



AGENDA

Special Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Friday, May 24, 2013**, at 2:00 PM, in the Cheryl Selman Room, Ground Floor Level, at the Charles C. Mason Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

With the exception of item A-1, the Board of Education reserves the right to take up any agenda item in any order regardless of how items are listed.

This is an open, public meeting held in accordance with the Open Meeting Laws of the State of Oklahoma. The purpose of this meeting is to conduct the business of the School District. As the elected representatives of the School District voters and school patrons, the School Board members will be making decisions concerning the operation of the School District. Persons desiring to address the Board concerning items not on the agenda must submit a written request form, available from the Clerk of the School Board, at least seven days prior to each meeting. Statements to the School Board by members of the public are limited to five minutes each.

A. OPENING EXERCISES

- A-1. Call to order and confirm that a quorum of the Board is present.
- A-2. Flag salute.
- A-3. Remind those wishing to address the Board, sign with the clerk -- 5-minute limit.
- A-4. Motion and vote to adopt the Agenda.

B. RECOGNITION OF VISITORS

C. SPECIAL PRESENTATIONS/AWARDS/RESOLUTIONS

- C-1. Superintendent's special presentations and awards.

D. Approve minutes of previous meeting of the Board of Education.

Regular Meeting

May 6, 2013

E. CONSENT AGENDA - Motion and vote on recommendation.

F. ACTION AGENDA - Motion and vote on each recommendation.

G. INFORMATION AGENDA

H. STAFF REPORTS

I. BOARD MEMBER REPORTS/CONCERNS

J. CITIZENS' COMMENTS

K. SUPERINTENDENT'S REPORTS/PRESENTATIONS

L. OTHER NON-ROUTINE ITEMS REQUIRING BOARD ACTION

M. ANNOUNCEMENTS

The next regular scheduled meeting of the Board of Education will be held on Monday, June 3, 2013, at 6:30 p.m. in the Cheryl Selman Room, at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

N. MOTION AND VOTE TO ADJOURN

E. CONSENT AGENDA - Motion and vote on recommendations

Note: With the exception of student trips and routine staffing items, Consent items appeared on the previous regular meeting's Agenda as Information Agenda items unless otherwise indicated.

ITEMS LISTED BELOW SUBMITTED BY ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING, MRS. TRACY BAYLES

E-1. RECOMMENDATION: Enter into a Data Systems Access Agreement between the City of Tulsa and Tulsa Public Schools for mutual aid and support of law enforcement functions.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate agreement and the proper officers of the Board of Education be authorized to execute the agreement on behalf of the District.

COST AND FUNDING: There is no cost to the District.

REQUISITION NUMBER: 41300374

RATIONALE: Oklahoma Statutes allow for educational institutions where campus police agencies are created to enter into local agreements with other law enforcement agencies and their governing bodies for mutual aid and support of the law enforcement function. Interoperable computer-assisted dispatch (CAD) services provide for more efficient operation and utilization of emergency responder personnel resources and prevent duplicate call response. The intent is to make the Campus Police Department and the Tulsa Police Department more effective and efficient in calls for services response, coordination and data collection.

E-2. RECOMMENDATION: Purchase wireless networking equipment from Sigma Solutions, Broken Arrow, Oklahoma, for Central High School.

COST AND FUNDING: The total cost not to exceed \$51,000 will be paid from the School Improvement Grant Fund, 11-5370-4700-504500-494-000000-000-05-705-5370.

REQUISITION NUMBER: 11307526

RATIONALE: The School Improvement Grant (SIG) represents a great investment of federal dollars to increase students' academic performance. By providing extra support for Internet access, students will be able to fully access additional technology and programs purchased with SIG funds.

ITEMS LISTED BELOW SUBMITTED BY CHIEF FINANCIAL OFFICER, MRS. TRISH WILLIAMS

E-3. RECOMMENDATION: Approve the five-year option contract with the Oklahoma School for the Visual and Performing Arts Foundation (Foundation) for the purchase of Roosevelt Elementary School, 1202 West Easton, Tulsa, Oklahoma, in the amount of \$2,800,000.

FURTHER RECOMMEND: The attorney for the School District prepare the option contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

RATIONALE: The letter of intent to negotiate the terms of an agreement with the Foundation was approved on the April 22, 2013, Agenda, item E-13.

