

**Regular Board Meeting**

Thursday, March 28, 2019

IT Building - Seminar Center,

4701 12th Avenue NW,

Norman, OK 73069

**I. Pledge of Allegiance**

**II. Call to Order and the Recording of Members Present and Absent**

**III. Miscellaneous Public Comment**

In accordance with Board Policy #632, "Any person, desiring to speak to the Board of Education must meet the standards and comply with the procedures set forth below:
a. A specific agenda item, or
b. A topic which involves the operation of MNTC and, also, is a matter over which the Board of Education of MNTC can exercise control and jurisdiction.
c. In order to make a presentation about an item which is not on the agenda for the scheduled meeting, the speaker must be a resident of the MNTC School District, current student, or parent/guardian or spouse of a current student.
d. Loud, profane, abusive, threatening and/or discourteous speech and/or conduct will not be tolerated.
e. Each speaker is limited to a maximum of three minutes.

**IV. Recognition, Reports and Presentations**

IV.A. Administer Oath of Office to Board Member for Zone 3, Office 3.  The Board Clerk will administer the Oath of Office to Todd Kahoe.

IV.B. Introduction of New Employees

IV.C. Review of Policy # 543, Work-Based Learning - Karla Marshall

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IV.D. Phase III Update - Manhattan Construction

IV.E. Biotechnology to Biomedical Transition Plan - Teresa Burgess

IV.F. Presentation of FY 18 Audit - Vanessa Dutton, Eide Bailly, LLP

**V. Consider and Vote to Approve the Acceptance of Audit for FY 18**

**Recommended Motion:**

Motion to approve the acceptance of Audit for FY 18. This motion, made by James Griffith and seconded by Pam Lewis, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

**VI. Consider and Vote to Approve Engagement with Eide Bailly, LLP to perform the FY 19 Audit**

**Recommended Motion:**

Motion to approve engagement with Eide Bailly, LLP to perform the FY 19 audit. This motion, made by Pam Lewis and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

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**VII. 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 board 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:

VII.A. Minutes of February 21, 2019 Regular Board Meeting

VII.B. Monthly Financial Reports (Treasurer/Activity Fund)

VII.C. General Fund Encumbrance numbers 1902968-1903175 and Change Order number 1901770

VII.D. Declare Items as Surplus Property and Authorize Sale of Said Items

VII.E. Approve Revised 2018-2019 Long-Term Programs' Academic Calendar

VII.F. Minutes of March 18, 2019 Special Board Meeting

VII.G. Approve Resolution for opening a certificate of Deposit with Regents Bank

**Recommended Motion:**

Motion to approve Consent Agenda Items as presented in A - G. This motion, made by James Griffith and seconded by Todd Kahoe, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

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**VIII. Consider and Vote to Approve Superintendent's Personnel Recommendations:**

VIII.A. Acknowledge Letter of Retirement - Bill Keeler, Maintenance Technician

VIII.B. Acknowledge Letter of Resignation - Debra Henry, Activity Fund Custodian

VIII.C. Acknowledge Letter of Termination - Elizabeth Shaffer

VIII.D. Employment of Marketing Support Assistant

VIII.E. Employment of Customer Service Representative

VIII.F. Employment of Part-Time Employees - March 2019

**Comments:**

VIII.D. Andrea Windes was recommended for the Marketing Support Assistant position. Ms. Windes has been a Temporary Outreach Specialist in the Marketing department for the past nine (9) years. Her knowledge and experience is beneficial for this position.

VIII.E. Christina Gomez was recommended for the Customer Service position. Ms. Gomez is a sales associate at Walmart, has excellent customer service skills and is considered a leader within her department.

**Recommended Motion:**

Motion to approve Superintendent's Personnel Recommendations as presented in A - F. This motion, made by James Griffith and seconded by Pam Lewis, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

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**IX. Consider and Vote to Approve Appointment of Representatives to Serve on the District Negotiation Team**

**Recommended Motion:**

Motion to approve the appointment of Bruce Campbell (Director of Finance), Jeanette Capshaw (Deputy Superintendent), Stephania Cordova (Director of Human Resources), Terri Helvey (Director of Long Term), (Executive Director) and representatives from Barlow Education Management and Rosenstein, Fist &amp; Ringold to serve on the 2019 negotiation team. This motion, made by Glen Cosper and seconded by Pam Lewis, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

**X. Consider and Vote to Appoint Assistant District Treasurer and Administer Oath of Office**

**Recommended Motion:**

Motion to appoint Katie Dowden as Assistant District Treasurer effective 3-28-19. This motion, made by Pam Lewis and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

