

Board of Education Regular Meeting
Monday, September 9, 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 President and/or Clerk, to appoint an acting President and/or acting Clerk for the School District to execute any and all documents pertaining to setting the maturities, date, time, and place of the bond sale.
4. Request to Address the Board
5. Consent Agenda: Discussion and Vote Items (5a -5n) of the Consent Agenda
 - 5.a. Approval of the 8/12/2024 Regular Board Meeting Minutes,
 - 5.b. Approval of Purchase Orders and Payments of Purchase Orders -FY 2024 and FY 2025 General and Building Funds , All District Funds- Approval of Budgets , Reports , Allocations and Investments
 - 5.c. Approval of the Activity Fund Fundraisers as Attached
 - 5.d. Approval of the Collinsville Public Schools Disaster Plan, Emergency Action Plan, and Chase Morris Act Plan for FY 2025
 - 5.e. Approval of the Gifted and Talented Local Advisory Committee FY2025
 - 5.f. Approval of Booster Clubs and PTO Sanctioning Applications for FY2025
 - 5.g. Approval of Tulsa Technology and Collinsville Schools Math and Science Courses for FY 2025
 - 5.h. Approval of Surplus No Longer Needed- Library
 - 5.i. Approval of Additional Compensation
 - 5.j. Approval of International Travel Program Proposal for Summer 2026
 - 5.k. Approval of Drop Out Report for FY2024
 - 5.l. Approval of Collinsville Alternative School Handbook for FY 2024-2025
 - 5.m. Approval of Teacher Empowerment Program for Collinsville Schools FY 2025.
 - 5.n. Approval of Out of State Travel for Chorus to Chicago, Ill, March 27-30, 2025
6. Discussion and Approval of AmeriBank as Collinsville Schools Benefits Provider
7. Discussion and Approval of the 2024-2025 Estimate of Needs
8. Discussion and Vote to Approve 2025 Board of Education Meeting Dates
9. Discussion and Vote to Approve the Contract with Stephen L. Smith, Corp. for FY2025
10. Board to consider and take action on a resolution determining the maturities of, and setting a date, time and place for the sale of the **\$3,200,000** General Obligation Combined Purpose Building Bonds of this School District; and designating bond counsel for this issuance of bonds.
11. Discussion and Vote to Approve the purchase of 3 Route Buses and 3 Activity Buses from Holt Trucking.
12. Building Site Reports

13. Directors Report
14. Superintendent's Report
15. Proposed executive session to discuss the employment of employees listed in Agenda Items (19a - 19b) and to Conduct the Superintendent Bi-Monthly Evaluation, 1 -25 O.S. Section 307(B)(1).
16. Vote to Convene in Executive Session
Time:
17. Executive Session Minutes Compliance Announcement
18. Acknowledge Return of Board to Open Session
19. Consent Agenda: Discussion and Vote Items (19a-19b)of the Consent Agenda
 - 19.a. Resignations for FY2025
 - 19.a.I. Bethany Johnson- CNP
 - 19.b. Hirings for FY2025
 - 19.b.I. Jena Bishop- Paraprofessional
 - 19.b.II. Kendra Johnson- CNP
 - 19.b.III. Robert Linker- CNP Transport Driver
 - 19.b.IV. Elwood Vogel- Bus Driver
 - 19.b.V. Billy Huggins- Bus Driver
20. Announcements
21. New Business
 - 21.a. Revised Teacher Salary Schedules for FY 2025
 - 21.b. Discussion and Approval of MOU with the YMCA of Greater Tulsa and the Owasso Family YMCA, GO Club. FY2025
 - 21.c. Discussion and Vote to Approve Agreement with FAFSA Data Portal FY 2025
22. Adjournment
Time:

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.

COLLINSVILLE ALTERNATIVE SCHOOL

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This handbook is a supplement to the [Collinsville High School Student Handbook](#). All Collinsville Alternative School students and parents/guardians are required to abide by the [Collinsville District Policy Manual](#) and the CHS Handbook.

