

**Millwood Board of Education Regular Meeting Minutes  
February 14, 2011**

The Millwood Board of Education met in a regular meeting on February 14, 2011, at 6:00 p.m., in the Millwood Arts Academy Commons, 6700 Martin Luther King Avenue, Oklahoma City, Oklahoma. Mrs. Frances Percival presided and the following Board members, staff and guest were present: Marvin Provo, Christopher J. Harrison, Mary Tomlin, Dr. Gloria Griffin, David Harp, Lavinnie Moore, Chandra Hightower, Darla Woodard, Kambia Hill, Kambia Hill, Emmary Hill, Stephan Alton, Christa Nelson, Jimmy Phillips, Sheldon Bullock, Micah Sanders, Delon Baker, Andre Clanton, Cameron Montgomery, Cortex Reason, Curtis Warren, Kendric Batiste, DeAndre Palmar, Richard and Regina Walston, Avery Gilliland, Debby Lee, Larry Lee, Andrea Tomlinson-Brown, Tory Brown, Bryce Woodard, Stephanie Berryman, Denise Smith, William F. Johnson, Carlos & Jamila Woodard, Richard Smith, Christine Harrison, Michael Prior, Nannette Thomas, Mary Miller.

**CALL TO ORDER**

The meeting was called to order by President Frances Percival at 6:00 p.m.

**INSPIRATIONAL EXPRESSION**

Inspirational Expression was given by Mrs. Percival.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was said in unison.

**ROLL CALL**

The roll was called by Mary Miller, Board minute clerk. Mrs. Jackson was absent. It was noted that a quorum was present.

**1. APPROVAL OF AGENDA**

A motion was made by Marvin Provo and seconded by Christopher J. Harrison to approve the agenda as printed.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival  
NAY: None.

**2. APPROVAL OF PREVIOUS MINUTES**

**January 10, 2011, Regular Meeting Minutes**

A motion was made by Christopher J. Harrison and seconded by Mary Tomlin to approve the minutes of January 10, 2011, regular meeting minutes.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival  
NAY: None.

**3. STATEMENT(S) OF PUBLIC CONCERN**

None.

#### 4. RECOGNITION OF SPECIAL GUEST(S) AND SPECIAL ANNOUNCEMENTS

Dr. Griffin acknowledged special guests and thanked them for attending the Board meeting. She asked the principals to come forth with their announcements.

Mrs. Harrison made the following announcements:

- ▶ Outstanding performance by students in grades 6<sup>th</sup> through 9<sup>th</sup> at the December Penn Square Mall Performance.
- ▶ We had three AA teachers to receive a \$5,000.00 from MEF for meeting District Standards; Ms. Sullivan, Ms. Alexander, and Mr. Cowan.
- ▶ FCCLA are winners again; Dec. 7<sup>th</sup>, our students won first place in the following competitions held in Del City: Illustrative Talk Division, Parliamentary Procedure, and Creed Speaking.
- ▶ The 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade students went on to register for the "real ACT." We are thrilled to report that two 9<sup>th</sup> grade male students received their "VERY Impressive results in the mail; Student # 1 scored 19 in English, 23 in Math, 24 in Reading, 23 in Science, total score for him is **22**. Student # 2 scored **19**.
- ▶ **Academic Announcement:** we are still in our two-day a week Soaring High classes, 3:30-5:30. We are striving for excellence. Because of such an excellent turnout from our 9<sup>th</sup> graders, I separated the classes by "gender."

Mr. Gilliland made the following announcements:

- ▶ National Signing Day was Feb. 2, 2011, which we were out of school due to Snow. The following students signed to play football:  
  
Josh Turner – University of Texas, Davion Pierson-Texas Christian University, A.J. Starks-Southwestern, Keyonte Richardson-Hutchinson Juco, Shevin Patton-Hutchinson Juco and Mike Cole-Emporia State in Kansas.
- ▶ District basketball playoffs begin this Friday and Saturday. We will host Maysville vs. Rush Springs Friday night and play the winners on Saturday night. 6:30 and 8:00 start time. Regionals will begin next week at Rush springs and regional /area finals at Anadarko.
- ▶ Study Island is now set up for all students.
- ▶ Ms. Sterling's art class decorated the commons and cafeteria with Black History Month posters.
- ▶ Eric Berry of the Kansas City Chiefs visited last week and talked to all H.S. football players. He was in town for the presentation of the Jim Thorpe Award, given annually to the nation's top collegiate defensive back. He won the award last year.
- ▶ Bridgett Bullock was chosen as this year's recipient of the Oklahoma City Community Foundation Scholarship. (\$1500.00)
- ▶ High School students gladly donated to the Special Olympics and the Polar Plunge effort. We had several dress out days and charged students \$1.00. The district raised more than \$2500.00.

