

Newcastle Board of Education Special Meeting

October 26, 2021 5:00 PM

Administration Office Board Room  
101 N Main St  
Newcastle, Oklahoma 73065

Attendance Taken at 6:00 PM. Mr. Darrin Abel: Present, Ms. Valory Dalton: Absent, Ms. Tiffany Elczyn: Present, Mr. Gary Knowles: Absent, Mr. John Maker: Present.

1. Call to Order and Roll Call of Members.
2. Discussion and possible action to approve the Campaign Communication Agreement; OSSBA Facility Planning Services; and Facility Planning Services Agreement

Motion to approve the attached OSSBA Facility Planning Services; Facility Planning Services Agreement; and the Campaign Communication Agreement with a cap of \$2,500 on the Communication Agreement, as well as a plan to move forward with the Communication Agreement being presented at the January Board Meeting passed with a motion by Ms. Tiffany Elczyn and a second by Mr. John Maker.

Ms. Valory Dalton: Absent, Mr. Gary Knowles: Absent, Mr. Darrin Abel: Nay, Ms. Tiffany Elczyn: Yea, Mr. John Maker: Yea

Yea: 2, Nay: 1, Absent: 2

3. Proposed executive session to discuss Superintendent Evaluation pursuant to 25 O.S. Section 307 (B)(1)
4. Vote to convene or not to convene in executive session

Motion to convene in executive session at 5:21pm passed with a motion by Mr. Darrin Abel and a second by Ms. Tiffany Elczyn.

Ms. Valory Dalton: Absent, Mr. Gary Knowles: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Mr. John Maker: Yea

Yea: 3, Nay: 0, Absent: 2

5. Return to Open Session

Returned to Open Session at 7:23pm. Darrin Abel, Tiffany Elczyn, John Maker and Dr. Melonie Hau were in Executive Session and no votes were taken.

6. Discussion and possible action to approve Superintendent's Evaluation

Motion to approve Superintendent's Evaluation passed with a motion by Ms. Tiffany Elczyn and a second by Mr. Darrin Abel.

Ms. Valory Dalton: Absent, Mr. Gary Knowles: Absent, Mr. Darrin Abel: Yea, Ms. Tiffany Elczyn: Yea, Mr. John Maker: Yea

Yea: 3, Nay: 0, Absent: 2

7. Adjournment.

Meeting adjourned at 7:23pm by Mr. John Maker.

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President

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Vice President

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Clerk

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Deputy Clerk

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Member



# DEDICATED COMMUNICATIONS CONSULTING & SUPPORT

## NEWCASTLE PUBLIC SCHOOLS

# AGREEMENT

OSSBA will assist Newcastle Public Schools with communications-related support and services for the district's capital investment campaign. This includes consulting and the production of deliverables for \$50/hour.

OPTIONAL: Specify a cap here, if preferred.

OSSBA's work may not exceed \$\_\_\_\_\_ each month.

Monthly reports/invoices of time usage will be provided to the district superintendent so proper payment can be submitted to OSSBA.

OSSBA Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Oklahoma State School Boards Association FACILITY PLANNING SERVICES



## Investing in Students & the Future

Facility planning is not about roofs, walls and windows. It's about creating a school environment that supports quality instruction and programs for students – now and for years to come. **Capital investment planning** is an ongoing effort, part of the strategic planning process, where board members, school leaders, faculty, staff and community members work together to align facilities with their educational vision for students.

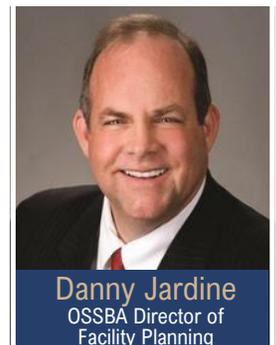
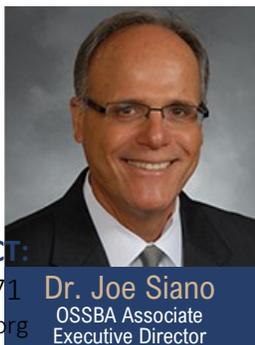
Schools should be comfortable, safe, secure, accessible, well-lit, energy efficient and aesthetically pleasing. Districts, of course, must address timely improvements and upgrades, but that's just the beginning of what can be accomplished. **Effective planning provides a valuable opportunity to reimagine how instructional space and technology can be used to enhance programming and strengthen student learning.** It also allows schools to explore ways to bolster safety measures to better protect students and staff.