ADMINISTRATION

SUPERINTENDENT	Jeremy Hogan	918-371-2326
EXECUTIVE DIRECTOR	Julie Crutchfield	918-371-5623
EXECUTIVE DIRECTOR	Kelly Hamlin	918-371-4020
OPERATIONS DIRECTOR	Dale Harp	918-371-2326
SPECIAL SERVICES DIRECTOR	Jacqueline Johns	918-371-5103
PRINCIPAL	Chris Bilyeu	918-371-3411
DIRECTOR AND COUNSELOR	Michelle Brown	918-371-4879

Collinsville Alternative School

2024-2025 Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
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August 2024						
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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- Holiday / Non-Attendance
- Virtual Day District Wide
- Parent Teacher Conference 4-7 PM

- Beginning of Block
- End of Block
- Friday School
- 18 High School Graduation - May 18, 2025

Board Approved 6/24/2024

HOURS

Collinsville Alternative Education doors open at 10 am. Students arrive by 10:45 am and dismiss at 3:45 pm.

Collinsville Alternative School Bell Schedule
10:15 - 10:45 - Internship/Advisory
10:45 - 12:45 - 1st Block (English, Social Studies, & Edgenuity)
12:45 - 1:15 - Lunch/Life Skills
1:15 - 1:45 - Life Skills/Lunch <input type="button" value="v"/>
1:45 - 3:45 - 2nd Block (Math, Science, & Edgenuity)

WELCOME

Welcome to Collinsville Alternative School. Our mission is to provide students with a personalized, rigorous, relevant, and efficient pathway to graduate from Collinsville Public School.

This handbook is a supplement to the Collinsville High School Handbook. All Collinsville Alternative School students and parents/guardians must abide by the policies and procedures of the Collinsville Alternative School, Collinsville High School, and Collinsville Public Schools.

SITE PROCEDURES

CLOSED CAMPUS

Students may not leave school premises during the school day without prior authorization from a parent or guardian. Deliveries will not be permitted.

VISITORS

Students may not have visitors to the school campus without prior approval from the director or principal.

USE OF TELEPHONE

Cell phones are to remain put away and turned off during the school day (unless authorized and approved by the director or principal). Phone use will be allowed for emergencies, before and after school, and during the lunch break.

TORNADO AND FIRE DRILLS

Emergency procedures will be posted in each classroom.

MINUTE OF SILENCE

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law Senate Bill 815 states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity that does not interfere, distract or impede other students in the exercise of their individual choice. Please refer to the following Collinsville Public Schools Board of Education Policy link for more information on Moment of Silence [Policy 3.13 Minute of Silence](#).

GUIDANCE COUNSELOR

The Counseling Center is available to provide guidance and counseling for students regarding academic, career, social, personal, or emotional issues. Students, teachers, and parents are encouraged to refer students to the Counseling Center as needed. Counselors may provide students and parents with information regarding community resources to assist the student's needs. These resources are optional for students and parents (and will not be paid for by the school). During Life Skills, students will be offered social and emotional educational guidance throughout the school year. Parents and/or students may opt-out by completing the Opt-out agreement form in the Counseling Center. CHS counselors will follow OK reporting laws.

School counselors recognize their primary obligation regarding confidentiality is to the student but balance that obligation with an understanding of the family or guardians' legal and inherent rights to be the guiding voice in their children's lives (ASCA, 2016). A school counselor who is in a counseling relationship with a student has an ethical and legal obligation to keep information contained within that relationship. Confidentiality is the ethical and legal term ascribed to the information communicated within the counseling relationship, and it must be maintained unless keeping that information confidential leads to foreseeable harm. "Serious and foreseeable harm is different for each minor in the school setting and is determined by students' developmental and chronological age, the setting, parental rights and the nature of harm" (ASCA, 2022).

ACADEMICS

ATTENDANCE

Regular student attendance is crucial for success at Collinsville Alternative School. Chargeable absences should not exceed **three (3) absences** per block. Students who exceed the three chargeable absences may be placed on academic probation. Students on academic probation must attend two hours of Friday School to make up assignments and **excuse up to three (3) chargeable absences** per block. Friday School is in the computer lab from 10:45 am -12:45 pm and 1:45 pm -3:45 pm. Students who continue to exhibit poor attendance may not earn credit for the block and may be removed from the Collinsville Alternative School program.

TARDIES

Students are expected to be prompt and prepared at Collinsville Alternative School. If a student is **more than 20 minutes late** to class, they will be **assigned a chargeable absence** for that period. Students are allowed three (3) tardies per block. Students who exceed three (3) tardies will be required to attend two hours of Friday School to make up assignments and excuse up to three (3) tardies.

ATTENDANCE PROCEDURES

Students are informed of the attendance policy in the fall of each school year, in class meetings, and on the school website.

