

Board of Education Regular Meeting  
Monday, July 15, 2024 6:00 PM  
Collinsville Public Schools  
1902 W Maple  
Collinsville, OK 74021

The Board of Education may discuss, vote to approve, vote to disprove, vote to table or decide not to vote on any item on the agenda.

1. Call to Order and Roll Call of Members
2. Record of Members Present and Absent
3. Board to Consider and Take Possible Action, in the Absence of the Board President and /or Board Clerk, to Appoint an Acting Board President and /or Board Clerk.
4. Request to Address the Board
5. Consent Agenda: Discussion and Vote Items (5a - 5n) of the Consent Agenda
  - 5.a. Approval of the 6/24/2024 Regular Board Meeting Minutes,
  - 5.b. Approval of Purchase Orders and Payments of Purchase Orders -FY 2024 and FY 2025, General, Building Funds and Building Bond Funds .All District Funds for Approval of Budgets , Reports Allocations and Investments
  - 5.c. Approval of the Activity Fund Fundraisers as Attached
  - 5.d. Approval of Collinsville Schools Professional Development Plan for FY2025
  - 5.e. Approval of Student Transportation Contract with Tulsa Technology Center FY2025
  - 5.f. Approval of Additional Compensation for FY2025
  - 5.g. Approval of Surplus No Longer Needed
  - 5.h. Approval of Contract with Improving Lives Counseling Services FY 2025
  - 5.i. Approval of Contract with Oklahoma Department of Mental Health and Substance Abuse Services for FY 2025
  - 5.j. Approval of Contract with Kay Sandschaper, M.Ed. for FY 2025
  - 5.k. Approval of High School, Middle School, Alt Ed, Wilson 6th Grade Center and Elementary Handbooks for FY 2025
  - 5.l. Approval of Contract with Dawn Tollefson for Grant Writing Services for FY2025
  - 5.m. Approval of Return to Learn for FY 2025
  - 5.n. Approval of Acceptable Employee Communication Platforms FY2025
6. Directors Report
7. Superintendent's Report
8. Proposed executive session to discuss the employment of those employees listed in Consent Agenda (12-a - 12b) Exhibit A. 25 O.S. Section 307(B)(1).
9. Vote to Convene in Executive Session
10. Acknowledge Return of Board to Open Session
11. Executive Session Minutes Compliance Announcement
12. Consent Agenda: Discussion and Vote Items ( 12 a- 12 b ) of the Consent Agenda
  - 12.a. Resignations for 2024-2025 School Year.
    - 12.a.I. Kacy Keim- 4th Grade Teacher
  - 12.b. Hirings for 2024-2025 School Year:
    - 12.b.I. Ryan Piper- Accreditation Manager(New Part-Time Position 1/7 of the day)
    - 12.b.II. Jeans Smith- CNP

- 12.b.III. Donalda Enloe- CNP
- 12.b.IV. Amber Bogart- Transportation/ Paraprofessional
- 12.b.V. Alyssa Troutz- CNP
- 12.b.VI. Karen Florence- CNP

- 13. Announcements
- 14. New Business
- 15. Adjournment

By: \_\_\_\_\_

Jeremy Hogan, Superintendent

Posted this \_\_\_\_ date of \_\_\_\_\_ at \_\_\_\_\_ x.m. on the door of the Education Service Center, 1902 W Maple, Collinsville, OK 74021.

**Board of Education**

Monday, June 24, 2024 6:00 PM

Collinsville Public Schools  
1902 W Maple  
Collinsville, OK 74021

**Meeting Start Time:** 6:00 PM

Attendance Taken at 5:58 PM.

Tim Bess: Present  
Jeromy Burwell: Absent  
Ryan Flanary: Absent  
Jennifer Mcelroy: Present  
Steve Stout: Present

Present: 3, Absent: 2.

1. Call to Order and Roll Call of Members
2. Record of Members Present and Absent
3. Board to Consider and Take Possible Action, in the Absence of the Board President and /or Board Clerk, to Appoint an Acting Board President and /or Board Clerk.

