

REGULAR MEETING—BOARD OF TRUSTEES  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT  
7777 SOUTH MAY AVENUE  
OKLAHOMA CITY, OK 73159  
Al Snipes Board Room  
June 15, 2020  
11:35 a.m.

Pursuant to 25 O.S. § 307.1, Oklahoma City Community College shall conduct a meeting which includes videoconference and audioconference capabilities. There shall be an in-person location at the address listed above. Members of the public may view the meeting in-person or at the following web address:

[www.occc.edu/meetings](http://www.occc.edu/meetings)

**The following Board of Trustees members shall be physically present at the meeting site:**

President Devery Youngblood  
Vice President Kevin Perry  
Clerk Christie Burgin  
Trustee David Echols  
Trustee James White

**The following Board of Trustees members shall participate remotely:**

Trustee Jalal Farzaneh – Videoconference (audioconference backup)  
Trustee Raúl Font – Videoconference (audioconference backup)

AGENDA

1. Call to Order – President Devery Youngblood
2. Announcement of Filing of Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act – Ms. Roshell Roberts, Minute Clerk to the Board of Trustees
3. Roll Call – Ms. Roshell Roberts, Minute Clerk to the Board of Trustees
4. **For Action:** Approval of the Consent Docket (Tab 4, Pages 1-4)
  - A. Minutes of the Regular Meeting of the South Oklahoma City Area School District Board of Trustees, May 18, 2020
  - B. Acceptance of the South Oklahoma City Area School District Budget Report for Fiscal Year 2020 through May 31, 2020

**Board of Trustees' Meeting Agenda**  
**June 15, 2020**  
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5. Report/Discussion of the Meeting of the Board of Trustees' Facilities Committee – Member of the Board of Trustees' Facilities Committee
6. For Action: Approval of the Preliminary Design Plan for the Health Professions Center Expansion Project – President Devery Youngblood (Tab 6, Page 5)
7. For Action: Approving the Fiscal Year 2021 South Oklahoma City Area School District Budget– President Devery Youngblood (Tab 7, Pages 6-7)
8. For Action: Approving an Agreement Between the South Oklahoma City Area School District and Oklahoma City Community College Regarding the Fiscal Year 2021 Payment to the College for Providing Postsecondary Technical Education – President Devery Youngblood (Tab 8, Pages 8-10)
9. For Action: Approving a Lease Between the South Oklahoma City Area School District and Oklahoma City Community College Whereby the College Leases Certain Facilities from the District – President Devery Youngblood (Tab 9, Pages 11-13)
10. For Action: Authorizing the Superintendent of the South Oklahoma City Area School District to Execute Necessary Contracts and Adjust the Budget as Deemed Necessary to Meet the Goals of the South Oklahoma City Area School District – President Devery Youngblood (Tab 10, Page 14)
11. Announcement of Board of Trustees' Committees – President Devery Youngblood
12. For Action: Approving an Executive Session, if Desired, for the Purpose of Discussing the Employment and Terms and Conditions of Employment of Superintendent Jerry Steward as Superintendent of the South Oklahoma City Area School District, 25 O.S. § 307(B)(1) – President Devery Youngblood

The following **Board of Trustees** members **shall be physically present** at the meeting site for the executive session:

President Devery Youngblood  
Vice-President Kevin Perry  
Clerk Christie Burgin  
Trustee David Echols  
Trustee James White

**Board of Trustees' Meeting Agenda**  
**June 15, 2020**  
**Page Three**

The following **Board of Trustees** members **shall participate remotely** in the executive session:

Trustee Jalal Farzaneh – Audioconference  
Trustee Raúl Font – Audioconference

13. Executive Session for the Purpose of Discussing the Employment and Terms and Conditions of Employment of Superintendent Jerry Steward as Superintendent of the South Oklahoma City Area School District, 25 O.S. § 307(B)(1) – President Devery Youngblood
14. For Action: Reconvening Into Open Session of the Board of Trustees – President Devery Youngblood
15. For Action: Reemploying Superintendent Jerry Steward, if Desired, as Superintendent of the South Oklahoma City Area School District for Fiscal Year 2021, Fiscal Year 2022, and Fiscal Year 2023, and Authorizing the President of the Board of Trustees to Execute the Contract for the Employment of the Superintendent – President Devery Youngblood
16. New Business – Consideration of “any matter not known about or which could not have been reasonably foreseen prior to the time of posting” of the agenda.
17. For Action: Adjournment

Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
June 15, 2020

AGENDA ITEM 4A:

Minutes of the Regular Meeting of the Board of Trustees, May 18, 2020

1. Call to Order. President Devery Youngblood called the Regular Meeting of the Board of Trustees to order at 12:42 p.m.
2. Announcement of Filing of Meeting Notice and Posting of the Agenda in Accordance with the Oklahoma Open Meeting Act. The Minute Clerk announced that the notice of the meeting had been filed with the Office of Administrative Rules and the County Clerk on December 16, 2019, and the agenda had been posted at 12:00 PM on May 13, 2020 in accordance with the Oklahoma Open Meeting Act.
3. Roll Call by the Minute Clerk:

Board Members Present:

Trustee Christie Burgin  
Trustee David Echols  
Trustee Jalal Farzaneh  
Trustee Kevin Perry  
Trustee Jim White  
Trustee Devery Youngblood

Board Members Absent:

Trustee Raúl Font

Others in attendance: Superintendent Jerry Steward, Dr. Jeremy Thomas, Ms. Cynthia Gary, Mr. Chris Snow, Dr. Regina Switzer, Mr. Greg Gardner, Ms. Tina Sumler, Dr. James Murray, Dr. Makenna Garrison Green, and Ms. Roshell Roberts

4. Approval of the Consent Docket:
  - A. Minutes of the Regular Meeting of the Board of Trustees, April 20, 2020
  - B. Acceptance of the Budget Report for Fiscal Year 2020 through April 30, 2020

MOTION by Trustee Burgin, seconded by Trustee White, to approve/accept the consent docket items as shown in the agenda. Motion carried 6-0, as follows:

Aye - Trustee Burgin, Trustee Echols, Trustee Farzaneh, Trustee Perry, Trustee White, and Trustee Youngblood

5. Update on Health Professions Center Expansion Project

Mr. Chris Snow, Executive Director of Facilities Management, provided an update to the Board of Trustees regarding the Health Professions Center Expansion Project.

6. New Business – Consideration of “any matter not known about or which could not have been reasonably foreseen prior to the time of posting” of the agenda. None

7. For Action: Adjournment

MOTION by Trustee Echols, seconded by Trustee White, to adjourn at 12:45 p.m.  
Motion carried 6-0, as follows:

Aye - Trustee Burgin, Trustee Echols, Trustee Farzaneh, Trustee Perry, Trustee White, and Trustee Youngblood

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Devery Youngblood, President

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Christie Burgin, Clerk

Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
June 15, 2020

AGENDA ITEM 4B:

Acceptance of the South Oklahoma City Area School District Budget Report for Fiscal Year 2020 through May 31, 2020.

RECOMMENDATION:

**It is recommended that the Board of Trustees accept the budget report for Fiscal Year 2020 through May 31, 2020.**

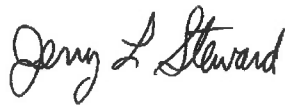
ANALYSIS:

- The budget report for South Oklahoma City Area School District is attached.
- The Executive Summary explains any significant deviations from expectations. The budget analysis pages provide for comparisons of actual receipts/expenditures to the year-to-date plan for both Education and General, and Auxiliary budgets.
- The report reflects a sound budget condition for the District and it is recommended that the Board of Trustees accept the budget report for Fiscal Year 2020 through May 31, 2020.

RECOMMEND



CONCUR



**SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT  
YEAR TO DATE BUDGET STATUS REPORT  
EXECUTIVE SUMMARY  
FOR FISCAL YEAR 2020 THROUGH MAY 31, 2020**

Fiscal Year 2020				
	Plan		Actual	Actual vs. Year To Date Plan
	Annual Budget	Year To Date Plan Revenues	Year to Date	Actual % of Year To Date Plan
<b><u>Revenues</u></b>				
Operational Levy	\$ 4,330,074	\$ 4,286,772	4,321,618	101%
Incentive Levy	\$ 2,046,183	2,025,721	2,128,558	105%
Building Levy	\$ 2,118,973	2,097,783	2,200,216	105%
External Resource Development	\$ 50,000	45,833	29	0%
Interest and Other Income*	\$ 24,000	20,160	161,047	799%
Total Revenues	\$ 8,569,230	\$ 8,476,269	\$ 8,811,467	104%
Funds From Carryover	\$ 8,117,644			
TOTAL	\$ 16,686,874			

Fiscal Year 2020				
	Plan		Actual	Actual vs. Year To Date Plan
	Annual Budget	Year To Date Plan Expenditures	Year To Date Expenditures	Actual % of Year To Date Plan
<b><u>Expenditures</u></b>				
Technical Education Reimbursement	\$ 7,000,000	\$ -	\$ -	-
Operational Levy	\$ 664,744	\$ 555,893	108,870	20%
Incentive Levy	\$ 327,412	\$ 273,798	3,111	1%
Building Levy	\$ 8,392,718	\$ 7,018,410	18,665	0%
External Resource Development	\$ 50,000	\$ 41,813	310	1%
Administrative Costs**	\$ 252,000	\$ 214,200	-	0%
TOTAL	\$ 16,686,874	\$ 8,104,114	\$ 130,957	2%

\*Interest and Other Income includes an oil, gas, and mineral royalty from Unit Petroleum Company.