Recommendations submitted by Director of Bond Projects/Energy Management, Mr. Bob LaBass

E-4. RECOMMENDATION: Enter into contracts with the lowest responsible bidders for renovation of Eisenhower International School at the Nimitz facility for the exterior paving.

Electrical	Lighthouse Electric	\$42,568
Energy management	ES2 of Tulsa	\$40,860
Exterior paving (Phase I)	Cotton Trucking	\$80,388
Glazing	Advantage Glass	\$29,503
HVAC	K&M Shillingford	\$49,500
Plumbing	Sweets Plumbing	\$33,126

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contracts and the proper officers of the Board of Education be authorized to execute the contracts on behalf of the District.

COST AND FUNDING: Phase I funding is included in the total guaranteed maximum price. Phase II funding is contingent upon sale and receipt of 2013B bond funds.

RATIONALE: The renovation of the Nimitz facility is part of the 2010 bond issue.

E-5. RECOMMENDATION: Assign the contract for the renovation for Eisenhower International at the Nimitz facility to Vargas Construction, the construction managers at risk on the project.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

RATIONALE: The individual contracts will be encumbered as one contract to Vargas Construction, the construction manager at risk.

E-6. RECOMMENDATION: Approve Amendment Number Four to the construction management agreement with Vargas Construction approved on the June 20, 2011, Agenda, item E-124, establishing the guaranteed maximum price (GMP) for the renovation project for Eisenhower International at the Nimitz facility.

General conditions	\$19,316
Management fees	\$8,857
Trade contracts	\$275,945
Total GMP	\$304,118

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate document and the proper officers of the Board of Education be authorized to execute the document on behalf of the District.

COST AND FUNDING: The total cost not to exceed \$304,118. will be paid from the Facility Bond Fund, 35-1220-4700-504500-000-000000-000-12-565-CM030.

REQUISITION NUMBER: 41300379

RATIONALE: The renovation of the Nimitz facility is part of the 2010 bond issue.

E-7. RECOMMENDATION: Purchase Turbo VUi Dispatch Radio Client Software upgrades including installation of software, tower crew and gateways with bases for Transportation.

FURTHER RECOMMEND: The total cost not to exceed \$34,190 will be paid from the Bond Facilities Fund, 31-1215-2730-506520-000-000000-000-12-003.

REQUISITION NUMBER: 11316222

RATIONALE: This purchase provides new radio software, equipment training and installation for Transportation's new radio system.

E-8. RECOMMENDATION: Enter into a contract with McIntosh Services, the lowest responsible bidder, for boiler replacement at Hoover Elementary School, and East Central and Hale high schools.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

COST AND FUNDING: The total amount not to exceed approximately \$540,038 will be paid from the applicable fund/account. This project is contingent upon the successful sale and receipt of 2013B bond funds.

REQUISITION NUMBER: 41300386

RATIONALE: The boiler replacements are part of the 2010 bond issue.

E-9. RECOMMENDATION: Enter into a contract with Voy Construction, the lowest responsible bidder, for the freezer renovation at the District's warehouse.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

COST AND FUNDING: The total cost for Phase I not to exceed approximately \$47,520 will be paid from the Child Nutrition Fund, 22-3850-3140-508900-700-000000-000-03-053. The total cost for Phase II not to exceed \$179,893.00 is contingent upon 2014 funding.

REQUISITION NUMBER: 11316404

RATIONALE: The existing freezers are not being utilized to the fullest potential. A new racking system included in the renovation project will improve increased efficiency and reduce outside rental costs.

E-10. RECOMMENDATION: Approve payment to Bank of Oklahoma to cover a portion of the interest for the Qualified School Construction Bond (QSAB) program obtained in 2011 for facility construction.

COST AND FUNDING: The total cost of approximately \$42,344.64 based on a 8.7 percent reduction in the fund, as determined by the U.S. Treasury, will be paid from the Building Fund, 21-0000-5100-508320-000-000000-000-08-097.

RATIONALE: Because of reductions identified in the Sequestration Program, the Build American Bonds, and Qualified School Construction Bonds, a percentage of the subsidized interest payment has been reduced for the payment due June 1, 2013. This payment will make up that difference.