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- ▶ Mr. Prior made the following announcements:
- ▶ A visit to Volma-Overton Elementary in Austin, TX. The Team was Mr. Prior, Mrs. Harrison, Mrs. Wilson, Mrs. Bennet and Mrs. Tate. The visit was very informative.
- ▶ On February 21, Mar 5 and March 15, 2011 there was a paid staff development workshop for the school improvement to improve curriculum mapping.
- ▶ After school tutoring in math and reading (3 days per week currently; 4 days per week starting on March 1<sup>st</sup>) there will be a before and after school kickoff program ( 7am - 8am), students with IEP's additional tutoring after school, new lesson plan formats focused on assessments, Saturday academies, Staff Development on snow day February 21, 2011. After school, Saturdays, one to two days over spring break. Accelerated Reading and Math, and Study Island, School Parent Liaison, and Title 1 grade level tutors. All a part of the school improvement actions.
- ▶ Food Bank newsletter includes Millwood story.
- ▶ Mrs. Polk's vocal choir is sponsoring a Black history Month program for the school on February 24, 2011.
- ▶ Mrs. Percival announced the date and time of the District 6 Meeting.

**C. Class Presentation - Michael Prior, PreK-8 Principal  
Millwood Memorial Mentor Class**

The memorial mentors made a video presentation to the Board showcasing their volunteer work. The Board members expressed how proud they are of the students, Mr. Jimmy Phillips and Mrs. Christa Nelson efforts.

**D. Teacher of the Year Recognitions - Avery Gilliland, High School  
- Christine Harrison, Arts Academy  
- Michael Prior, PreK-8 School**

Each administrator made presentations to their site teachers of the year. Ms. Darla Woodard was selected as the PreK-8 site teacher of the year. Mrs. Andrea Tomlinson-Brown was selected as the High School teacher of the year and Mrs. Judy Altom was selected as the Arts Academy teacher of the year.

They were all honored by the administrators and the Board members. Their families were recognized.

**District Teacher of the Year - Lavinnie Moore, Professional  
Development Director**

Mrs. Lavinnie Moore made the presentation and announcement of the District Teacher of the Year. Mrs. Judy Altom was select by her peers as District Teacher of the Year. Her family and friends were recognized as well.

### **5. SUPERINTENDENT'S REPORT**

**A. Oklahoma's Promise (OHLAP) Update - Mr. Richard Smith, Counselor  
Mrs. Tammy Mitchell, Counselor**

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Richard Smith provided the Board with an update on Oklahoma's Promise, the Oklahoma Higher Learning Access Program (OHLAP). His report included general information about Oklahoma's Promise, the current number of OHLAP students and their efforts to continue to increase the number of students enrolled in the program. Listed below is a summary of previous year participants.

By the Numbers Millwood High School OHLAP Graduates			
1996-2004	2005-2008	2009	2010
36	61	12	9

The average graduating class size is 56. The annual number of OHLAP graduates continues to increase. Counselors are commended for their efforts.

**B. Vote to authorize the superintendent to seek proposals for outsourcing Child Nutrition Services**

Authorization to draft a request for proposals (RFP) and solicit bids for Child Nutrition Services is requested. The Board approved soliciting bids for the outsourced services at its December 5, 2005 meeting. At its March 6, 2006, meeting, the Board approved Sodexo as the service provider.

Last year, February 1, 2010, the Board approved solicitation of bids. Responding vendors did not completely adhere to RFP specifications therefore, all bids were rejected.

The configuration of Millwood's Child Nutrition Services program has changed since 2005. Millwood has moved from Provision III program to the Traditional program. There are now four cafeterias with the addition of the new high school and program participation has grown since 2005. Concurrently, this is the final year of the district's contract with Sodexo.

Discussion followed.

A motion was made by Mary Tomlin and seconded by Marvin Provo to authorize the superintendent to seek proposals for outsourcing Child Nutrition Services.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival  
NAY: None.

**C. Vote to approve the establishment of collaborative services of Behavioral Health and Educational Services between Oklahoma City County Health Department and Independent School District Number 37, Oklahoma County, Oklahoma, for the benefits of both agencies' clients in grades prek through 8<sup>th</sup> grade**

The partnership between the Oklahoma City County Health Department (OCCHD) and the district continues to flourish. Another outgrowth of this collaboration is proposed behavioral health and educational services. The Oklahoma City County Health Department would provide one to two staff members to facilitate treatment groups (up to 16 each semester). With parental approval, identified group participants will address anger management, overcoming bullying, social skills, as well as motivation and respect.

