

**Deborah Brown Community School
Special Board of Director's Meeting Minutes
June 23, 2022**

Notice of this meeting was given to the County Clerk on June 20, 2022 and the Agenda was posted on June 20, 2022 as required by the Open Meeting Act.

Board Members Present	Others Present
Kenneth James	Aisha Brown
Donald Horner	Deborah Brown
Paul Jackson	

1. Kenneth James called the meeting to order. Quorum Present.
2. Kenneth James reminded those wishing to address the Board to sign in with the Clerk.
3. Aisha Brown stated that the financial report had been emailed to board. Any questions should be directed to Jack Jenkins. Kenneth James presented the school encumbrances for board approval. Ms. Brown explained each PO. Paul Jackson made a motion to approve the encumbrances from the General Fund: PO: 5, 15, 21, 27, 38, 82, 115-121, Activity Fund: PO 1-4 and Gift Fund PO 1-9. Donald Horner seconded this motion.

Board Member Vote

Name	VOTE
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

4. Kenneth James presented the contracts for Summer Tutoring and Extra Duty for FY 21-22. Summer Tutoring: Cook, Marshall, Young, Graham, Jones, Manners, Edwards Brown, Cotton and Singleton. Extra Duty was for enrollment recruitment, parking lot duty, cleaning and disinfecting services throughout the school year. Donald Horner made a motion to approve the tutoring and extra duty contracts. Paul Jackson seconded this motion.

Board Member Vote

Name	VOTE
Kenneth James	Yes
Paul Jackson	Yes

Donald Horner	Yes
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5. Kenneth James presented the lease agreement with D-Bora Investments. The lease amount has remained the same since 2008. Donald Horner made a motion to approve the lease. Paul Jackson seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

6. Kenneth James presented the board meeting minutes for October 2021 –March 2022. Aisha Brown stated that due to policy changes that board meeting minutes would be approved at each meeting then posted on the DBCS website for transparency. Donald Horner made a motion to approve the board meeting minutes. Paul Jackson seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

7. Kenneth James presented the contract with Consolidated Networks. This company has provided IT support for over 5 years. The contract did have a slight increase due to the increase in fuel cost. There were no questions. Paul Jackson made a motion to approve the contract. Donald Horner seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

8. Kenneth James presented the contract with Oklahoma Consulting Accounting Services. This firm has provided services for several years. DBCS utilizes the following services: payroll and Treasurer. Donald Horner made a motion to approve the contract. Paul Jackson seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

9. Kenneth James presented the internet policy. The policy was written by CRW Consulting (E-Rate Consultant). There were no questions. Donald Horner made a motion to approve the internet policy. Paul Jackson seconded this motion.

10. Table

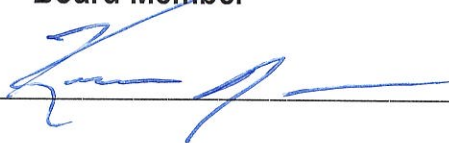
11. There were no Citizen Comments.

12. Annual meeting will be held in August/September 2022.

13. The board meeting adjourned at 6:42 p.m.

Board Member

Kenneth James



Marian Billbury

Donald Horner

Paul Jackson

**Deborah Brown Community School
Special Board of Director's Meeting Minutes
August 25, 2022**

Notice of this meeting was given to the County Clerk on August 22, 2022 and the Agenda was posted on August 22,, 2022 as required by the Open Meeting Act.

Board Members Present	Others Present
Kenneth James	Aisha Brown
Donald Horner	Deborah Brown
Paul Jackson	

1. Kenneth James called the meeting to order. Quorum Present.
2. Kenneth James reminded those wishing to address the Board to sign in with the Clerk.
3. Kenneth James reviewed the contracts for FY 23 returning staff: Jennifer Manners, Lacey Marshall, Tanek Young, Roylee Brown, Angela Graham, Robert Singleton, Aleaha Jones, Tyrone Cook, Nylia Finch, Karnetha Jordan, Susan Edwards, Lydia Brown, Beverly Vick, Calie Johnson and Latoria Harper. Administration was able to retain staff member for the 22-23 school year. Donald Horner made a motion to approve the contracts for the employees listed. Paul Jackson seconded this motion.

Board Member Vote

Name	VOTE
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

4. Aisha Brown presented the contracts for the following new employees: Kevin Fields-custodian, Cori Manners-office assistant (part-time) and Aden Brown-food service. All employees have completed finger printing and drug testing. Paul Jackson made a motion to approve the contracts. Donald Horner seconded this motion.