E-11. RECOMMENDATION: Assign the contract for the interior improvements at Rogers College High to Trigon Construction, the construction managers at risk on the project.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

RATIONALE: The individual contracts will be encumbered as one contract to Trigon Construction, the construction manager.

E-12. RECOMMENDATION: Enter into contracts with the lowest responsible bidders for interior improvements at Rogers College High for the following trades.

Demolition	Ark Wrecking	\$78,000
Drywall and ceilings	Wiljo Interiors	\$63,390
Electric	Raceway Electric	\$23,785
Epoxy floors	Vale Painting	\$15,860
Fire Sprinkler	All American Fire	\$134,000
Flooring	Interior Concepts	\$56,600
Masonry	Brazeal Masonry	\$16,000
Mechanical	McIntosh Services	\$18,606
Metal lockers	Best Companies	\$113,080
Paint and wall covering	Vale Painting	\$48,674
Plumbing	McIntosh Services	\$22,294
Signage	EMG Graphics	\$15,367
Structural steel erection	Bennett Steel	\$22,890
Toilet partitions	Felix Thomson	\$17,562
Wall protection	Vale Painting	\$44,627

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contracts and the proper officers of the Board of Education be authorized to execute the contracts on behalf of the District.

RATIONALE: The renovation of the Rogers annex is part of Phase III of Project Schoolhouse.

E-13. RECOMMENDATION: Approve Amendment Number Six to the construction management agreement with Trigon Construction approved on the April 2, 2012, Agenda, item E-15, establishing the guaranteed maximum price (GMP) for the renovation project at Rogers College High.

Allowances	\$207,251
Allowance for modification	\$36,462
General conditions	\$43,857
Management fees	\$38,740
Reimbursables	\$7,057
Trade contracts	\$516,634
Total	\$850,000

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate document and the proper officers of the Board of Education be authorized to execute the document on behalf of the District.

COST AND FUNDING: The total cost not to exceed \$850,000 will be paid as follows: \$563,220 will be paid from the Facility Bond Fund, 35-1220-4700-504500-000-000000-000-12-730-CM038; and \$286,780 will be paid from the Classroom Bond Fund, 31-1220-4700-504500-000-000000-000-12-730-CM038.

REQUISITION NUMBER: 41300378

RATIONALE: The Rogers annex renovation is part of Phase III of Project Schoolhouse.

ITEMS LISTED BELOW SUBMITTED BY CHIEF HUMAN CAPITAL OFFICER, MRS. TALIA SHAULL

E-14. RECOMMENDATION: Approve position creations/deletions.

RATIONALE: Positions to be effective after Board approval unless otherwise indicated. Funding for each new position listed will originate from and be included in the applicable division/department budget.

E-15. RECOMMENDATION: Approve routine staffing items.

RATIONALE: Routine personnel actions implement the various human capital plans and priorities authorized by the Board of Education.

F. ACTION AGENDA - Motion and vote on each recommendation

ITEMS LISTED BELOW SUBMITTED BY ASSOCIATE SUPERINTENDENT FOR SECONDARY SCHOOLS, DR. OLIVER WALLACE

F-1. RECOMMENDATION: Approve a three-year charter school contract with Tulsa School of Arts and Sciences, Inc. (TSAS), to operate as a charter school for grades 9 through 12 during the 2013-2014, 2014-2015 and 2015-2016 school years.

FURTHER RECOMMEND: The attorneys for the School District prepare and approve the appropriate charter contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

COST AND FUNDING: There is no cost to the District.

REQUISITION NUMBER: 4130075

RATIONALE: The current charter school contract with TSAS expires June 30, 2013. TSAS submitted an application for renewal of its contract on November 14, 2012. In order for TSAS to continue operations beyond the current school year, the parties must enter into a new charter school contract.

ITEMS LISTED BELOW SUBMITTED BY ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING, MRS. TRACY BAYLES

F-2. RECOMMENDATION: Enter into a master subscription agreement with Northwest Evaluation Association (NWEA), Portland, Oregon, to purchase student testing licenses for grades K-3 for the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate agreement and the proper officers of the Board of Education be authorized to execute the agreement on behalf of the District.