1. Parents/guardians are expected to call the school on the day of the student's absence.

2. Parents/guardians should prearrange absences for their students whenever possible, even though such absences will be scored according to the definitions section of this policy.
3. Absences due to a verified hospital stay, funeral of an immediate family member, a doctor's visit, or religious observation (with advance notice) will be scored as a Non-Chargeable Absence.

NOTIFICATION

1. A letter will notify students and parent/guardian when a student's absence score reaches three (3).

DEFINITIONS

Absence Score -The total of the values accumulated as a result of a student's absences and trancies.

School Related Absence (SB)-Not present in class due to attending an approved school-related function or activity.

Non-Chargeable Absence (UNC) - Any approved absence (Doctor's appointment, funeral, court appearance, driver testing, etc.).

Chargeable Absence (C)- Any other absence.

In-school Suspension (ISS)- Not counted against student absences.

Truant (TR)-Absent without permission from teacher, parent/guardian, or school authorities.

Tardiness (T)-Any time a student is not in their classroom when the tardy bell rings, they shall be charged with a tardy. After 20 minutes, the student is considered absent.

HIGH SCHOOL CREDIT

Collinsville Alternative Education courses met the Oklahoma State Department of Education core curriculum graduation requirements. Students must meet the academic and attendance requirements to receive credit for the course. ½ credit/unit is earned per block of instruction.

GRADE SYSTEM

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F
No grade	NG
Incomplete	I

REPORT CARDS AND SPECIAL REPORTS

Student progress is maintained on the parent portal at <https://wengage.com/Collinsville>. Parents are encouraged to monitor student progress through the parent portal. Each semester, report cards are available online to keep the parents informed of their students' work in school.

GRADUATION REQUIREMENTS

[OSDE Academic Advisement](#)

[Class of 2025 Core Curriculum Graduation Requirements](#)

[Class of 2026 Core Curriculum Graduation Requirements](#)

[Class of 2027 Core Curriculum Graduation Requirements](#)

[Class of 2028 Core Curriculum Graduation Requirements](#)

STUDENT PROCEDURES

STUDENT APPEARANCE

Students are expected to be well-groomed and neatly dressed at all times. Attire that is distracting, disruptive, or detrimental to the purpose or conduct of the school will not be permitted.

MEDICATION

Any medication sent to school with a student must be taken to the Director's office. At no point in the school day should a student have medication in their possession. If a student requires an inhaler, contact the school nurse or main office. All medications, vitamins, etc. which are to be taken at school must be sent in their original bottles or containers with a note from the parent/guardian or the student's doctor, indicating the time and reason the medication is to be given. [Policy 4.15 Administration of Medicine to Students](#).

PROTECTIVE ORDERS/RESTRAINING ORDERS

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives regarding student safety or sign-out procedures. The school will not be responsible for violations if copies of court orders are not on file.

STUDENT BEHAVIOR

To be successful at Collinsville Alternative School, students are expected to:

- Be respectful to teachers, staff, and other students.
- Be prepared for class.
- Complete all assignments.
- Obey classroom rules.
- Keep cell phones and electronic devices silenced and put away during class unless permitted by a school official.
- Abide by the dress code in the CHS student handbook.
- Refrain from tobacco products/E-cigarettes on campus.

Collinsville Alternative School students will follow the rules, procedures, and policies outlined in the CHS handbook regarding student behavior. Disciplinary infractions and consequences outlined in the CHS handbook will be utilized. The opportunity Collinsville Alternative School provides students to complete graduation requirements in an alternative setting is very important to us. However, in order for us to ensure a positive and safe culture for all Collinsville

Alternative School students, the following will NOT be tolerated and could lead to immediate removal.

1. Fighting
2. Threatening a peer or staff member
3. Possession of a weapon
4. Possession of an illegal substance

STUDENT SEARCH STATUTE

70 O.S. Sec. 24-102

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search.

STUDENTS POSSESSING ALCOHOL, CONTROLLED DANGEROUS SUBSTANCES OR DANGEROUS WEAPONS

The superintendent or principal of any public school in the state of Oklahoma, or any teacher or security personnel, shall have the authority to obtain and authorize the search of any pupil or pupils on any school premises or while in transit under the authority of the school, or any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substance Act.

