

**FRIEND SCHOOL SPECIAL BOARD MEETING**  
**August 04, 2020**

1. The meeting was called to order at 5:39 p.m.
2. The members present were Neely Alexander, Jason Baker and Caleb McClung. A quorum was established.
3. The Pledge of Allegiance to the Flag.
4. Alexander made a motion to approve the following items on the consent agenda.
  - a) minutes of the July 21, 2020 Regular Board Meeting.
  - b) renewal of the Edmentum contract for Study Island for the 2020-2021 school year.
  - c) renewal of Spelling City Contract for the 2020-2021 school year.McClung seconded. Vote: Alexander-yes, Baker-yes and McClung-yes. Motion carried.
5. McClung made a motion to approve the encumbrances or expenditures. Alexander seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
6. Baker made a motion to approve that Industry Systems be awarded the rewire project for the Lower Lab- contingent on further clarification from Elite Construction (Aaron Hunter). Alexander seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
7. McClung made a motion to approve Cindy Schmidt as purchasing agent for the LEA for State and Federal Lunch Programs, all Federal Programs, Activity Fund, and all other programs entered into by Friend Public School for the 2020-2021 school year. Alexander seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
8. McClung made a motion to approve Nancy Herndon as custodian of the Activity Fund, Purchasing, Payroll, and Encumbrance Clerk for the General Fund, Child Nutrition Fund, Building Fund, and Bond Funds for the 2020-2021 school year. Alexander seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
9. McClung made a motion to approve Kristi Smith as assistant custodian of the Activity Fund and Student Information Clerk for the 2020-2021 school year. Alexander seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
10. McClung made a motion to approve Mindi Smith as assistant custodian of the Lunch Fund for the 2020-2021 school year. Alexander seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.

11. Alexander made a motion to approve the Procurement Plan, Code of Conduct and Chart of Procedures for Friend School Food Service for the 2020-2021 school year as presented by Mindi Smith. Baker seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
12. A presentation of the Local Wellness Policy was given by Mindi Smith.
13. McClung made a motion to approve the Friend Public School Meal Charging Policy for the 2020-2021 school year. Alexander seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
14. McClung made a motion to approve the Friend School Resolution on Employee Noon Meals. Baker seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
15. McClung made a motion to approve the Child Nutrition bids for the 2020-2021 school year. The bids went to Ben E. Keith, Hiland Dairy and Cable Meat Co. Baker seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
16. Alexander made a motion to approve the Friend Faculty and Staff Handbook for the 2020-2021 school year. McClung seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
17. Alexander made a motion to approve the Friend Student Handbook for the 2020-2021 school year. McClung seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
18. Alexander made a motion to approve the Days to Hours Worksheet for the 2020-2021 school year. McClung seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
19. McClung made a motion to accept the following Emergency Transfers:
  - 0 in Pre-K
  - 2 in 1<sup>st</sup> grade
  - 0 in 3<sup>rd</sup> grade
  - 1 in 4<sup>th</sup> grade
  - 0 in 7<sup>th</sup> gradeAlexander seconded. Motion carried. Vote: Baker-yes, Alexander-yes and McClung-yes. Motion carried.
20. A discussion was held on school policies concerning the Oklahoma State Department of Education “Return To Learn Oklahoma”, framework for reopening schools in regards to school operations (i.e. communications, screening, social distancing, cleaning, hygiene practices, calendar, attendance, serving meals, transportation and finances); academics and growth (plan for instruction, professional development, etc.); the whole child and family supports (outreach to at-risk students, family support, etc.); and school personnel.

Alexander made a motion to approve the framework for reopening schools and the Distance Learning Plan. McClung seconded. Vote: Baker-yes, Alexander-yes and McClung-yes. Motion carried.

21. Alexander made a motion to approve Policy EDHF on online instruction. McClung seconded. Vote: Baker-yes, Alexander-yes and McClung-yes. Motion carried.
  22. Alexander made a motion to approve Policy ECA on school district screening protocol. Baker seconded. Vote: Baker-yes, Alexander-yes and McClung-yes. Motion carried.
  23. McClung made a motion to approve Policy FMAAA on extracurricular activities and emergency medical services. Alexander seconded. Vote: Baker-yes, Alexander-yes and McClung-yes. Motion carried.
  24. McClung made a motion to approve Policy FB on Sexual Harassment of Students; Policy FB E-1 Sexual Harassment Incident Report Form, Policy FB-E-2 Written Notice to Known Parties Regarding Allegations of Sexual Harassment and FB-E3 Written Report. Alexander seconded. Vote: Baker-yes, Alexander-yes and McClung-yes. Motion carried.
  25. McClung made a motion to table Policy DABB on records investigations. Baker seconded. Vote: Alexander-yes, Baker-yes and McClung-yes. Motion carried.
  26. McClung made a motion to enter into executive session at 10:16 p.m. to discuss:
    - \* staffing needs in the area of maintenance and custodial services.
    - \* a part time teachers assistant.
    - \* extra duty assignments for the 2020-2021 school year.
    - \* compensation for special education paraprofessional who has completed trainingAlexander seconded. Vote: McClung-yes, Alexander-yes and Baker-yes. Motion carried.
- \*Neely Alexander left the meeting at 2:00 a.m.
27. McClung made a motion to return to open session at 2:39 a.m. Baker seconded. Vote: McClung-yes and Baker-yes. Motion carried.
  28. The Statement of Executive Session Minutes.
  29. No action was taken on staffing needs in the area of building maintenance and custodial services for the 2020-2021 school year.
  30. No action was taken on a part time teacher assistant for the 2020-2021 school year.
  31. McClung made a motion to table the extra duty assignments for the 2020-2021 school year. Baker seconded. Vote: McClung-yes and Baker-yes. Motion carried.

32. McClung made a motion to approve a raise for Tonya Martinez in the amount of \$0.56 per hour (+ the previously approved staff raise of \$0.25) to a total of \$ 10.75 per hour. Baker seconded. Vote: McClung-yes and Baker-yes. Motion carried.
33. The Superintendent gave her report.
34. McClung made a motion to adjourn the meeting at 2:44 p.m. Baker seconded. Vote: McClung-yes and Baker-yes. Motion carried.