COST AND FUNDING: The total amount not to exceed \$187,500 will be paid as follows: \$100,000 will be paid from the Reading Sufficiency Act Fund, 11-3670-2240-505300-424-113000-000-05-XXX-3670 and \$87,500 will be paid from the General Fund, 11-0000-1000-506530-100-000000-000-07-070.

REQUISITION NUMBER: 41300399

RATIONALE: The Measures of Academic Progress (MAP) and MAP for Primary Grades will serve as the District's K-3 formative assessments to comply with the State of Oklahoma's Reading Sufficiency Act (RSA). The MAP and MAP for Primary Grades assessments are also conducive to demonstrating growth and will allow the District the option to determine in the future if these assessments are appropriate for value-added purposes in grades K-3.

G. INFORMATION AGENDA

ITEMS LISTED BELOW SUBMITTED BY ASSOCIATE SUPERINTENDENT FOR SECONDARY SCHOOLS, DR. OLIVER WALLACE

G-1. RECOMMENDATION: Renew the contract with Big Picture Learning to purchase professional development, technical assistance and coaching during the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

COST AND FUNDING: The total cost not to exceed \$281,750 will be paid as follows: \$140,875 will be paid from the Alternative Education Professional Development Fund, 11-0000-2213-503200-430-000000-000-16-076; and \$140,875 will be paid from the Federal Projects Fund, 11-3880-2213-503200-430-000000-000-05-745.

REQUISITION NUMBER: 41300385

RATIONALE: One initiative of the District is continuing the redesign of alternative services. The Tulsa Met Program has been designed with the philosophy of Big Picture schools. The design has transformed lives of students as only those most at risk for dropping out are served with a 96 percent graduation rate. Approximately the same percentage of these students attend college and about 80 percent of them complete college in four years. The recommended support will continue the redesign of educational services at the Tulsa Met Program (middle and high school) as well as other alternative sites.

G-2. RECOMMENDATION: Renew the unlimited web-based perpetual license from The American Education Corporation, Oklahoma City, Oklahoma, for A+ Anywhere Learning Systems (including training and tech support) for use by Tulsa Learning Academy students for the 2013-2014 school year.

COST AND FUNDING: The total cost not to exceed \$3,000 will be paid from the General Fund, 11-3330-1000-506430-430-000000-000-16-636.

REQUISITION NUMBER: 41300381

RATIONALE: The A+ Anywhere Learning Systems software program is an E-learning solution consisting of an instructional management system supported by significant core curriculum content for grades K-12 delivered through the Internet. State and national standards have been aligned to the A+ Learning System curriculum to the level of specific objectives.

ITEMS LISTED BELOW SUBMITTED BY CHIEF OF STAFF, MS. AMY POLONCHEK

G-3. RECOMMENDATION: Renew the contract with Nemadji Research Corporation to provide technical assistance as needed for the Oklahoma Medicaid Billing System (OKMBS) software during the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

COST AND FUNDING: The total cost not to exceed \$5,000 will be paid from the Medicaid Resources Federal Fund, 11-6980-2573-503200-000-000000-000-05-093.

RATIONALE: This contract will ensure continued technical support of District OKMBS software. The programming modifications requested by the District may include program upgrades or system changes that are required for compliance with the Oklahoma Health Care Authority or programming modifications to improve the efficiency and effectiveness of the software program. A work order (including estimated cost) will be agreed upon prior to any programming modifications being completed. The technical support will be paid with reimbursed Medicaid funds. OKMBS software supports the efficient filing of claims and the Medicaid eligibility of District students. The OKMBS software supports the outreach efforts of the District and an efficient and effective District Medicaid Program.

G-4. RECOMMENDATION: Revise School Board policies as listed.
2201 - Student Residency
2202 - Student Admissions
2204 - Student Attendance
2406 - Promotion, Retention, and Failing Grades
7307 - Emergency Procedures Plan

RATIONALE: The revision of these policies serves to align with current legal language, practice, and District organization.

ITEMS LISTED BELOW SUBMITTED BY CHIEF FINANCIAL OFFICER, MRS. TRISH WILLIAMS

G-5. RECOMMENDATION: Approve an agreement between the District and Data Business Systems of CO, Inc. (DBS) to participate in the PayForIt online, website payments system until June 30, 2014. The term of the agreement will renew automatically for one year on July 1, 2014.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate agreement and the proper officers of the Board of Education be authorized to execute the agreement on behalf of the District.