When communities invest in schools, they invest in the future. We're here to help you develop and successfully communicate a comprehensive **capital investment plan** that will garner support from local voters and transform education for your students.



### OUR TEAM

CONTACT:  
888.528.3171  
facilityplanning@ossba.org



# ABOUT OUR SERVICES

A quality capital investment plan requires collaboration, vision and time. Although the process should be ongoing, different phases of the plan will likely involve a related bond election. We recommend involving the OSSBA team at least 18 months before you would like voters to consider your measure at the polls.

## ENROLLMENT FORECASTING

Effective facility planning requires school districts to address more than just the needs of current students. With enrollment forecasting, your district will receive reliable demographic data to guide your decision-making and facility planning well into the future. This service includes:

- ▶ Developing enrollment forecasts by grade for the next five years
- ▶ Preparing charts reflecting previous enrollment and projected enrollment by year for each school level
- ▶ Conducting a capacity analysis for each school building

## FACILITY ASSESSMENTS

Districts should complete a thorough review of their building needs when developing a comprehensive capital investment plan. Our facility expert will carefully inspect buildings, gather input from your team, and make recommendations for addressing needed upgrades, as well as fulfilling your district's vision for education – on time and within budget. This service includes:

- ▶ Preparing needs assessments and cost estimates for each school
- ▶ Working with leadership, staff and school board to develop options that fit the district's financial capacity
- ▶ Presenting a final report to the district

## TECHNOLOGY ASSESSMENTS

Technology integration plays a critical role in the education of today's students. Our technology specialist will work with your team to develop a technology plan that achieves your vision for instruction, as well as ensures you have the infrastructure in place to make it successful. This service includes:

- ▶ Prioritizing projects to maximize resources and benefits for students
- ▶ Providing recommendations for devices, infrastructure, networks and other technology solutions
- ▶ Assisting with program management and refresh planning

## COMMUNITY ENGAGEMENT

No facility planning process is complete without receiving feedback from district stakeholders, including students, parents, employees and community members. Meaningful community engagement will help positively shape your plan and increase its probability for success on election day. This service includes:

- ▶ Leading community forums/small group meetings
- ▶ Facilitating focus groups for needs-assessment feedback

## INFORMATION CAMPAIGN PLANNING & COMMUNICATION

Once the district plan is developed, additional communication is needed for voters to understand its value and importance. We'll help share your message with the community in a way that will inspire them to support your plan and to invest in your current and future students. This service includes:

- ▶ Developing an information-driven campaign strategy/voter engagement timeline
- ▶ Assisting with the coordination of campaign communication
- ▶ Planning a Get Out the Vote initiative
- ▶ Providing guidance about how to promote progress after the election

# Oklahoma State School Boards Association FACILITY PLANNING SERVICES



## Agreement with **Newcastle Public Schools**



Select Service

### ENROLLMENT FORECASTING

\$7,008\*

- ▶ Develop enrollment forecasts by grade for the next five years
- ▶ Prepare graphs and charts reflecting previous enrollment and projected enrollment by year for each school level
- ▶ Conduct capacity analysis for each school building

\*based on \$3/student with enrollment of 2,336

### FACILITY ASSESSMENTS

\$10,000\*

- ▶ Prepare needs assessments and cost estimates for each school
- ▶ Coordinate with district leadership, staff and the school board to develop options that fit within the district's financial capacity
- ▶ Present report to the district

*Early Childhood	\$2,000
Elementary School	\$2,000
Middle School	\$2,500
High School	\$3,500

### TECHNOLOGY ASSESSMENT

TBD

- ▶ Prioritize projects to maximize resources and benefits for students
- ▶ Provide recommendations for devices, infrastructure, networks and other technology solutions
- ▶ Assist with program management and refresh planning

### COMMUNITY ENGAGEMENT

\$1,500/day\*

- ▶ Lead community forums/small group meetings
- ▶ Facilitate focus groups for needs-assessment feedback

\*includes up to four small group, community, staff or parent meetings

### INFORMATION CAMPAIGN PLANNING & COMMUNICATION

\$50/hour remote\*

\$500/day on-site\*

- ▶ Develop an information campaign strategy/voter engagement timeline
- ▶ Assist with the coordination of campaign communication
- ▶ Plan a Get Out the Vote initiative
- ▶ Provide guidance about how to promote progress after the election

\*additional costs may apply for printing, mailing, advertising, etc.

**Total: \$11,500**

Total does not include hourly communications support

District Representative: \_\_\_\_\_ Date: \_\_\_\_\_

OSSBA Representative: \_\_\_\_\_ Date: \_\_\_\_\_