

**FRIEND SCHOOL SPECIAL BOARD MEETING  
AUGUST 2, 2021**

1. The meeting was called to order at 5:35 p.m.
2. The members present were Neely Alexander, Caleb McClung and Jason Baker. 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 26, 2021 Special Board Meeting (with an amendment stating that Susan Coble was in attendance in the Executive Session)McClung seconded. Vote: Alexander-yes, Baker-yes and McClung-yes. Motion carried.
5. Alexander made a motion to approve the encumbrances and expenditures. McClung seconded. Vote: Alexander-yes, Baker-yes and McClung-yes. Motion carried.
6. There was an update and discussion on the progress and change orders by Elite Construction.
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 Schools for the 2021-2022 school year. Alexander seconded. Vote: Baker -yes, Alexander-yes, and McClung -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 2021-2022 school year. Alexander seconded. Vote: Baker -yes, Alexander-yes, and McClung -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 2021-2022 school year. Alexander seconded. Vote: Baker -yes, Alexander-yes, and McClung -yes. Motion carried.
10. Baker made a motion to approve Mindi Smith as assistant custodian of the Lunch Fund for the 2021-2022 school year. Alexander seconded. Vote: McClung-yes, Baker-yes and Alexander-yes. Motion carried.
11. Alexander made a motion to approve the Procurement Plan, Code of Conduct, and Chart of Procedures as present by Mindi Smith, for the 2021-2022 school year. McClung seconded. Vote: Baker -yes, Alexander-yes, and McClung -yes. Motion carried.

Jason Baker left the meeting at 6:06 p.m.

12. Mindi Smith presented the Local Wellness Policy.
13. McClung made a motion to approve the Friend Public School Meal Charging Policy for the 2021-2022 school year. Alexander seconded. Vote: McClung-yes and Alexander-yes. Motion carried.
14. Alexander made a motion to approve the Friend Public School Resolution on Employee Noon Meals. McClung seconded. Vote: McClung-yes and Alexander-yes. Motion carried.
15. McClung made a motion to approve the Child Nutrition Bids to:  
Cable Meat Company  
Ben E. Keith  
Hiland Dairy  
for the 2021-2022 school year. Alexander seconded. Vote: McClung-yes and Alexander-yes. Motion carried.
16. Alexander made a motion to approve the Days to Hours Worksheet for the 2021-2022 school year. McClung seconded. Vote: Alexander-yes and McClung-yes. Motion carried.
17. Alexander made a motion to approve the requests for three emergency transfers for the 2021-2022 school year. McClung seconded. Vote: Alexander-yes and McClung-yes. Motion carried.
18. Alexander made a motion to approve a HVAC Service and Prevention Agreement with Ben Milam Heat and Air for the 2021-0222 school year. The agreement is for twice a year service calls at a cost of \$3900.00. McClung seconded. Vote: Alexander-yes and McClung-yes. Motion carried.
19. Alexander made a motion to approve Friend School's Policy and Procedures concerning the Safe Return Plan. McClung seconded. Vote: Alexander-yes and McClung-yes. Motion carried.
20. The superintendent gave her report.
21. Alexander made a motion to enter into executive session at 6:32 p.m. to discuss:  
(Baker rejoined the meeting at 6:33 p.m.)
  - \* personnel matters
  - \* staffing needs for the 2021-2022 school year
  - \* cafeteria staffing
  - \* extra duty assignments for the 2021-2022 school year
  - \* terms/contracts for extra duty assignments

McClung seconded. Vote: Baker -yes, Alexander-yes, and McClung -yes. Motion carried.

22. Alexander made a motion to return to open session at 7:30 p.m. McClung seconded. Vote: Alexander-yes, McClung-yes and Baker-yes. Motion carried.
23. The statement of executive session minutes.
24. No action was taken on the staffing needs in the cafeteria for the 2021-2022 school year.
25. McClung made a motion to approve the following Extra Duty positions for the 2021-2022 school year:
  - \* RSA- Rita Combs for \$750.00
  - \* Gifted & Talented- Tammy Critchfield in the same amount as last year.
  - \* Yearbook- Tonya Derieg/Jennifer Shearer for \$500.00 each
  - \* Assistant Softball Coach- No action takenAlexander seconded. Vote: Baker -yes, Alexander-yes, and McClung -yes. Motion carried.
26. Alexander made a motion to employ Stormy Grissam to work as a kitchen worker/floater (starting immediately) for the 2021-2022 school year. McClung seconded. Vote: Alexander-yes, McClung-yes and Baker-yes. Motion carried.
27. Alexander made a motion to approve the Extra Duty Contract, terms/contracts that were signed on August 02, 2021, for the 2021-2022 school year. McClung seconded. Vote: Alexander-yes, McClung-yes and Baker-yes. Motion carried.
28. Alexander made a motion to adjourn the meeting at 7:34 p.m. McClung seconded. Vote: Baker-yes, McClung-yes and Alexander-yes. Motion carried.