

Regular Meeting

STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHITA)

I, the undersigned Minutes Clerk of the Board of Education of Cordell School District No. I-78, of Washita County, Oklahoma, do hereby certify that prior to December 15th, of the last calendar year, the date, time and place of this regular meeting was filed in the office of the county clerk of Washita county, Oklahoma.

I also certify that at least 24 hours prior to the 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 location of the meeting.

Witness my hand and seal of this School District this 9th day of November, 2021.

Minutes Clerk, Board of Education

BOARD OF EDUCATION
CORDELL PUBLIC SCHOOLS
REGULAR MEETING MINUTES
November 8, 2021

Cordell Board of Education met in regular session Monday November 8, 2021 at 7:00 p.m. in the Board of Education Room. The meeting was called to order by board President Mike Reimer. Members present were Cook, Gossen, Jones, Jaronek, and Reimer, also Superintendent Overton and Principal Pankhurst were present. Guests present were Rachel Ray, Whitney Misak, Miranda Jordon and Chuck Priebe.

Gossen led the board prayer.

Rachel Ray, secondary teacher talked about the JH and HS academic teams and how academic meets are conducted. Rachel's duties consist of teaching pre-algebra, Algebra I, testing coordinator, and tutoring.

JH-HS principal Paul Pankhurst reported football will play in the playoffs at Fairview on Friday, JH basketball playing at Carnegie tonight and home on Thursday. A veteran's assembly will be Thursday the 11th at 9:00 a.m., and the FFA will participated in a shoot Tuesday. The sophomores, juniors and seniors ACT testing scores was an overall score of 19 with many of those testing being 1st time sophomore testers.

Superintendent Overton's financial report showed monthly revenue of \$ 346,991 and expenditure of \$ 474,515, leaving a fund balance if 717,646, general fund warrants were \$122,062. He reported the FFA labor auction brought in \$50,000 with \$13,000 still outstanding.

The following consent agenda items were approved by motion of Jaronek. Second Gossen; Vote: Jaronek, yes; Cook, yes; and Reimer, yes, Jones, yes; Gossen, yes. Motion Carried

CONSENT AGENDA

- a. Approval of regular meeting minutes, October 11, 2021
- b. General Fund encumbrances 273-295, 71,

- c. Building Fund encumbrances #1
- d. Child Nutrition Fund encumbrances #12
- e. Bond Fund encumbrance #2
- e Change orders GF-3, 5, 7, 12, 20, 21, 31, 32, 33, 34, 41, 45, 63, 130, 212, 223, 232, CN 5
- f. Activity Fund Custodian's report
- g. Treasurer's Report
- h. Investment Report

Chuck Priebe addressed the Board with his concerns to the softball program.

Mr. Overton went over the board member's points, showing all were in good standing at this time.

Jaronek made a motion to approve a resolution calling for the annual school election, with the filing period December 6-8. Second Cook Vote: Cook, yes; Gossen, yes; Jaronek, yes; Jones, yes, and Reimer, yes. Motion Carried

A resolution requesting the Washita and Caddo county election boards to close precinct polling places in Washita and Caddo counties was approved by motion of Cook. Second Jones Vote: Cook, yes; Gossen, yes; Jaronek, yes; Jones, yes, and Reimer, yes. Motion Carried

Contracts with Ginger Butler as a substitute teacher and for maternity leave substitute were approved by motion of Jaronek. Second Cook Vote: Cook, yes; Gossen, yes; Jaronek, yes; Jones, yes, and Reimer, yes. Motion Carried

Jaronek made a motion to approve new policies and revised policies as listed in Appendix A. Second Cook Vote: Cook, yes; Gossen, yes; Jaronek, yes; Jones, yes, and Reimer, yes. Motion Carried

A contract with Mike Ousley as clock operator for football and basketball games was approved by motion of Jaronek. Second Jones Vote: Cook, yes; Gossen, yes; Jaronek, yes; Jones, yes, and Reimer, yes. Motion Carried

There was no new business and the meeting was adjourned at 8:01 p.m. by motion of Cook. Second Jaronek Vote: Cook, yes; Gossen, yes; Jaronek, yes; Jones, yes, and Reimer, yes. Motion Carried

This meeting was conducted in accordance with the 1978 OKLAHOMA OPEN MEETING ACT (1977 School Laws, (417-420

Marian Twyman, Minutes Clerk

Mike Reimer, President

Nocona Cook, Vice-president

Jeff Jaronek, Clerk

Misty Gossen, Member

Levi Jones, Member

Cordell Board of Education

Appendix A

New Policies & Revisions

November 8, 2021

The following revisions have been recommended by the Oklahoma State School Boards Association. Within each policy the deleted sentences or statements will be ~~struck through~~ while the sentences or statements that are added will be underlined.