Tabled

4. Request to Address the Board

None

**5. Consent Agenda: Discussion and Vote Items ( 5a- 5n) of the Consent Agenda**

Motion to approve Items 5a-5n of the Consent Agenda. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess: Yea  
Jeromy Burwell: Absent  
Ryan Flanary: Absent  
Jennifer Mcelroy: Yea  
Steve Stout: Yea

Yea: 3, Nay: 0, Absent: 2

- 5.a. Approval of the 6/10/2024 Regular Board Meeting Minutes,
- 5.b. Approval of Purchase Orders and Payments of Purchase Orders -FY 2024 General and Building Funds , All District Funds- Approval of Budgets , Reports , Allocations and Investments
- 5.c. Approval of Certification of Activity Fund Custodian and Co-Signers for FY2025
- 5.d. Approval Certification of School District Treasurer FY2025
- 5.e. Approval of Certification of Encumbrance Clerk for FY2025
- 5.f. Approval of Minutes Clerk and Assistant Minutes Clerk for FY2025
- 5.g. Approval of Purchasing and Receiving Agents for FY2025
- 5.h. Approval of Certificate and Order of Board of Education to County Clerks and County Treasurers of Tulsa County, Rogers County, and Washington County FY2025
- 5.i. Approval of District Permission to Invest Policy FY2025
- 5.j. Approval of Alternative School Calendar for FY 2025
- 5.k. Approval of CNP Bids Awarded for 2025
- 5.l. Approval of Apptegy Contract for FY2025
- 5.m. Approval of Additional Compensation for 2025
- 5.n. Approval of Agreement with Peoples Family Counseling FY2025
- 6. Discussion and Vote of the Workers Compensation Bids for FY 2025

Discussion and Vote of the Workers Compensation Bids for FY 2025. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess:           Yea  
 Jeromy Burwell:   Absent  
 Ryan Flanary:      Absent  
 Jennifer Mcelroy:  Yea  
 Steve Stout:        Yea  
 Yea: 3, Nay: 0, Absent: 2

7. Discussion and Review of Property Liability Insurance and Vote to Accept Recommendation of **Aaron Reinhart**, AAI, FirstBank, Agent of Record.

Discussion and Review of Property Liability Insurance and Vote to Accept Recommendation of Aaron Reinhart, AAI, FirstBank, Agent of Record. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess: Yea

Jeromy Burwell: Absent

Ryan Flanary: Absent

Jennifer Mcelroy: Yea

Steve Stout: Yea

Yea: 3, Nay: 0, Absent: 2

#### 8. Directors Report

Dale Harp-Summer projects update, New road at High School.

Julie Crutchfield-Financial update, Staffing update,

#### 9. Superintendent's Report

As Attached

10. Proposed executive session to discuss the employment of those employees listed in Consent Agenda # 17 Exhibit A. 25 O.S. Section 307(B)(1).

#### 11. Vote to Convene in Executive Session

Vote to Convene in Executive Session Time: 6:56 p.m. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess: Yea

Jeromy Burwell: Absent

Ryan Flanary: Absent

Jennifer Mcelroy: Yea

Steve Stout: Yea

Yea: 3, Nay: 0, Absent: 2

#### 12. Acknowledge Return of Board to Open Session

Time: 7:27 p.m.

#### 13. Executive Session Minutes Compliance Announcement

#### 14. Discussion and Vote to Approve the Superintendent of Schools Contract

Discussion and Vote to Approve the Superintendent of Schools Contract. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess: Yea

Jeromy Burwell: Absent

Ryan Flanary: Absent  
Jennifer Mcelroy: Yea  
Steve Stout: Yea  
Yea: 3, Nay: 0, Absent: 2

15. Discussion and Vote to Approve Changes to the District Board Policy Book.

Discussion and Vote to Approve Changes to the District Board Policy Book. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess: Yea  
Jeromy Burwell: Absent  
Ryan Flanary: Absent  
Jennifer Mcelroy: Yea  
Steve Stout: Yea  
Yea: 3, Nay: 0, Absent: 2

16. Discussion and Approval of Employee Calendars and Payroll Dates FY 2025

Discussion and Approval of Employee Calendars and Payroll Dates FY 2025. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess: Yea  
Jeromy Burwell: Absent  
Ryan Flanary: Absent  
Jennifer Mcelroy: Yea  
Steve Stout: Yea  
Yea: 3, Nay: 0, Absent: 2

**17. Consent Agenda: Discussion and Vote Item #17 a.I-a.IV of the Consent Agenda**

Consent Agenda: Discussion and Vote Item #17 a.I-a.IV of the Consent Agenda. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess: Yea  
Jeromy Burwell: Absent  
Ryan Flanary: Absent  
Jennifer Mcelroy: Yea  
Steve Stout: Yea  
Yea: 3, Nay: 0, Absent: 2

**17.a. Hirings for 2024-2025 School Year:**

17.a.I. Jordann Madewell- CUE Paraprofessional

17.a.II. Alec Huffman- MTSS School Psychologist

17.a.III. Pepper Pryce- MS Library Assistant

17.a.IV. Roianne Whitlock- CNP

18. Announcements

19. New Business

20. Adjournment

Adjournment Time: 7:30 p.m. This motion, made by Tim Bess and seconded by Jennifer Mcelroy, Passed.