COST AND FUNDING: The total cost of the system not to exceed \$3,919.50 will be paid as follows: \$191.75 will be paid from the Child Nutrition Fund, 22-3850-3140-505990-700-000000-000-03-053; \$383.50 will be paid from the Before and After Care Fund, 11-0390-503300-000-000000-000-16-039; and \$3,344.25 will be paid from the Financial Services Fund, 11-2511-3300-000-000000-000-08-xxx.

REQUISITION NUMBER: 41300384

RATIONALE: The system allows parents to make purchases from items displayed on the District's web pages, accumulate the price of the purchases in a "shopping cart," and pay for the items using either their credit card or an online check. The system clears the credit card and check purchases and deposits the proceeds into the District's bank account. Reports from the system provide the administrative data needed to then credit the revenue back to the proper source of the sale. The system is used by Child Nutrition to allow parents to purchase meal tickets and by Before and After Care for tuition and registration payments as well as various other District programs.

Recommendations submitted by Director of Bond Projects/Energy Management, Mr. Bob LaBass

G-6. RECOMMENDATION: Purchase asbestos abatement services as needed during the 2013-2014 school year for various sites throughout the District from Asbestos Handlers of Tulsa, Inc., Tulsa, Oklahoma.

COST AND FUNDING: The total cost not to exceed \$250,000 for the year will be paid from the relevant Bond Fund. Funding is contingent upon sale and receipt of August 2013 bond funds.

RATIONALE: The renovation of existing facilities requires the removal of asbestos containing materials before construction can start. Asbestos removal is an ongoing bond expense as required by the EPA. Expenditures during the 2012-2013 school year totaled approximately \$154,447.12.

G-7. RECOMMENDATION: Approve deduct change order number one with Trigon General Contractors and Construction Managers Inc. for the new athletic locker room facility at Central High School.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate document and the proper officers of the Board of Education be authorized to execute the document on behalf of the District.

COST AND FUNDING: The total amount of the deduction is \$47,342.77. The change order consist of \$43,004.71 for Phase 1 and \$3,338.07 for Phase II. The original amount of the guaranteed maximum price was \$2,138,251.88.

REQUISITION NUMBER: 41200018B and 11208685

RATIONALE: The allowances in the original contract were not used.

G-8. RECOMMENDATION: Approve deduct change order number one with Trigon General Contractors and Construction Managers Inc. for the new athletic locker room facility at Hale High School.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate document and proper officers of the Board of Education be authorized to execute the document on behalf of the District.

COST AND FUNDING: The total amount of the deduction is \$44,483.56. The original amount of the guaranteed maximum price was \$2,138,251.88.

REQUISITION NUMBER: 11208567

RATIONALE: The allowances in the original contract were not used.

G-9. RECOMMENDATION: Approve deduct change order number one with Trigon General Contractors and Construction Managers Inc. for the new athletic locker room facility improvements at the S.E. Williams Stadium.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate document and proper officers of the Board of Education be authorized to execute the document on behalf of the District.

COST AND FUNDING: The total amount of the deduction is \$14,833.60. The original amount of the guaranteed maximum price was \$1,231,569.21.

REQUISITION NUMBER: 41200018AB

RATIONALE: The allowances in the original contract were not used.

G-10. RECOMMENDATION: Approve deduct change order number two with Flintco, Inc. for the multipurpose facility addition at Edison High School.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate document and the proper officers of the Board of Education be authorized to execute the document on behalf of the District.

COST AND FUNDING: The total amount of the deduction is \$131,460. The original amount of the guaranteed maximum price was \$10,925,777.20.

REQUISITION NUMBER: 41300153BA

RATIONALE: The allowances in the original contract were not used during the project.

G-11. RECOMMENDATION: Purchase furniture for East Central High School from Virco, Inc. per the District's purchase pricing agreement.

COST AND FUNDING: The total amount not to exceed \$75,000 will be paid from the appropriate account.

RATIONALE: The existing furniture at the school is in bad condition and is in need of replacement.

