



**Pond Creek-Hunter Public Schools  
Board of Education Special Meeting  
Board of Education Room, 200 E. Broadway, Pond Creek, OK  
73766  
Wednesday, January 17, 2024 at 6:30 PM**

## **AGENDA**

1. Call the meeting to order and adopt the agenda
2. Board hearing from the public:
3. Motion to approve consent agenda items
  - 3.A. Read and approve the minutes of the December 18, 2023 regular board meeting
  - 3.B. Approval of activity fund account
  - 3.C. Approval of purchase orders in (a) general (b) Series bond 35
    - 3.C.a. PO # 158-169
    - 3.C.b. PO # 1,2
4. Superintendent and Principal Report
5. Board vote to accept or not accept the resignation of James Heinen as a cafeteria worker.
6. Board vote to approve or not approve class size capacity limits.
  - 6.A. Board discussion and vote to accept or not accept Pond Creek-Hunter Concurrent Enrollment coursework for Dual Credit.
7. Board vote to approve or not approve the following assignments for the 2023-2024 school year.
  - 7.A.
    - a. Federal Programs Administrator - Steve Shiever
    - b. Purchasing Agents - Steve Shiever and Mara Jo Kimmell
    - c. Activity Fund Custodian - Mara Jo Kimmell
    - d. Cosigners for Activity Fund - Steve Shiever, Kelly Childress, Kala Jones, Darin Jones

- e. Treasurer - Sabrina Davis
  - f. Encumbrance / Minutes Clerk - Mara Jo Kimmell
  - g. Receiving agents- Steve Shiever, Mara Jo Kimmell, Sabrina Davis
  - h. Receiving agents for custodial -Steve Shiever, Jason George, Boyd Peterson
  - i. AHERA District Administrator - Steve Shiever
  - j. Hearing officer for free/reduced lunches - Steve Shiever
  - k. Section 504 Coordinator - Kelly Childress
  - l. Deputy Minutes Clerk -Kay Dillon
8. Board to sign contracts
9. Board vote or not vote to adjourn

Steve Shiever

Pond Creek-Hunter Schools

Superintendent of Schools

DATE \_\_\_\_\_ BY \_\_\_\_\_

A COPY OF THIS NOTICE WAS POSTED ON THE FRONT DOOR OF THE POND CREEK-SCHOOL, ADMINISTRATON BUILDING AT LEAST 24 HOURS PRIOR TO THE MEETING TIMES LISTED ABOVE AND, IN CASES OF A SPECIAL AND/OR EMERGENCY MEETING, NOTICE WAS GIVEN TO THE COUNTY CLERK, GRANT COUNTY, OKLAHOMA BY ( ) TELEPHONE, ( ) IN PERSON, OR ( ) IN WRITING AT LEAST 48 HOURS PRIOR TO THE TIME OF THE MEETING