Tim Bess: Yea

Jeromy Burwell: Absent

Ryan Flanary: Absent

Jennifer Mcelroy: Yea

Steve Stout: Yea

Yea: 3, Nay: 0, Absent: 2

**Meeting End Time:** 7:30 PM

\_\_\_\_\_  
Minutes Clerk

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member





- **MISSION FOCUS:**

The Professional Development Plan will promote the professional competence of all certified/licensed staff. The Collinsville Professional Development Plan will support the core curriculum and instructional goals of the district and school sites. Educators will enhance their knowledge, skills, and attitudes necessary to create high levels of learning for all students.

- **PD VISION:**

All school personnel are members of a community of learners with the shared purpose of ensuring quality learning experiences, without exception, for every student, every day.

- **GOALS:**

- 1) Provide school personnel with experience in the research-based best practices of effective teaching and learning in core curriculum areas in order to:
  - a. Increase the A-F Report Card scores for each site
  - b. Close achievement gaps among student subgroups
  - c. Increase student achievement as demonstrated on state-mandated tests and the ACT
  - d. Increase high school graduation rates
  - e. Decrease college remediation rates.
- 2) Provide school personnel with opportunities to further deepen and enrich their professional skills and knowledge.
- 3) Challenge school personnel to examine their attitudes and beliefs regarding the capacity of all students to learn at high levels and their accountability for continuous improvement in each student's academic performance.

- **GENERAL GUIDELINES FOR PROFESSIONAL DEVELOPMENT ACTIVITIES:**

All certified and licensed teachers and administrators shall accrue at least seventy-five(75) professional development points within a five (5) year period with at least 15 points completed each year. The five (5) year period for accruing points begins on an individual's date of employment in an accredited school in Oklahoma. If an individual changes school districts within the five (5) year period, the points accrued are transferred to the receiving district, and the five (5) year period continues.

- 1) The District will schedule approved activities for professional development on District-wide professional days.
- 2) Each site will have sign-in sheets, and these documents will serve as certificates of

**To earn Professional Development points for a school year the Professional Development time frame is July 1-June 30th. All points must be submitted during this time frame. Upon completing a professional meeting the agenda/certificate must be turned in within ten (10) working days to the Professional Development Chairperson.**

**Pending Board Approval 7/15/2024**

participation. It is the responsibility of the participant to be certain that his/her signature appears on the sign-in sheet. Each participant is responsible for, tracking their Professional Development Record yearly with any Professional Development outside of what Collinsville School District provides. A template will be made available to each person at the beginning of the school year.

3) At the conclusion of the activity, the Site Building Principal will scan the original completed sign-in sheet to the Executive Director of Academics. The Site Building Principal will keep the original copy of all sign-in sheets on file.

4). Any employee who misses a mandatory professional development day (this includes P/T conference days) for an emergency or illness will need to obtain permission from the building principal to substitute an alternate professional development activity, which is to be conducted outside of the contractual day. The employee will enter their absence in AESOP. If the employee does not enter the absence, the site secretary will enter the absence for that employee. In the event that a certified/licensed staff member is unable to attend the scheduled professional development activity due to an emergency or illness, he/she may view a scientifically research-based education topic video that has been approved by the site principal.

- **Professional Development Required for 2024-2025**

The professional development program shall focus on developing competencies in the core curriculum areas and the compliance portion plan shall address the required SDE professional development through Vector-URL: <https://collinsville-ok.safeschools.com/> and [KnowBe4](#) for the technology Professional Development.

**ALL ONLINE COMPLIANCE PROFESSIONAL DEVELOPMENT SHOULD BE COMPLETED BY AUGUST 30th, 2024.**

Additional Professional Development can be earned:

- 1) Graduation (Parent Outreach component; one point shall be equivalent to one clock hour)
- 2) Schedule Pickup ( Parent Outreach component; one point shall be equivalent to one clock hour)
- 3) Spring Pre-enrollment Night ( Parent Outreach component; one point shall be equivalent to one clock hour)
- 4) RSA Parent Night ( Parent Outreach component; one point shall be equivalent to one clock hour)
- 5) Title Meetings (one point shall be equivalent to one clock hour)
- 6) PLC/Department/Team Meetings scheduled before or after staff contracted day (one point shall be equivalent to one clock hour)

Certified/licensed employees that attend off-campus workshops, conferences, seminars, etc., during contractual hours and/or paid by professional development funds, will be expected to return and share information, without compensation, with the appropriate group(s) in the district. Under the direction of the Executive Director of Academics, certified/licensed employees who provide approved curriculum expertise to improve the effectiveness of staff professional growth will be compensated at an hourly rate plus planning following the negotiated extra duty contract or double points per clock hour.