Any administrator or teacher who has reasonable cause to suspect that a student may be under the influence of, or has in his or her possession:

1. Non-intoxicating beverages - O.S. Title 37, Sec. 163.2
2. Alcoholic beverages - O.S. Title 37, Sec. 506
3. Controlled dangerous substances - O.S. Title 63, Sec. 2-101
4. Dangerous weapon or firearm of any type - Gun Free Schools Act, 1990
5. Any counterfeit form or imitation of items 1, 2, 3 or 4 (above)

The teacher shall immediately notify a principal or supervisor responsible for secondary or elementary education, whichever is appropriate. This administrator will immediately attempt to notify the superintendent and the parent or legal guardian of said student.

Any student found to be under the influence of items 1, 2, or 3, or in possession of items 1, 2, 3, 4 or 5 (above) may be suspended by the administrator in charge for a period not to exceed the current school semester and the succeeding semester, except that a suspension for possession Board Approved 7/15/2024 of a firearm shall be for at least one calendar year. Any pupil suspended for more than ten (10) consecutive school days may appeal any such suspension to the Board of Education of the school district. (70 O.S. 24-102) Any suspension and/or search of

said student shall be subject to any applicable Oklahoma Statute, Collinsville School Board Policy, or student handbook regulations.

DAMAGE TO SCHOOL PROPERTY

Students are expected to respect all school property at all times. Any student who defaces public property shall be compelled to reimburse the district for the amount of damage. Other disciplinary action may also be taken.

MOTOR VEHICLES

Students with valid driver's licenses may drive a car to school. Students park in the Collinsville Alternative School parking lot on the west side of the Collinsville Alternative School. Students will not be permitted to return to their car during the school day without Collinsville School Staff's permission. Neither the Board of Education nor school officials are to be held responsible for any accidents involving student drivers. The school district assumes no liability for your vehicle. It is your responsibility to have proper insurance.



NAME

DATE

DIRECTIONS: YOU MUST MEET THE MINIMUM CRITERIA FOR EACH DESIGNATION AND THEN, IN ADDITION, YOU MUST MEET THE MINIMUM RUBRIC SCORE. IF YOU MEET THE MINIMUM CRITERIA FOR A HIGHER DESIGNATION BUT DO NOT MEET THE RUBRIC SCORE, YOU WILL ONLY QUALIFY FOR THE LEVEL OF YOUR RUBRIC SCORE. IF MORE THAN 10% OF DISTRICT TEACHERS QUALIFY, AND PRIORITY WILL BE GIVEN BASED ON RUBRIC SCORE, YEARS OF EXPERIENCE AND TLE SCORE RESPECTIVELY.

Category	4	3	2	1
TEACHER ATTENDANCE	Not listed on the districts absent report for the OSDE and less than five total absences for the previous year	Not listed on the districts frequent or chronically absent report for the OSDE for the previous year	Listed on the districts frequently absent report for the OSDE for the previous year	Listed on the district's chronically absent report for the OSDE for the previous year
PROFESSIONAL DEVELOPMENT	Leads professional development and/or mentors at the state or national level, thereby resulting in a significant impact on practice of a broad range of educators or education communities	Leads professional development and/or mentors primarily at the district level or local community level thereby having a significant impact on instructional practice.	Leads professional development and/or mentors other professionals primarily at the site level therefore resulting in a moderate change in instructional practice.	Leads professional development and/or mentors other professionals primarily at the PLC level therefore resulting in a minor change in instructional practice.
AWARDS/ RECOGNITIONS	Receives awards and formal recognition from beyond the district level for effective teaching practices which resulted in campus improvements	Receives awards and formal recognition from the district for activities above and beyond assigned duties which resulted in campus improvements	Receives awards and formal recognition from the campus for activities above and beyond assigned duties which resulted in campus improvements	Receives informal recognition for activities above and beyond assigned duties at the campus
TEACHER LEADERSHIP	Serves on committees at the state or national level therefore making an impact on a broad range of educators	Serves on committees primarily at the district or community level thereby having an impact on district educators	Serves on committees primarily at the campus level thereby having an impact on campus educators	Informally serves and provides feedback as a site leader resulting in minor impacts at the site level
TEACHER MENTORSHIP	Formally serves as a mentor teacher to a firstyear teacher and anemergency certified teacher going through the PPAT process, both with regularly scheduled meetings and evidence of instructional feedback	Formally serves as a mentor teacher to a first year teacher with regular, documented meetings and evidence of instructional feedback	Formally serves as a mentor teacher to a first year teacher with regular, documented meetings	Informally serves as a mentor teacher at the site level resulting in minor impacts on instructional practice

