

**Minutes of the Millwood Board of Education Regular Meeting
October 6, 2003**

The Millwood Board of Education met in a regular meeting on October 6, 2003, at 6:30 p.m., in the Millwood Middle School Commons, 6700 Martin Luther King Avenue. Marvin Provo presided and the following members, staff, and guests were present: Lukata Lawrence, Frances Percival, Christopher J. "Chris" Harrison, Dr. Gloria Griffin, Beauford Kelley, Bobby Upshaw, Mae Stevenson, Michael Cozart, Nathan McGuire, Dr. Palma Talley, Nannette Thomas, Mary Miller.

Marvin Provo, President, called the meeting to order at 6:30 p.m.

Inspirational Expression was given by Frances Percival.

The pledge of allegiance was said in unison.

The roll was called by Mary Miller, minute clerk, Sylester Steele was absent (25th Wedding Anniversary).

APPROVAL OF AGENDA

A motion was made by Lukata Lawrence and seconded by Christopher J. "Chris" Harrison to approve the agenda.

Motion carried by the following vote:

AYE: Christopher J. "Chris" Harrison, Frances Percival, Lukata Lawrence, Marvin Provo

NAY: None

APPROVAL OF PREVIOUS MINUTES

A motion was made by Frances Percival and seconded by Lukata Lawrence to approve the minutes of September 2, 2003, regular Board of Education meeting.

Motion carried by the following vote:

AYE: Christopher J. "Chris" Harrison, Frances Percival, Lukata Lawrence, Marvin Provo

NAY: None

STATEMENT(S) OF PUBLIC CONCERN

PUBLIC HEARING

Public Hearing for the purpose of accepting comments and for holding an open discussion, including answering of questions on the proposed Independent School District Number 37, Oklahoma County, Oklahoma, Millwood Public Schools 2003-2004 Budget.

On September 29, 2003, the district's estimate of needs was filed pursuant to Section 3002 of Title 68 of the Oklahoma Statutes. It was approved by the Oklahoma County Excise Board on October 2, 2003. No later than forty-five (45) days after the district's estimate of needs is approved by the county excise board, the board shall adopt a final budget for the current fiscal year (School Laws of Oklahoma, Section 97,D).

The presentation of the proposed 2003-2004 budget is made for public hearing and comments. Mr. Beauford Kelley will provide a narrative of the 2003-2004 proposed budget.

It is recommended that the Board consider a motion to adopt the final budget at its November 2003 regular meeting. This date is within 45 days after the Oklahoma County Excise Board's approval of the

district's estimate of needs.

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RECOGNITION OF SPECIAL GUEST(S) AND SPECIAL ANNOUNCEMENT(S)

The following persons were recognized for their participation in and sponsorship of the 2003 Soul Bowl Classic:

2003 Soul Bowl Classic Sponsors

Brigitte and Virgil Savage	-	V & B Enterprises, Owners of McDonald's
Win Shelton	-	State Farm Insurance
Kevin and Russell Perry	-	Perry Publishing
Cheryl Rayburn	-	Accent Cleaning

SUPERINTENDENT'S REPORT

Millwood Middle School	-	Mr. Nathan McGuire
Proposed School Improvement Plan		Middle School Principal School Improvement Committee

Principal McGuire and committee made a presentation to the Board of Education on the proposed Millwood Middle School Improvement Plan.

Vote to approve proposed Millwood Middle School Improvement Plan

Millwood Middle School is on the state's low performance list because the 2002-2003 eighth grade academic performance index in mathematics was below 648 and not high enough to be placed in safe harbor. The principal has met and worked with staff to develop a plan of action to improve student performance. Local efforts in school improvement will be documented and submitted to the State Board of Education.

Discussion followed.

A motion was made by Frances Percival and seconded by Lukata Lawrence to approve proposed Millwood Middle School Improvement Plan provided evidence is presented that proposal is based on scientific research and program successful with student population similar to Millwood Middle School.

Motion carried by the following vote:

AYE: Christopher J. "Chris" Harrison, Frances Percival, Lukata Lawrence, Marvin Provo
NAY: None

Vote to approve Change Order Number 001 in the contract between Independent School District Number 37, Oklahoma County, Oklahoma, and W.C. Doan Construction that adds two thousand five hundred forty-one dollars and thirty cent (\$2,541.30), to the original contract sum of two hundred twenty-two thousand, nine hundred fifteen dollars (\$222, 915.00)

The change order is for items uncovered during the construction/renovation of the falcon's Nest (high school satellite cafeteria) and had to be performed by the contractor to facilitate the progress of the tight scheduled job. Listed below is a brief description of the items included in proposed change order number 001.

1. Provide and install Cement-Board Backing and Wood Trim or better adherence of Ceramic tile.

Add: \$1,363.00

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2. Provide and install lockable access panel for new water line in plumbing chase.

Add: \$128.00

3. Substitute specified paint primer in restrooms to ensure paint adhesion to existing glazed block CMU.

Add: \$170.80

4. Provide and install jamb extensions to receive new hollow metal doors in non-standard size existing frame.

Add: \$290.50

5. Remove exposed brick infill east CMU wall of Concession 111 originally hidden behind lockers and infill with CMU.

Add: \$589.00

Total Add: \$2,541.30

Original Contract	\$222,915.00
Change Order Number 001	<u>\$ 2,541.30</u>
Revised Contract	\$225,456.30

Discussion followed.