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**To earn Professional Development points for a school year the Professional Development time frame is July 1-June 30th. All points must be submitted during this time frame. Upon completing a professional meeting the agenda/certificate must be turned in within ten (10) working days to the Professional Development Chairperson.**

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- Employees are responsible for tracking their Professional Development Records yearly with any Professional Development outside of what Collinsville School District provides. A template will be made available to each person at the beginning of the school year. Employees will attach the appropriate documentation to the yearly record and keep it in a Professional Development Portfolio.
- The District office will record mandated professional development provided by the school district for employees through the Sylogist portal.

**To earn Professional Development points for a school year the Professional Development time frame is July 1-June 30th. All points must be submitted during this time frame. Upon completing a professional meeting the agenda/certificate must be turned in within ten (10) working days to the Professional Development Chairperson.**

**Pending Board Approval 7/15/2024**

# Collinsville Public Schools

1902 West Maple

Collinsville, OK 74021

(918) 371-2326

*"An Equal Opportunity Employer"*

## SUPPORT APPLICATION

### NOTICE TO APPLICANT:

Independent School District #I-6 of Tulsa County, Oklahoma, does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship and all other terms, conditions, benefits and privileges associated with employment. This policy also extends to the educational programs and activities operated by the District.

Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 86, of the impending regulations administered by the Director of the Office of Civil Rights of the United States of Health, Education and Welfare.

### FIELDS MARKED BY AN ASTERISK ARE REQUIRED FOR YOUR APPLICATION TO BE SUBMITTED

## I. PERSONAL DATA

<b>Today's Date</b>	06/20/2024
<b>Name</b>	Jeana Nicole Smith
<b>Date of Birth (optional)</b>	Friday, January 23, 1998
<b>Phone Number</b>	(479) 329-0906
<b>E-mail Address</b>	jeanabear520@gmail.com
<b>Address</b>	1510 W South St, Apt E Collinsville , Ok, 74021 United States

## II. EMPLOYMENT PREFERENCE

**Type of Application** Child Nutrition: Cook (Food Handler Permit Required)

**Area of Preference** Elementary Middle School

**Please list any qualifications related to the position for which you are applying:**

Worked in food service for 7 years

## III. EMPLOYMENT HISTORY

**Current / Most Recent Employer** Doordash

**Dates of Employment** 01/15/2021

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**Previous Employer** McDonald's

**Supervisor** Shannon

**Position Held** Shift Lead

**Dates of Employment** 03/2019 - 12/2021

## IV. POLICY STATEMENTS AND QUESTIONS

1. Personal interviews will be arranged by the personnel office. You will receive no further reply unless you are being considered for a specific position.
2. This application will remain on file for one year. It must be renewed at that time, if so desired.
3. Each applicant should edit the data provided most carefully before submitting this form to the personnel office.

**Do you agree to provide information regarding citizenship status as required by law?** Yes

**Please select one of the boxes below regarding any legal action you may have faced.** NONE

## V. EDUCATION PREPARATION

**Name of High School** Collinsville High School

**Graduation Date** 2016

## VI. INSTITUTIONS OF HIGHER LEARNING ATTENDED

<b>Institution</b>	Tulsa Tech
<b>Location</b>	Tulsa
<b>Dates Attended</b>	2014-2016
<b>Degree &amp; Year Conferred</b>	Cosmetology

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## CERTIFICATION

## HONORS AND ACHIEVEMENTS

### VII. MISCELLANEOUS

**Are you in any way related to an employee of Collinsville Public Schools or a member of the Collinsville Board of Education?**

No (skip this section)

### VIII. REFERENCES

**Name (and Company / Position, if applicable)**

Jade Smith, GM Hollywood Feed

**Phone Number**

+1 918-782-7829

**Years Known**

24

**Name (and Company / Position, if applicable)**

Caitlin Space, St Francis

**Phone Number**

+1 918-510-5564

**Years Known**

8

**Name (and Company / Position, if applicable)**

Angela Gaasch, Blue Cross Blue Shield

**Phone Number**

918-946-1277

**Years Known**

10

### IX. SCHOOL SERVICE

**In your own words, please express your views as to why and how you could be a successful member of the Collinsville Public Schools staff. Your remarks should be limited to the space provided below.**

I am energetic, have a positive attitude, and am eager and willing to learn.

In order that the officials of the Collinsville Public Schools may be fully informed as to my personal character and qualifications for employment, I hereby authorize Collinsville Public Schools to contact any former employer or other person whom they wish to contact concerning my personal character and qualifications and I hereby release such persons and Collinsville Public Schools from any and all liability for information provided or obtained as a result of the inquiries.

I understand that any false information or misrepresented information contained in this application may be grounds for my immediate termination.

**Typing your name in the box below indicates you agree the electronic signature is the legal equivalent of your manual signature on this application.**

**Electronic Signature**

Jeana Smith

**Date**

06/20/2024