Participating students would become a client of OCCHD. OCCHD would bill the family for treatment provided. Medicaid would be accepted. The district (contractor) would not be responsible or liable for payment of this service.

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The service would be for students in grade prek-8 where there is a greater need. This would be an extension of the school-based clinic. It fits into the district's overall health and wellness initiative.

Discussion followed.

A motion was made by Christopher J. Harrison and seconded by Mary Tomlin to approve the establishment of collaborative services of Behavioral Health and Educational Services between Oklahoma City County Health Department and Independent School District Number 37, Oklahoma County, Oklahoma, for the benefits of both agencies' clients in grades prek through 8<sup>th</sup> grade.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival

NAY: None.

**D. PROPOSED EXECUTIVE SESSION**

**Note:** In accordance with Section 307 of the Open Meeting Law, this session is restricted to Board Members and applicable personnel only. Any vote(s) or action(s) as a result thereof shall be made in Open Session following the closed Executive Session.

**Vote to convene in an executive session to interview David W. Harp and to discuss the possible employment of a school treasurer**

For several months, upon the advice of district's legal counsel, financial consultant and auditor, we have been exploring the possibility of the Board contracting the services of a school treasurer. Since its inception, the district's school treasurer is the Oklahoma County Treasurer. This type of arrangement held true for most school districts across the state for a number of years.

During the course of time more school districts transitioned to either a school treasurer on staff or a contracted school treasurer. Until July 2010 only two school districts, Bethany Public Schools and Millwood Public Schools, remained with the Oklahoma County Treasurer. Bethany tasked one of its employees to function as school treasurer, leaving Millwood as the sole school district using the Oklahoma County Treasurer to serve as school treasurer.

Currently, the county treasurer's designee receives, deposit and records district revenue as well as sign off on disbursement by warrants. The designee provides information to the district's business office monthly and upon request. That information is shared with the Board at its monthly meetings.

In the past, the business office's report to the Board was summative with limited details. This school year the contracted business office service provider has given the Board more indepth or detailed information on spreadsheets.

While the county treasurer provides revenue received amounts, the program source may not be identified on the receipt. For example, the receipt may show state department of education as the source but does not specify Title I (reimbursement). It is anticipated that an in-house school treasurer or contracted school treasurer would be more detailed and would facilitate improved operation of the business office.

Mr. David W. Harp was recommended by Dr. Steve McDonald, district financial consultant. Mr. Harp is the business manager for Shawnee Public Schools. He started his school treasurer business several years ago and is the school treasurer for Harrah Public Schools (Oklahoma County), Sulphur Public Schools (Murray County) and Strother Public Schools (Seminole County).

The Shawnee school budget is in excess of \$23m. He has been the business manager for 21 years. As Harrah's treasurer he has experience working with the Oklahoma County financial offices (county treasurer and county excise board). He is familiar with school bonds, bond sales, sinking funds, and school business operations.



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The proposed agreement for services has been reviewed by legal counsel and outlines the duties of the school treasurer will fulfill. It would be effective February 1, 2011 through June 30, 2011. During the months of February and March he would work with the superintendent and Board in bank selection. He would be work with the Oklahoma County Treasurer's office in transition of funds and correspond with the State Department of Education and other agencies in completing appropriate paperwork for the change.

The advent of technology makes it possible for most transactions to be done electronically. He would have work space, computer and secure file(s) in the superintendent's office. His compensation would be \$1,000.00 a month. He would report directly to the Board.

A motion was made by Christopher J. Harrison and seconded by Mary Tomlin to convene in an executive session to interview David W. Harp and to discuss the possible employment of a school Treasurer at 7:25 p.m.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival  
NAY: None.

**E. VOTE TO CONVENE TO OPEN SESSION**

**Vote to reconvene into an open session**

A motion was made by Christopher J. Harrison and seconded by Mary Tomlin to convene in an open session at 8:02 p.m.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival  
NAY: None.

**Possible vote to enter into an agreement of services between Independent School District Number 37, Oklahoma County, Oklahoma, and David W. Harp for school treasurer**

A motion was made by Marvin Provo and seconded by Christopher J. Harrison to enter into an agreement of services between Independent School District Number 37, Oklahoma County, Oklahoma, and David W. Harp for school treasurer effective February 1, 2011 through June 30, 2011 at \$1,000.00 per month

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival  
NAY: None.

**6. TREASURER'S REPORT**

Mr. Carl Moore included the Treasurer's report in the Board Packet. He was available to answer any questions the Board had.

