receiving Agent, Child Nutrition Fund Agent, Payroll Clerk, Insurance Coordinator, Allow to adjust approved purchase order amounts by 10% in order to cover any unforeseen expenses (i.e. shipping costs)

Shannon Lowden as: District Receiving Agent, Child Nutrition Fund Agent, District Treasurer and allowed to invest District Funds (i.e. Money Market) accordingly by policy. The motion carried by the following vote:

Yes: Crooks, Hix, Whittley

No: None

19. Accept any resignations tendered since posting of the Agenda

None

20. Superintendent's Report

Melva Little, Superintendent reported that it has been a busy month. She stated she attended the COSSA Conference last week. She told the Board that preliminary test scores are back. She has been working on end of year reports and updating the handbook for 2018-2019 school year. She stated that having 8th grade and Senior graduation on the same day seemed to have worked well.

21. New Business

None

22. Adjourn

Lee Whittley made a motion seconded by John Hix to adjourn at 8:16 p.m. The motion carried by the following vote:

Yes: Crooks, Hix, Whittley

No: None

**Fort Supply Public Schools ·  
Special Board of Education Meeting  
July 19, 2018 – 5:30 p.m.  
Media Center-Main  
401 Custer Ave  
Fort Supply, Oklahoma**

**AGENDA**

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1. Call to Order and Roll Call
2. Approve/Disapprove Lease Purchase of School Buses
3. Approve/Disapprove PO 52 to Ross Bus and PO 53 to Stock Exchange Bank
4. Adjourn





**Fort Supply Public Schools**  
Special Board of Education Meeting  
July 19, 2018 – 5:30 p.m.  
Media Center-Main  
401 Custer Ave  
Fort Supply, Oklahoma

**MINUTES**

1. Call to Order and Roll Call

The Fort Supply School Board of Education held a Special Board of Education Meeting July 19, 2018 at 5:30 p.m. Members present: Kirby Wanger-Vice President; Ryan Kempf-Member; Michelle Crooks (by Phone) President; Melva Little, Superintendent and Jane Record Minutes Clerk. Members absent: Lee Whittley and John Hix. Bill Fanning of the Stock Exchange Bank arrived at 5:35 p.m. Kirby Wanger will be Acting President.

2. Approve/Disapprove Lease Purchase of School Buses

Superintendent Little reported to the Board she, David Tune, and Jane Record had traveled to OKC to look at Midwest Bus Sales and Ross Bus Sales for buses for the district. After looking at several buses and comparison of prices, consensus of all was Ross Bus had the best buy for the money and what our district needed to replace the two buses that were no longer safe for our students to travel in. She then reported that she had 2 lease purchase bids, one from the Ross Bus sales Lease Purchase Company and the other Stock Exchange Bank. She recommended the Stock Exchange Bank reason being they had the lowest lease purchase percent. After discussion Acting President Kirby Wanger called for a motion. Michelle Crooks made a motion, seconded by Ryan Kempf to approve the purchase of two new buses and approve the Lease Purchase Loan from Stock Exchange Bank. The motion passed by the following vote:

Yes: Wanger, Kempf, Crooks

No: None

3. Approve/Disapprove PO 52 to Ross Bus and PO 53 to Stock Exchange Bank

Ryan Kempf made a motion, seconded by Michelle Crooks to approve PO 52 and 53 for a total of \$144,200.00. The motion carried the following vote:

Yes: Wanger, Kempf, Crooks

No: None

4. Adjourn

Michelle Crooks made a motion, seconded by Ryan Kempf to adjourn at 5:45 p.m. The motion carried by the following vote:

Yes: Wanger, Kempf, Crooks

No: None

\*These minutes will be approved at the August 13, 2018 Regular School Board Meeting