All of the policies for approval are attached to this document.

BBB School Board Members Term of Office- The following statement should be added to our existing policy:

If vacancies occur which result in the loss of a quorum of the board of education, the Governor shall appoint a member or members necessary to constitute a quorum to the board of education. Such appointment shall be for the remainder of the term of office for that seat.

CHC Bids and Quotations- The changes within this policy will update the policy to match legislation that was passed during the last session. The legislation changed the dollar amounts for construction amounts as related to sealed bids etc. Changes were that no contract involving an expenditure of greater than \$100,000, which is an increase from \$50,000 for the purpose of erecting a building or making an improvement shall be made except upon sealed proposals.

Contracts of \$50,000 to \$100,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or competitive quotes. The language in the legislation specified equal to \$50,000 but less than \$100,000.

FEF (NEW Policy) Student Transfers for Children of Teachers- This policy is a result of recent legislation. This is a new policy, we have always accepted children of our teachers and staff members. This policy is necessary due to changes in the transfer laws which will be addressed in policy FE.

FEH (NEW Policy) This policy is in reference to accepting special education students as transfers. The main provision of the policy is: *The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer.*

We do not have enough special education staff to accept transfers at this point, also, special education students often require more resources and expenses.

FE Student Transfers- There were a lot of changes to this policy due to recent legislation. I would like for the board to adopt the entire policy. This policy does the following:

1. Will allow students who are currently on transfer to remain as transfer students.
2. Requires the district to accept transfers and gives the reasons why the district can deny transfers.
3. Sets our grade level limits.
4. Establishes an appeals process for parents if they do not agree to the Superintendent's decision on a transfer.

FFACDAA (NEW Policy) Seizure-Safe Schools- This policy requires us to have a seizure action plan that is written for any student diagnosed with a seizure disorder.

SCHOOL BOARD MEMBERS TERM OF OFFICE

It is the policy of the Cordell Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, a general election, held for the purpose of electing a member or members of the board of education, shall be held on the first Tuesday in April, unless another date is established by the state legislature. Every candidate for a position on the board shall file a notification and declaration for that office with the Washita County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday. A primary election shall be held if more than two candidates file for a board seat on the second Tuesday in February. A candidate receiving more than fifty percent of the votes cast in the primary election will be elected to the office. If no candidate receives more than fifty percent of the votes cast in the primary election, then the two candidates with the highest number of votes shall appear on the ballot at the general election.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for at least six months immediately preceding the filing period. No person is eligible to be a candidate or to be elected to a board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Board members shall be elected to serve a term of *(option: pick the applicable term for your school board as set by statute: three, four, or five)* years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the board each year.

A vacancy on the board of education will occur by law when a board member:

1. Dies;
2. Resigns;
3. Moves out of the school district;
4. Fails to timely complete required workshop hours;
5. Is convicted of any felony or any offense involving a violation of the member's official oath;
6. Pleads guilty or nolo contendere to a felony or any offense involving a violation of the member's oath;
7. Abandons the office; or,
8. Assumes the duty of a second public office when the holding of such office and being a board member violates the dual office-holding provisions of the law. This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department; and directors or officers of a rural water district, chiefs of municipal fire departments or rural fire districts who are appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.
9. Ceases to be a resident of the board district or ward for which the person was elected.

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held, and the elected member shall fill the vacancy for the unexpired term.

SCHOOL BOARD MEMBERS, TERM OF OFFICE (Cont.)

If vacancies occur which result in the loss of a quorum of the board of education, the Governor shall appoint a member or members necessary to constitute a quorum to the board of education. Such appointment shall be for the remainder of the term of office for that seat.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. Three or more consecutive unexcused absences from board meetings may constitute abandonment of office and the board may declare the position vacant and fill the vacancy as prescribed by law.