The Millwood Board of Education uses a consent agenda during school board meetings. Items of a routine nature normally approved at board meetings 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 docket consists of the consideration, review, discussion and possible motion to approve the following items as listed under the appropriate category and

**A. Vote to approve supplemental appropriation for General Funds in the amount of \$854,077.55**

The Oklahoma County Excise Board approved original appropriation of \$5,953,396.36 for General Fund this fiscal year. The approved appropriation increased to \$6,444,496.58 when the Board approved a supplemental appropriation of \$379,999.22 at its December \$6,2010 regular meeting.

An additional \$854,077.55 is detailed on form S.A. & I 307 to be presented to the Excise Board for approval that would increase the budget to \$7,187,472.83. The allocations on the form have been certified and prepared by the auditor. Presentation of the S.A. & I 307 form to the Oklahoma County Excise Board requires approval of the Millwood Board of Education.

A motion was made by Christopher J. Harrison and seconded by Marvin Provo to approve supplemental appropriation for General Funds in the amount of \$854,077.55.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival  
 NAY: None.

**7. 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.

**A. PERSONNEL RESIGNATIONS/RETIREMENTS**

<u>Name</u>	<u>Position/Site</u>	<u>Effective Date</u>
Lee Stolbach	Social Studies Teacher/High School	March 1, 2011
Doyle McCown	Accounts Payable Clerk/Business Office	June 30, 2011

**B. SUPPORT PERSONNEL TEMPORARY EMPLOYMENTS**

<u>Name</u>	<u>Position/Site</u>	<u>Salary</u>	<u>Effective Date</u>
Alfred Shells	Teacher Aide/PreK-8	\$19,568.88 (Prorated)	January 11, 2011

**8. APPROVAL OF ENCUMBRANCES AND PAYROLL 2010-2011**

General Fund #11 (Payroll)	#70146 - #70153	\$29,290.82
General Fund (General Operations)	#217 - #246	\$93,916.85
Building Fund #21	#32 - #42	\$19,942.00
Child Nutrition Fund #22	#6	\$742.35
Bond Fund #33	#1	\$118.65
Insurance Fund #86	#8	\$40,000.00

**9. PROPOSED GENERAL BUSINESS**

**A. Vote to approve summer school for 2010-2011 school year**

Summer School provides an opportunity for the district to extend the school year with the provision of a quality remedial and enrichment program. Targeted students are those students in grades 3-8 who did not master the state core curriculum tests (OCCT). Teachers will be challenged to use varied approaches to teach during the session. Professional Development will be scheduled May 28, 2011. The session will run June 1 through June 30, 2011.

There will be only one session of summer school. Administrators discussed in the meeting January 2010, that enrollment drops off during July and those dollars can be spent elsewhere.

Due to lack of interest, summer school for high school students will not be provided at Millwood. Information for summer school in other districts will be available at the high school.

The PreK-8 Summer School program will be funded in part through Title I and/or tuition. The program will operate out of the elementary school building.

A motion was made by Christopher J. Harrison and seconded by Mary Tomlin to approve items 7A and B; 8 and 9A as provided under the consent agenda.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival

NAY: None.

**10. PROPOSED EXECUTIVE SESSION**

**Note:** In accordance with Section 307 of the Open Meeting Law, this session is restricted to Board Members and applicable personnel only. Any vote(s) or action(s) as a result thereof shall be made in Open Session following the closed Executive Session.

**A. Vote to convene in an executive session to evaluate the Superintendent's professional performance as it relates to her employment status and discuss renewal of superintendent's contract through June 30, 2013**

**11. VOTE TO CONVENE TO OPEN SESSION**

**A. Vote to reconvene into an open session**

**B. Possible vote to renew superintendent's contract through June 30, 2013**

A motion was made by Marvin Provo and seconded by Christopher J. Harrison to table item 10 and 11 to the March 7, 2011 regular meeting.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival

NAY: None.



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12. UNFINISHED BUSINESS  
\*NEW BUSINESS

None

13. BOARD MEMBER COMMENTS

Mrs. Percival reminded Board member again of the District 6 meeting Thursday, February 17, 2011 and she is looking forward to seeing everyone in attendance.

14. VOTE TO ADJOURN

A motion was made by Christopher J. Harrison and seconded by Marvin Provo to adjourn the meeting at 8:25 p.m.

Motion carried by the following vote.

AYE: Mary Tomlin, Christopher J. "Chris" Harrison, Marvin Provo, Frances Percival

NAY: None.

  
Frances M. Percival, President

  
Marvin E. Provo, Vice President

  
Christopher J. Harrison, Sr., Deputy Clerk

  
Mary Tomlin, Member

  
Mary C. Miller, Board Minute Clerk