\*\*Administrative Costs allocated to their respective levy type.

Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
June 15, 2020

AGENDA ITEM 6:

Approval of the Preliminary Design Plan for the Health Professions Center Expansion Project

RECOMMENDATION:

**It is recommended that the Board of Regents approve the Preliminary Design Plan for the Health Professions Center Expansion Project.**

ANALYSIS:

- The current Health Professions Center will be expanded to provide additional programming capacity.
- Miles Associates met with the Administration for input on the College's requirements throughout the preliminary design process.
- The Administration has reviewed the preliminary design plan renderings and construction cost estimate for the Health Professions Center Expansion Project.
- The preliminary design plan, renderings and cost estimate for the Health Professions Center Expansion Project were reviewed by the Board Facilities Committee on June 9, 2020.

RECOMMEND



RECOMMEND



CONCUR





Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
June 15, 2020

AGENDA ITEM 7:

Approving the Fiscal Year 2021 South Oklahoma City Area School District Budget

RECOMMENDATION:

**It is recommended that the Trustees approve the Fiscal Year 2021 South Oklahoma City Area School District Budget and authorize the expenditure of an amount not to exceed \$16,183,657.**

ANALYSIS:

- The proposed Fiscal Year 2021 South Oklahoma City Area School District Budget is attached.
- The sources of revenue for the South Oklahoma City Area School District Budget is the operational levy, the incentive levy, and the building fund levy.
- The budget provides payment to the College for postsecondary technical education to residents of the District.
- In order to carry out the purpose of the District, it is necessary that the Board of Trustees approve the South Oklahoma City Area School District Budget for Fiscal Year 2021.

RECOMMEND



CONCUR



**SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT  
OPERATING BUDGET  
FY 2021**

	FY 2020 Budget	FY 2021 Budget	Incr / (Decr) from FY 2020
<b>Estimated Revenues:</b>			
Operational Levy	\$ 4,330,073	\$ 4,330,073	\$ -
Incentive Levy	2,046,183	2,046,183	-
Building Levy	2,118,973	2,118,973	-
External Resource Development Income	50,000	-	(50,000)
Interest Income	24,000	175,000	151,000
<b>Total Estimated Revenues</b>	<b>8,569,228</b>	<b>8,670,228</b>	<b>101,000</b>
<b>Projected Carryover &amp; Reserves 6/30/2020</b>			
Operational Levy	2,845,973	1,211,226	(1,634,748)
Incentive Levy	1,962,928	4,047,675	2,084,747
Building Levy	7,673,073	10,568,676	2,895,603
<b>Total Projected Carryover &amp; Reserves</b>	<b>12,481,975</b>	<b>15,827,576</b>	<b>3,345,602</b>
<b>Total Estimated Revenues &amp; Project Reserve Available for Expenditure</b>	<b>21,051,202</b>	<b>24,497,804</b>	<b>3,446,602</b>
<b>Less: Projected Reserve 6/30/2021</b>			
Operational Levy	1,246,229	655,095	(591,135)
Incentive Levy	1,718,771	3,365,121	1,646,350
Building Levy	1,399,328	4,293,931	2,894,603
<b>Total Projected Reserves</b>	<b>4,364,329</b>	<b>8,314,147</b>	<b>3,949,818</b>
<b>Total Available for Expenditure</b>	<b>\$ 16,686,874</b>	<b>\$ 16,183,657</b>	<b>\$ (503,216)</b>
<b>Proposed Expenditures :</b>			
<b>Reimbursement to College for Providing:</b>			
Technical Education Instruction	\$ 7,000,000	\$ 4,000,000	\$ (3,000,000)
Operation Levy	664,744	791,203	\$ 126,459
Incentive Levy	327,412	2,727,736	\$ 2,400,325
Building Levy	8,392,718	8,476,718	\$ 84,000
External Resource Development	50,000	-	\$ (50,000)
<b>Administrative Costs:</b>			
Insurance - Errors & Omissions	12,000	12,000	-
Treasurer's Surety Bond (\$350,000 Bond maintained at same level as Oklahoma County Treasurer)	6,000	6,000	-
Sweep Fees	-	38,000	38,000
Audit	9,000	9,000	-
Attorney Fees	177,000	75,000	(102,000)
Board of County Commissioners	42,000	42,000	-
Other	6,000	6,000	-
<b>Total Available for Expenditure</b>	<b>\$ 16,686,874</b>	<b>\$ 16,183,657</b>	<b>\$ (503,216)</b>

Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
June 15, 2020

AGENDA ITEM 8:

Approving an Agreement Between the South Oklahoma City Area School District and Oklahoma City Community College Regarding the Fiscal Year 2021 Payment to the College for Providing Postsecondary Technical Education to Residents of the District.

RECOMMENDATION:

**It is recommended that the Board of Trustees approve an agreement with Oklahoma City Community College whereby the College will provide postsecondary technical education to the residents of the District and the District will pay the College \$4,000,000.**

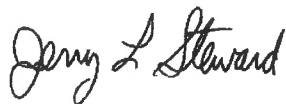
ANALYSIS:

- Annually the Board of Trustees executes a formal agreement with Oklahoma City Community College for the College to provide postsecondary technical education to the residents of the South Oklahoma City Area School District and for the District to pay the College for the services provided. A copy of this agreement is attached.
- The proposed amount is based upon the planned technical education to be provided and the projected funds available to be paid by the District.

RECOMMEND



CONCUR



## AGREEMENT FOR EDUCATIONAL SERVICES

With proper regard for our respective responsibilities as Trustees of South Oklahoma City Area School District, hereinafter District, and as Regents for Oklahoma City Community College, hereinafter College, we the undersigned Board members make and approve this 15<sup>th</sup> day of June 2020 the following agreement in order to carry out the function of postsecondary technical education for the residents of the technical education district.

### STATUTORY AUTHORITY

1. This agreement is executed pursuant to 70 O.S. § 3912 ( c ), 70 O.S. § 4410, and 70 O.S. § 4423, Subsections B and C.

### RECITALS

2. District is statutorily charged with providing postsecondary technical education for residents of District.
3. College and District have existing buildings and equipment.
4. College has existing administrative infrastructure and instructional infrastructure.
5. The costs mentioned herein have been determined by management of the College from actual data collected from its records.

### DECLARATIONS

6. It would be a misuse and waste of public money for the District to maintain its own administrative structure and instructional structure.
7. It would be a misuse and waste of public money for District or College to maintain duplicate physical facilities.
8. College has the capability of providing educational services to District.

### AGREEMENT

9. College shall provide postsecondary technical education for the residents of the District during Fiscal Year 2021 for the sum of \$4,000,000.
10. District shall promptly pay College for services after services have been rendered by the College.
11. College shall timely provide District an accounting of the postsecondary technical education it has provided to residents of District.

12. The sum agreed herein has been arrived at after careful consideration of historical data and absent extraordinary increase or decrease in student population, the sum is adequate compensation for the College.
13. Our signatures below indicate that we have carefully considered this agreement, the law under which it is possible, and the data which was used to compute the amount of consideration in the agreement and believe that approval of said agreement will be in the best interest of College and District.

BOARD OF TRUSTEES, SOUTH OKLAHOMA  
CITY AREA SCHOOL DISTRICT

\_\_\_\_\_  
Devery Youngblood, President

\_\_\_\_\_  
Kevin Perry, Vice President

\_\_\_\_\_  
Christie Burgin, Clerk

\_\_\_\_\_  
David Echols, Member

\_\_\_\_\_  
Raúl Font, Member

\_\_\_\_\_  
Jalal Farzaneh, Member

\_\_\_\_\_  
James White, Member

ATTEST:

\_\_\_\_\_  
Christie Burgin, Clerk

BOARD OF REGENTS, OKLAHOMA  
CITY COMMUNITY COLLEGE

\_\_\_\_\_  
Devery Youngblood, Chair

\_\_\_\_\_  
Kevin Perry, Vice Chair

\_\_\_\_\_  
Christie Burgin, Secretary

\_\_\_\_\_  
David Echols, Member

\_\_\_\_\_  
Raúl Font, Member

\_\_\_\_\_  
Jalal Farzaneh, Member

\_\_\_\_\_  
James White, Member

ATTEST:

\_\_\_\_\_  
Christie Burgin, Secretary

Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
June 15, 2020

AGENDA ITEM 9:

Approving a Lease Between the South Oklahoma City Area School District and Oklahoma City Community College Whereby the College Leases Certain Facilities from the District

RECOMMENDATION:

**It is recommended that the Board of Trustees approve a lease between the South Oklahoma City Area School District and Oklahoma City Community College whereby the College leases from the District certain facilities for the purpose of providing educational services at a nominal cash consideration of One Dollar (\$1.00) for Fiscal Year 2021.**

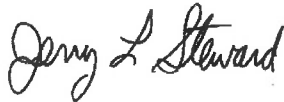
ANALYSIS:

- Oklahoma City Community College desires to use certain facilities owned by the District. The District is authorized by law to lease real property to the College for nominal cash consideration.
- The lease is a renewal of the long-standing annual lease agreement between the College and the District. A copy of the lease agreement is attached.

RECOMMEND



CONCUR



## **LEASE**

### **PARTIES**

The parties to this Lease are South Oklahoma City Area School District, hereinafter called District, and Oklahoma City Community College, hereinafter called College.

### **RECITALS**

WHEREAS, 70 O.S. § 5-117.A.10 authorizes a school district to lease real or personal property to the State or any political subdivision thereof for nominal cash consideration for so long as the use of the property by the lessee substantially benefits, in whole or in part, the same public served by the school district; and

WHEREAS, District and College are both educational entities who serve, in whole or in part, the same public; and

WHEREAS, District owns certain building situated on the campus of College; and

WHEREAS, College desires to lease from District all buildings owned by District which are situated on campus of College;

THEREFORE, the parties agree to the following:

### **PROPERTY**

The District leases to College all buildings owned by District situated on the campus of College located at 7777 South May Avenue, Oklahoma City, Oklahoma.

### **TERM**

The term of this Lease is from July 1, 2020, through June 30, 2021.

### **RENTAL AMOUNT**

College shall pay to District the sum of One Dollar and No Cents (\$1.00) as rent for the term of this Lease.

### **UTILITIES**

Utilities required by College shall be obtained at the expenses of College.

### **SURRENDER OF POSSESSION**

At the end of the term of this Lease, College shall give peaceable possession of the leased premises to District in as good a condition as they are now, the usual wear and tear and damage by the elements accepted.

### SUB-LEASING

College may not sub-lease, assign, or encumber all or any part of the leased premises without the express written consent of District.

### LITIGATION

In the event District shall, without fault on its part, be made party to any litigation concerning this Lease, brought against District or College, then College shall pay all costs and attorney fees incurred by District because of such litigation and to hold District harmless against any and all claims, losses, damages and judgments, to the extent permitted by law.

### TERMINATION

Upon failure of College to pay the rental as herein provided, or to otherwise comply with the terms and conditions of this Lease, District may declare this lease terminated.

### EXTENSIONS

This lease may be extended for successive one-year periods, from July 1 to June 30, by the mutual ratification by District and College.

### APPROVAL OF GOVERNING BOARDS

This Lease was approved by the Board of Trustees of District on June 15, 2020. This Lease was approved by the Board of Regents of College on June 15, 2020.

DISTRICT:

South Oklahoma City Area School District

By: \_\_\_\_\_  
Devery Youngblood, President

ATTEST:

\_\_\_\_\_  
Christie Burgin, Clerk

COLLEGE:

Oklahoma City Community College

By: \_\_\_\_\_  
Devery Youngblood, Chair

ATTEST:

\_\_\_\_\_  
Christie Burgin, Secretary



Meeting of the  
SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES  
June 15, 2020

AGENDA ITEM 10:

Authorizing the Superintendent of the South Oklahoma City Area School District to Execute Necessary Contracts and Adjust Budget as Deemed Necessary to Meet the Goals of the South Oklahoma City Area School District

RECOMMENDATION:

**The Board of Trustees authorizes the Superintendent of the District to execute necessary contracts and adjust the Budget within the total dollar limit of the budget as deemed necessary to meet the goals of the South Oklahoma City Area School District, provided that such contracts and changes are consistent with the District, provided that such contracts and changes are consistent with the District's goals and applicable laws and regulations.**

ANALYSIS:

- The dynamics of the South Oklahoma City Area School District require the flexibility to quickly respond to changing community and District needs.
- This action delegates to the Superintendent the necessary authority to execute contracts and adjust the budget to meet the changing needs and to do what is deemed necessary to meet the goals of the District.
- This action is consistent with Board of Trustees' operational style and has routinely been approved each year.