Board Member Vote

Name	VOTE
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

5. Kenneth James stated that he would contact Jack Jenkins regarding presenting the financial report in person. Aisha Brown explained the encumbrances. Donald Horner made a motion to approve PO:69-80. PO 80 was for Gary McGhee for staff ID badges for security purposes. Paul Jackson seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

Kenneth James presented the Estimate of Needs for Board approval. Paul Jackson made a motion to approve the Estimate of Needs. Donald Horner seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

6. Kenneth James presented quotes for use of ESSER II and ESSER III funds for board approval. The quotes were for reading, math, language, chrome books, headsets and other materials related to improving academic loss due to the pandemic. He explained that these funds needed to be spent this school year as explained to him by Ms. Brown. Donald Horner made a motion to approve the amounts to the following vendors: School Specialty, Lakeshore, Consolidated Networks and Shurley English. Paul Jackson seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

7. TABLED.

7. Kenneth James presented the board meeting dates for FY 23. Board meetings will continue to be held on the 3rd Thursday of each month. Donald Horner made a motion to approve the FY 23 board meeting dates. Paul Jackson seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

9. Kenneth James presented the calendar for SY 22-23. Ms. Brown requested that the calendar be based upon 1080 hours. There were no objections as this has been the practice for several years. Paul Jackson made a motion to approve the 1080 hour calendar for SY 22-23. Donald Horner seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

10. Based upon the accreditation deficiencies, Kenneth James presented the contract with OCAS for federal program consulting. Jack Jenkins will work with EAS to hopefully ensure that reports are filed in a timely manner. The Board discussed the additional cost. Mr. James explained that this additional cost was needed to be in compliance with OSDE guidelines. Donald Horner made a motion to approve the contract. Paul Jackson seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

11. Kenneth James presented his letter from Accreditation regarding the deficiencies listed-open meeting, reports not filed in a timely manner, and OCAS. Ms. Brown informed the Board that DBCS received a deficiency even though board meeting agendas were posted on the main DBCS building they were to be posted on the DBCS website as well. This process has started.

Rex Thompson is preparing documentation to contest the OCAS deficiency. Ms. Brown informed the Board about the document request and that Rex Thompson will be handling this matter on behalf of the school. The Board asked why there was an investigation after years of being in compliance. Administration has been instructed to report each month on any new updates regarding Accreditation status. Legal firm is to be involved in all stages. DBCS did not receive any site findings.

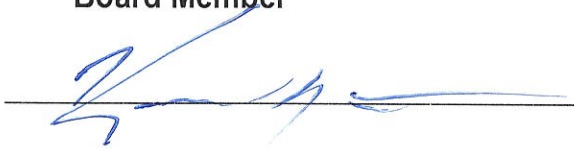
12. There was no New Business.

13. There were no Citizen Comments.

- 14. There were no Announcements.
- 15. The meeting adjourned at 6:34 p.m.

Board Member

Kenneth James



Marian Billbury

Donald Horner

Paul Jackson

**Deborah Brown Community School
Special Board of Director's Meeting Minutes
September 22, 2022**

Notice of this meeting was given to the County Clerk on _____ and the Agenda was posted on _____ as required by the Open Meeting Act.

Board Members Present	Others Present
Kenneth James	Aisha Brown
Donald Horner	Rex Thompson
Paul Jackson	
Marian Billbury	

1. Kenneth James called the meeting to order. Quorum Present.
2. Kenneth James reminded those wishing to address the Board to sign in with the Clerk.
3. Kenneth James read item 3a: "Motion, second, discussion and vote on motion to go into executive session pursuant to Title 25, Section 307 B.4 of the Oklahoma Statutes for the purpose of engaging in confidential communications between the Board and its attorney concerning a pending investigation, claim or action by Oklahoma State Department of Education. Donald Horner made a motion to enter into Executive Session, Paul Jackson seconded this motion.

Board Member Vote

Name	VOTE
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes
Marian Billbury	Yes

- 3b. Board entered into Executive Session.
- 3c. Kenneth James asked for a motion to return to open session. Paul Jackson made a motion to return to open session. Donald Horner seconded this motion.

Board Member Vote

Name	VOTE
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Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes
Marian Billbury	Yes

4. Board returned to open session. Meeting minutes are confidential.
5. There were no Citizen Comments.
6. Aisha Brown informed the Board regarding the upcoming visit from OSDE child nutrition on October 5 and the Accreditation visit on October 4. She stated that OSDE would not pay the August child nutrition claim until the site visit.
7. There were no Announcements.
8. The meeting adjourned at 6:42 p.m.

Board Member

Kenneth James

Marian Billbury

Donald Horner

Paul Jackson

**Deborah Brown Community School
Special Board of Director's Meeting Minutes
November 21, 2022**

Notice of this meeting was given to the County Clerk on November 16, 2022 and the Agenda was posted on November 16, 2022 as required by the Open Meeting Act.

Board Members Present	Others Present
Kenneth James	Rex Thompson
Donald Horner	Don Bingham
Paul Jackson	

1. Kenneth James called the meeting to order. Quorum Present.
2. Kenneth James reminded those wishing to address the Board to sign in with the Clerk.
3. Paul Jackson made a motion to enter into executive session pursuant to Title 25, Section 307.B.4 of the Oklahoma Statues. Donald Horner seconded this motion.