**REFERENCE: 26 O.S. §13A-103, §13A-110
51 O.S. §6
70 O.S. §5-107A
70 O.S. §13A-105, §13A-110**

BIDS AND QUOTATIONS

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$100,000 ~~50,000~~ for the purpose of erecting a building or making any improvements on school buildings or construction trade contracts or subcontracts exceeding \$50,000 shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts equal to \$50,000 but less than ~~\$100,000~~ ~~50,000~~ shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. Public construction contracts for less than \$25,000 may be negotiated with a qualified contractor. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building.

~~For minor maintenance or minor repair work to public school district property, contracts between \$25,000 and \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids.~~ If a public construction contract for minor maintenance or minor repair work to district property is less than \$25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The school board may provide for a local bid preference of not more than five percent of the bid price if the board determines that there is an economic benefit to the local area or economy. The determination as to whether there is an economic benefit to the local area or economy will be based upon whether the local bidder employs residents of the school district as employees or independent contractors and whether such employment will benefit the school district.

The local bidder must be the second lowest qualified bid on the contract and must agree to perform the contract for the same price and terms as the bid proposed by the nonlocal bidder or contractor. Within the bid specifications the district must clearly state that the bid is subject to a local bidder preference law.

"Local bidder" means the bidding person is authorized to transact business in Oklahoma and maintains a bone fide establishment for transacting business within the state.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of ~~\$100,000~~ ~~50,000~~ shall be split into partial contracts involving sums below ~~\$100,000~~ ~~50,000~~ for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Roofs placed over existing roof structures; and
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed ~~\$50,000~~ 100,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

REFERENCE: 61 O.S. §102, §103, §107, §131
62 O.S. §430.1
70 O.S. §5-123

**STUDENT TRANSFERS FOR
CHILDREN OF TEACHERS**

Children or wards of individuals employed as teachers by the school district shall be allowed to transfer into the school district without regard to other transfer policies. A student who enrolls pursuant to this policy shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. Eligibility requirements are governed by the Oklahoma Secondary School Activities Association.

REFERENCE: 70 O.S. §8-113
70 O.S. §8-103.2

TRANSFERS FOR SPECIAL EDUCATION STUDENTS

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a child on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the child in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the child. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

REFERENCE: 70 O.S. §13-103

STUDENT TRANSFERS

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting April 1st of the preceding school year. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

TRANSFER POLICY(Cont.)

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

The district has a capacity of ____ in Grade PK at Cordell Elementary School.
The district has a capacity of ____ in Grade Kinder at Cordell Elementary School.
The district has a capacity of ____ in Grade 1st Grade at Cordell Elementary School.
The district has a capacity of ____ in Grade 2nd Grade at Cordell Elementary School.
The district has a capacity of ____ in Grade 3rd Grade at Cordell Elementary School.
The district has a capacity of ____ in Grade 4th Grade at Cordell Elementary School.
The district has a capacity of ____ in Grade 5th Grade at Cordell Elementary School.
The district has a capacity of ____ in Grade 6th Grade at Cordell Elementary School.

The district has a capacity of ____ in Grade 7th Grade at Cordell Junior High School.
The district has a capacity of ____ in Grade 8th Grade at Cordell Junior High School.
The district has a capacity of ____ in Grade 9th Grade at Cordell Junior High School.

The district has a capacity of ____ in Grade 10th Grade at Cordell High School.
The district has a capacity of ____ in Grade 11th Grade at Cordell High School.
The district has a capacity of ____ in Grade 12th Grade at Cordell High School.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board shall consider the appeal at a special meeting of the board of education.

TRANSFER POLICY(Cont.)

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

THIS POLICY REQUIRED BY LAW.

SEIZURE-SAFE SCHOOLS

The district will ensure that any student who is diagnosed with a seizure disorder, will be provided with a seizure action plan that is a written, individualized health plan designed to acknowledge and prepare for the student's health care needs.

When the district has a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms which is approved by the Food and Drug Administration the requirements of the Seizure-Safe Schools Act will become applicable to the district. At that time, the district will have at least one employee at each school the child attends who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student's health care provider that will contain the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dose;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

Written authorization shall be maintained in the office of the school nurse or school administration and shall be distributed to any school personnel or volunteers responsible for the supervision or care of this student. The written authorization is effective for the school year in which it is granted and may be renewed each following school year.

A school employee may not be subject to any disciplinary proceeding resulting from an action taken in compliance with the Seizure-Safe Schools Act. Any employee acting in accordance with the provisions of this act shall be immune from civil liability unless the actions of the employee rise to a level of reckless or intentional misconduct.

A school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.