G-12. RECOMMENDATION: Purchase furniture for East Central High School, Eisenhower International School and Rogers College High from KI Inc. per the District's purchasing agreement.

COST AND FUNDING: The total amount not to exceed the following amounts will be paid from the appropriate fund.

East Central High School	\$125,000
Eisenhower International	\$50,000
Rogers College High	\$100,000

RATIONALE: The existing furniture at the schools is in bad condition and is in need of replacement.

ITEMS LISTED BELOW SUBMITTED BY CHIEF HUMAN CAPITAL OFFICER, MRS. TALIA SHAULL

G-13. RECOMMENDATION: Approve position creations/deletions.

RATIONALE: Positions to be effective after Board approval unless otherwise indicated. Funding for each new position listed will originate from and be included in the applicable division/department budget.

G-14. RECOMMENDATION: Enter into a memorandum of understanding with Teach For America, Inc. to host a summer institute for Teach For America corps members, wherein corps members in conjunction with Tulsa Public Schools' teachers will provide tuition-free summer instruction to District students.

FURTHER RECOMMEND: The attorneys for the District review and approve the memorandum of understanding and the proper officers of the Board of Education be authorized to execute the memorandum on behalf of the District.

COST AND FUNDING: Title I costs for stipends were previously approved on the April 1, 2013, Agenda, item E-19. Additional costs not allowable under Title I not to exceed \$430,000 will be covered by Civic Donor Funds, 11-0844-2340-503200-100-000000-000-05-093-0844.

REQUISITION NUMBER: 41300383

RATIONALE: The District offers an annual summer education program to its students, and Teach For America conducts an annual summer training program for new corps members in which corps members are trained in pedagogy and teaching strategies and have the opportunity to teach in actual classroom settings. During the summer institute, Teach For America corps members in conjunction with Tulsa Public Schools' teachers will provide tuition-free innovative instruction to District students. The summer institute will mutually benefit the District and Teach For America.

G-15. RECOMMENDATION: Enter into a licensing agreement through June 30, 2014, with SearchSoft Solutions, the provider of the software supporting the District's principal and assistant principal evaluation system McREL.

FURTHER RECOMMEND: The attorneys for the School District review and approve the agreement and the proper officers of the Board of Education be authorized to execute the agreement on behalf of the District.

COST AND FUNDING: The total cost for FY2014 not to exceed \$30,000 will be paid from the Civic Donor Fund, 11-0844-2340-503200-100-000000-000-05-093-0844.

REQUISITION NUMBER: 41300388

RATIONALE: The District selected the Balanced Leadership Principal Evaluation System of Mid-Continent Research for Education and Learning (McREL) as its principal and assistant principal evaluation system. The licensing agreement with SearchSoft Solutions will allow the District to use a cloud-based software platform to collect, review and report vital evaluation data. The licensing agreement will provide access to 40 evaluators and 120 principals and assistant evaluators. Online collection and reporting allows for more robust analytics and instant access to vital evaluation data concerning the effectiveness of the District's school leaders.

ITEMS LISTED BELOW SUBMITTED BY CHIEF INFORMATION AND OPERATIONS OFFICER, MR. BEN STOUT

G-16. RECOMMENDATION: Accept the proposal from Rich and Cartmill for excess workers' compensation insurance coverage through Safety National Casualty Corp.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

COST AND FUNDING: The total estimated premium not to exceed \$208,000 will be charged to the Workers Compensation Fund, 83-0000-7400-505290-000-000000-000-04-041.

RATIONALE: This provides workers' compensation specific and aggregate excess insurance through Safety National Casualty Corp. The 2012-2013 premium was \$193,471.

G-17. RECOMMENDATION: Accept the proposal from the best and most qualified provider for insurance for blanket coverage for District employees and specifically, treasurers of the school activity funds throughout the District. The blanket limit is \$500,000 with \$5,000 per occurrence deductible; specific treasurer coverage is \$150,000 for high schools, \$40,000 for middle schools, \$15,000 for elementary schools and \$10,000 for all others with a deductible of \$1,000 per occurrence.

COST AND FUNDING: The total cost of approximately \$15,000 will be paid from the General Fund, 11-0000-2319-505250-000-000000-000-03-025.

RATIONALE: This insurance covers all District employees. The total cost for 2012-2013 was \$12,201.