A motion was made by Christopher J. "Chris" Harrison and seconded by Lakata Lawrence to approve Change Order Number 001 in the contract between Independent School District Number 37, Oklahoma County, Oklahoma, and W.C. Doan Construction that adds two thousand five hundred forty-one dollars and thirty cent (\$2,541.30), to the original contract sum of two hundred twenty-two thousand, nine hundred fifteen dollars (\$222, 915.00)

Motion carried by the following vote:

AYE: Christopher J. "Chris" Harrison, Frances Percival, Lukata Lawrence, Marvin Provo

NAY: None

Vote to approve Millwood Board of Education regular meeting dates for year 2003-2004

The proposed schedule Board meetings are presented for consideration.

There are two regular meetings scheduled for the month of June. The proposed dates are June 7, 2004 and June 28, 2004. There are no meetings scheduled for July. The September regular meeting is Tuesday, September 7, 2004, following Labor Day. Also, January meeting is scheduled the second Monday, January 12, 2004, because the superintendent will be out of town January 3 through January 8, 2004, at NFHS meeting. Otherwise, the Board is scheduled to meet the first Monday of each month in regular sessions at 6:30 p.m.

Of note: Some school districts that meet once a month have moved the September meeting to the second Monday in September rather than the Tuesday after Labor Day. Should the Millwood Board choose to do so, the September regular meeting would be September 13, 2003.

Discussion followed.

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A motion was made by Frances Percival and seconded by Christopher J. "Chris" Harrison to approve Millwood Board of Education regular meeting dates for year 2003-2004 with the September 2004 meeting being the Monday after Labor Day, September 13, 2004.

Motion carried by the following vote:

AYE: Christopher J. "Chris" Harrison, Frances Percival, Lukata Lawrence, Marvin Provo
NAY: None

TREASURER'S REPORT

Beauford Kelley, business manager, provided the Board with financial report for the district. He was available for questions after the Board reviewed the report.

PERSONNEL

Recommend that the following persons be employed as of the effective date specified; and that contracts or assignment notifications with the appropriate persons herein listed be approved and executed in the name of the District by the superintendent or person designated by her; with all other personnel recommendations, including terminations, leaves, retirements, and resignations.

CERTIFIED PERSONNEL (TEMPORARY CONTRACTS)

<u>Name</u>	<u>Position/Site</u>	<u>Salary</u>	<u>Effective Date</u>
Carrie C. Montoya	Special Ed./Elementary	\$30,156.09(Prorated)	September 5, 2003
Bryan D. Sudduth	Special Ed./High School	\$32,922.74(Prorated)	September 2, 2003

LEAVE OF ABSENCE

<u>Name</u>	<u>Position/Site</u>	<u>Effective Date</u>
Shikisha Coloney	4 th Grade Teacher/Elementary	September 12, 2003

ACTION_____

IX APPROVAL OF ENCUMBRANCES AND PAYROLL 2003-2004

General Fund #11	#313 - #385	\$211,528.29
Building Fund #21	# 26 - # 31	\$24,069.65
Cafeteria Fund #22	# 70 - # 76	\$5,455.64
Bond Fund #34	# 16 - # 18	\$9,500.00
Bond Fund #38	# 1 # 3	\$767.94

ACTION_____

X PROPOSED PURCHASING AND GENERAL BUSINESS

Vote to continue participation in the Oklahoma Public Schools Unemployment Compensation Account at an amount not to exceed \$21,975.00

Vote to approve contract between Oklahoma State Board of Career and Technology Education and Independent School District Number 37, Oklahoma County, Oklahoma for school year 2003-2004

Three vocational programs are offered within the district through the Oklahoma Department of Career technology Education. They are Family and Consumer Sciences at the middle school and Business and Computer Tech at the middle school and high school. The Oklahoma Department of Career and technology Education provides funding for the programs. The funds are used to supplement career and technology teachers' salaries and to purchase supplies and equipment.

Each year it is required that the Board approve the contract for continuation of the program.

Vote to approve destruction of all claims, warrants, contracts, purchase orders and any other financial records, or documents including those relating to school activity funds, on file or stored in the offices of the district for a period of longer than five (5) years. (70-5-12)

Vote to authorize disposition of computer equipment (description and serial numbers provided) no longer needed by nor useful to the district (70-5-117)

Vote to approve contract between Independent School District Number 37, Oklahoma County, Oklahoma, and Dr. Charolette Myles-Nixon for comprehensive psycho-educational evaluation services at a cost not to exceed fifty dollars (\$50.00) an hour

Vote to approve contract between Independent School District Number 37, Oklahoma County, Oklahoma, and Mrs. Minna Hall for comprehensive psycho-educational evaluation services at a cost not to exceed fifty dollars (\$50.00) an hour

Vote to approve out of district travel to the High School That Work State Leadership and Professional Development Conference for the Millwood High School High Schools That Work team and the Superintendent

Encumbrance # 386, 387, 388, 389, 390, 391 and 392 Fund # 11 = \$1,345.00

PROPOSED BOARD POLICIES

Vote to approve proposed Board Policy I-09, Internet-Based Instruction

PROPOSED BOARD POLICIES (FIRST READING)

D-07, School Activity Fund Management

UNFINISHED BUSINESS

NEW BUSINESS

BOARD MEMBER COMMENTS

VOTE TO ADJOURN

Marvin E. Provo, President

Lukata Lawrence, Vice President

Frances M. Percival, Clerk

Christopher J. "Chris" Harrison, Member

Mary Miller, Minute Clerk