**XI. Consider and Vote to Approve the Purchase and Installation of Office Furniture from Krueger International, for Phase 4 Remodel of Administration and Marketing Offices, in the amount of $118,968.76**

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**Recommended Motion:**

Motion to approve the purchase and installation of office furniture from Krueger International, for Phase 4 Remodel, in the amount of $118,968.76. This motion, made by James Griffith and seconded by Todd Kahoe, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

**XII. Consider and Vote to Approve the Purchase of a Hyster Forklift, from Deep South Equipment,  for ADT and BDT Training classes, in the amount of $24,193.70**

**Recommended Motion:**

Motion to approve the purchase of a Hyster Forklift from Deep South Equipment, in the amount of $24,193.70. This motion, made by Glen Cosper and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

**XIII. Consider and Vote to Approve the Purchase of iPads and Accessories from Apple in the amount of $22,982.00**

**Recommended Motion:**

Motion to approve the purchase of iPads and Accessories from Apple in the amount of $22,982.00. This motion, made by James Griffith and seconded by Todd Kahoe, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

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**XIV. Consider and Vote to Approve Phase 3 Bid Recommendation and Guaranteed Maximum Price of $21,928,548 as prepared by  Manhattan Construction Company**

**Recommended Motion:**

Motion to approve Phase 3 Bid Recommendation and Guaranteed Maximum Price of $21,928,548 as prepared by Manhattan Construction Company. This motion, made by Glen Cosper and seconded by Todd Kahoe, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

**XV. Consider and Vote to Approve a 60-month Lease Agreement with Konica Minolta Business Solutions, under the terms of the Oklahoma State Contract Agreement, for replacement Copier Center Equipment at an estimated cost of $60,858.48 per 12-month plus cost of paper**

**Recommended Motion:**

Motion to approve a 60- month Lease Agreement with Konica Minolta Business Solutions, under the terms of the Oklahoma State Contract Agreement, for replacement Copier Center Equipment. This motion, made by Todd Kahoe and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

**XVI. New Business**

In accordance with Oklahoma State Statute 25 Section 25 311(A)(9), this is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

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**XVII. Superintendent's Update:**

* Moore Norman is hosting Leadership Oklahoma this Friday, March 29, 2019. We are expecting approx. 80 attendees, to include local business leaders and legislators, Joy Hoffmeister, Marcie Mack and Governor Stitt.
* The Board will be attending the National School Board Conference in Philadelphia this weekend. Approximately 5000 attendees are expected.
* National Technical Honor Society is scheduled for April 22, 2019 at the S. Penn Campus, starting at 7:00 pm.
* We are hosting a “Grow your Own Business” Summit on April 23, 2019 at the S. Penn Campus from 8:30 am – 3:30 pm.
* Region IV/PACE meeting is scheduled for April 16 – 18, 2019 in Oklahoma City.
* Partners in Progress is scheduled for April 3, 2019. We are honoring Norman Regional Hospital as our Business Partner.

**XVIII. Consider and Vote to Move to Executive Session to Discuss:**

XVIII.A. Employee Negotiations for the 2019-2020 School Fiscal Year with Regard to the Moore Norman Federation of Teachers Local # 4890. Executive session authority: Okla. Stat. tit. 25, §307(B)(2) with no vote to be made after return to open session

XVIII.B. Discuss Salary and Benefits Packages for Non-Bargaining Employees (25 O.S. Section 207 (B)(1), with no vote to be made after return to open session

**Recommended Motion:**

Motion to move to Executive Session. This motion, made by Pam Lewis and seconded by James Griffith, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

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**XIX. Consider and Vote To Acknowledge Return of Board to Open Session**

**Recommended Motion:**

Motion to return to open session. This motion, made by James Griffith and seconded by Pam Lewis, Passed.

|  |  |
| --- | --- |
| Glen Cosper:  | Yea |
| James Griffith:  | Yea |
| Todd Kahoe:  | Yea |
| Pam Lewis:  | Yea |
| Max Venard:  | Yea |

**XX. Statement by Presiding Officer concerning Minutes of Executive Session**

**Statement:**

**The Board met in Executive session to discuss:**

1. Employee Negotiations for the 2019-2020 School Fiscal Year with regard to the MNTC Federation of Teachers Local # 4890 (Okla. Stat. tit. 25 Section 307 (B)(2), and
2. Salary and Benefits Packages for Non-Bargaining Employees (Okla. Stat. tit. 25 Section 207 (B)(1),

No vote was taken and no other items were discussed.

**XXI. Adjourn**  7:00 pm

 ATTEST:

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Presiding Officer Minutes Clerk