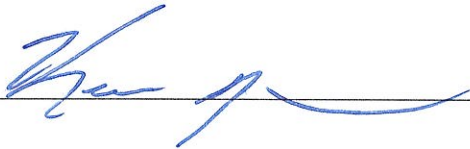
Board Member Vote

Name	Vote
Kenneth James	Yes
Donald Horner	Yes
Paul Jackson	Yes

4. No action. Items discussed in executive session will remain confidential.
5. **There were no Citizens Comments.**
6. **There were no Announcements.**
7. **The meeting adjourned at _____ p.m.**

Approval of Minutes
November 21, 2022
Special Board Meeting Minutes

Kenneth James



Paul Jackson

Donald Horner

**Deborah Brown Community School
Regular Board of Director's Meeting Minutes
January 19, 2023**

Notice of this meeting was given to the County Clerk on _____ and the Agenda was posted on January 17, 2023 as required by the Open Meeting Act.

Board Members Present	Others Present
Kenneth James	Aisha Brown
Donald Horner	Deborah Brown
Paul Jackson	

1. Kenneth James called the meeting to order. Quorum Present.
2. Kenneth James reminded those wishing to address the Board to sign in with the Clerk.
3. Kevin Ferguson presented RAVE training. All board members were setup on the RAVE App.
4. Kenneth James the school encumbrances PO 102-105 for board approval. The monthly financial report was emailed to board members. The treasurer was not and has not been in attendance to present. Donald Horner made a motion to approve PO 102-105. Paul Jackson seconded this motion.

Board Member Vote

Name	VOTE
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

5. Kenneth James presented HB 1775 to board members. The policy had been drafted by consultant Robert Burton. This is a mandated policy. Staff will undergo training later this month to ensure DBCS is in compliance. Donald Horner made a motion to approve DBCS policy for HB 1775. Paul Jackson seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

6. Administration explained that Leslie Janis wanted a Title IX complaint form approved for OSDE. Paul Jackson made a motion to approve the form. Donald Horner seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

7. Administration asked approval for Sherri Prentice to be appointed a Director of Federal Programs. She is assisting DBCS with OCAS coding as well. Paul Jackson made a motion to appoint Sheri Prentice as Director of Federal Programs. Donald Horner seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

8. Administration informed the Board about the following policy: Disciplinary Action for Misuse of School restrooms and Changing Areas. DBCS contact a rural school in OK for guidance. Paul Jackson made a motion to approve the policy with the stipulation of the first sentence being rewritten. Donald Horner seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

9. Administration discussed the flooding of the building on December 26, 2022. Donald Homer made a motion to approve the PO with Unconditionally Clean Construction and Clinton Roby to repair building due to flooding. Paul Jackson seconded this motion.


Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes

- 10. There was no New Business.
- 11. There were no Citizen Comments.
- 12. There were no Announcements.
- 12. The meeting adjourned at 6:43 p.m.

Board Member

Kenneth James



Marian Billbury

Donald Horner

Paul Jackson

**Deborah Brown Community School
Regular Board of Director's Meeting Minutes
March 9, 2023**

Notice of this meeting was given to the County Clerk on _____ and the Agenda was posted on March 7, 2023 as required by the Open Meeting Act.

Board Members Present	Others Present
Kenneth James	Aisha Brown
Donald Horner	Deborah Brown
Paul Jackson	
Marian Billbury	

1. Kenneth James called the meeting to order. Quorum Present.
2. Kenneth James reminded those wishing to address the Board to sign in with the Clerk.
3. Chris Gullekson presented the 21-22 audit. He stated that DBCS had an outstanding cash balance and great carryover. He did state immaterial areas that could be improved. There were no audit exceptions noted for 21-22.
4. Kenneth James presented the contract with Municipal Accounting Services. This is the software company that DBCS utilizes for attendance and payroll services. There were no questions. Donald Horner made a motion to approve the contract. Marian Billbury seconded this motion.

Board Member Vote

Name	VOTE
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes
Marian Billbury	Yes

5. Kenneth James presented the encumbrances for board approval. All board members were presented a printout from Municipal Accounting Systems documenting all PO's listed. There were no questions. Marian Billbury made a motion to approve the PO's listed on the agenda. Donald Horner seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Marian Billbury	
Donald Horner	Yes

6. Administration informed the Board that Philadelphia Insurance Company released DBCS due to the flood that occurred in December 2022. Millard Jones was working with several companies for coverage. The coverage would need to begin on March 17, 2023. Marian Billbury made a motion to authorize Administration to sign insurance documents once coverage has been secured. All documents would need to be emailed to the Board President. Donald Horner seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Paul Jackson	Yes
Donald Horner	Yes
Marian Billbury	Yes

7. Administration asked approval to use Grant funds to purchase gifts for tenured employees and board members. All monies would be spent from the Grant Fund. Donald Horner made a motion to approve the use of Grant Funds. Marian Billbury seconded this motion.

Board Member Vote

Name	Vote
Kenneth James	Yes
Marian Billbury	yes
Paul Jackson	Yes
Donald Horner	Yes

8. There were no Citizen Comments.
 9. There were no Announcements.
 10. The meeting adjourned at 6:48 p.m.

Board Member

Kenneth James



Marian Billbury

Donald Horner

Paul Jackson
