

Burlington Board of Education  
Special Meeting  
July 6, 2011

The Burlington Board of Education met for a special meeting at 8:10 p.m., Wednesday, July 6, 2011 in the Superintendent's Office, 401 Main Street, Burlington, OK., following a previous special meeting that ran longer than expected. Members present were Terry Graham, Beth Guffy, James Maltbie, Roger Allen, and Allison Armbruster. Others present were Superintendent Glen Elliott, Assistant Principal Aaron Randall, Minutes Clerk Jan Hill, and Kelli Campbell.

After calling the meeting to order and roll call of members, a motion was made by Roger Allen and seconded by James Maltbie to approve the agenda as part of the minutes. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Beth Guffy and seconded by Roger Allen to waive reading and approve the minutes of the previous meeting of June 27, 2011. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Roger Allen and seconded by Allison Armbruster for the Board to convene in executive session at 8:10 p.m. for the purpose of discussing the employment of an elementary teacher. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made at 8:35 p.m. by James Maltbie and seconded by Roger Allen for the board to acknowledge the return to open session at 8:35 p.m. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Beth Guffy and seconded by Allison Armbruster to employ Kelly Campbell as elementary teacher for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by James Maltbie and seconded by Beth Guffy to approve property and liability insurance with OSIG for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

After reviewing, a motion was made by Roger Allen and seconded by Allison Armbruster to approve and sign the Superintendent's contract for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Roger Allen and seconded by Beth Guffy to approve 2011-2012 General Fund encumbrances 1-38 for \$168,566.23, payroll accrual for \$196,235.74 and warrants 1-22 for \$31,780.68; 2011-2012 Building Fund encumbrances 1-5 for \$26,818.00, payroll accrual for \$25,501.24, and warrants 1-11 for \$25,160.20; 2011-2012 Child Nutrition Fund encumbrance 1 for \$100.00 and warrant 1 for \$10.00; 2010-2011 General Fund special payroll warrant 951-966 for \$1,046.38 and reserve funds warrants 967-969 for \$304.49; and 2010-2011 Building Fund reserve warrant 148 for \$117.87. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by James Maltbie and seconded by Allison Armbruster to approve was the June Activity Fund Report. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Beth Guffy and seconded by Roger Allen to approve sub-accounts for the activity fund for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Beth Guffy and seconded by Allison Armbruster to approve Jan Hill as Board Minutes Clerk, Encumbrance Clerk, Activity Fund Custodian, and Lunch Fund Custodian for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Roger Allen and seconded by Beth Guffy to approve Glen Elliott as Authorized Federal Representative for all state and federal programs for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Beth Guffy and seconded by Roger Allen to approve Glen Elliott as Authorized Purchasing Agent, with Aaron Randall as alternate Purchasing Agent in the event the purchasing agent is unable to fulfill his obligations for the Burlington School for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Roger Allen and seconded by Allison Armbruster to approve Elliott, Hill, Randall, Stephanie Marteney, Ellen Knopf, Marty Martin and Fawnda Martin as authorized receiving agents for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Beth Guffy and seconded by James Maltbie to approve Elliott, Marteney or Randall as second signatures with Hill on Activity Fund Expenditures for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Terry Graham and seconded by James Maltbie to approve the use of "signature facsimiles" for the Board Officers. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Beth Guffy and seconded by Allison Armbruster to approve a resolution to the County treasurer to invest funds as available as authorized by Oklahoma Law.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by James Maltbie and seconded by Allison Armbruster to approve a resolution authorizing Elliott to enter into agreement with BancFirst & OSSBA to issue purchase cards to employees of the school for school use. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

After reviewing and discussion, a motion was made by Beth Guffy and seconded by Allison Armbruster to approve the activities calendar and fund raising requests for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

After reviewing the updates, corrections, and changes to the Student Handbook for 2011-2012, a motion was made by Allison Armbruster and seconded by James Maltbie to approve the Handbook, and to give two to each family with more available to them upon request. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

Updates, changes and corrections to the Board Policy book were reviewed, the a motion was made by Beth Guffy and seconded by Allison Armbruster to approve the Board Policy Book for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by Roger Allen and seconded by Allison Armbruster to approve the continuation of the section 125 flexible benefits plan with American Fidelity. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

A motion was made by James Maltbie and seconded by Beth Guffy to approve the continuing agreement with Opportunities, Inc. Head Start Program for 2011-2012. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

Contracts for 12 month employees were signed.

Mr. Elliott's Superintendent's report included summer maintenance, the upcoming OSSBA/CCOSA on Aug. 26-28, 2011, and financial reports.

At 10:10 p.m., a motion was made by James Maltbie and seconded by Beth Guffy to adjourn the meeting. Motion carried.

Guffy-yes, Allen-yes, Armbruster-yes, Maltbie-yes, Graham-yes

Signed: \_\_\_\_\_, President

\_\_\_\_\_, Vice-president

\_\_\_\_\_, Clerk

\_\_\_\_\_, Member

\_\_\_\_\_, Member

County of Alfalfa )  
State of Oklahoma ) SS:

I, the undersigned clerk of the Board of Education of Burlington Public School District No. I-001 of Alfalfa County, Oklahoma, do certify that the notice of the time, date, and place of this special meeting was given at least 48 hours prior to this meeting to the County Clerk of Alfalfa County, Oklahoma.

I also certify that at least 48 hours prior to this meeting, excluding Saturday, Sunday and holidays, notice of the date, time, place and agenda of this meeting was posted in prominent public view at the location of this meeting.

Witness my hand this 15<sup>th</sup> day of August, 2011.

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Clerk, Board of Education

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Minutes Clerk