G-18. RECOMMENDATION: Accept the proposal from the best and most qualified provider for claims administration services associated with the District's liability insurance during the 2013-2014 school year, for a unit cost fee based on the number of claims incurred.

COST AND FUNDING: The total cost of approximately \$80,000 will be paid from the General Fund, 11-0325-7930-505290-000-000000-000-03-025.

RATIONALE: This insurance covers claims administration services connected to the liability insurance. The actual cost will be based on settled claims. Total cost for 2012-2013 was approximately \$80,000.

G-19. RECOMMENDATION: Accept the proposal from the best and most qualified provider for general liability insurance (including for automotive equipment, including driver training services) and School Board/Professional Liability with limits of liability as specified in the Governmental Tort Claim Act, with \$175,000 deductible per occurrence.

COST AND FUNDING: The total cost of approximately \$200,000 will be paid from General Fund, 11-0000-2319-505220-000-000000-000-03-025 and 11-0000-2720-505240-000-000000-000-03-025.

RATIONALE: This insurance covers tort claims that the District receives. The total cost for 2012-2013 was \$190,553.

G-20. RECOMMENDATION: Accept the proposal from the best and most qualified provider for insurance for the District for \$1,000,000 excess limit required in order to meet the lease requirement for the classrooms located at Tulsa Promenade Mall.

COST AND FUNDING: The total cost not to exceed XXXXX will be paid from the General Fund, 11-0000-2319-505220-000-000000-000-03-025.

RATIONALE: This insurance is required by Promenade Mall. The total cost for 2012-2013 was \$7,579. The increase is primarily due to additional square footage.

G-21. RECOMMENDATION: Accept the proposal from the best and most qualified provider for insurance for property, fire and extended coverage on buildings and contents (where contents are insured, i.e., in the Education Service Center and Maintenance/Warehouse facility) as well as vehicle lot coverage, aka catastrophic vehicle physical damage coverage with a blanket limit of \$18,500,000 and a deductible of \$100,000 per occurrence.

COST AND FUNDING: The total cost of approximately \$700,000 will be paid from the Building Fund, 21-0000-2620-505230-000-000000-000-03-025.

RATIONALE: This covers repair/replacement of buildings damaged/ destroyed by fire, acts of nature, etc. The total cost for 2012-2013 was \$642,471.

G-22. RECOMMENDATION: Accept the proposal from the best and most qualified provider to provide bond coverage during the 2013-2014 school year.

COST AND FUNDING: The total cost not to exceed XXXXX will be paid from the General Fund, 11-0000-2511-505250-000-000000-000-03-025.

RATIONALE: Surety bonds provide coverage for the Treasurer and Assistant Treasurer as well as five other District public official positions. The cost for 2012-2013 was \$2,794.

G-23. RECOMMENDATION: Approve the following recommendations for openings and reorganizations of District schools in line with Phase III of Project Schoolhouse.

Centralized Enrollment Center: The Eisenhower building will become the centralized enrollment center to support all schools across the District and is scheduled for opening on January 6, 2014.

McLain 7th Grade Academy: All 7th grade classes at McLain Junior High/High School will move to the Alcott building at the beginning of the 2013-2014 school year.

Project Accept at Roosevelt: The Project Accept program will be expanded in the current Roosevelt building to house an additional 20 students at the beginning of the 2013-2014 school year. The program will also be assessed in 2013-2014 for an alternate location in 2014-2015, due to expected growth.

Rogers Annex TCC (Tulsa Community College): Remodeling 2nd floor classrooms at Rogers to replicate a college class room environment.

Monroe Dual Immersion Program: This program will be assessed for expansion and a location in 2013-2014. It will be ready for classes to begin the 2014-2015 school year.

FURTHER RECOMMEND: Adjust boundaries for the following sites.

Kendall-Whittier and Sequoyah Elementary Schools: Adjust boundaries to reduce overcrowding in Kendall-Whittier by moving attendance zone boundaries north of I-244 between North Lewis and North Peoria to the Sequoyah attendance zone.

Cooper Elementary School: Adjust the boundary for site to reduce overcrowding by moving boundaries (to be completed by June 3, 2013, Board meeting).

RATIONALE: All changes are aligned with the Project Schoolhouse annual review to relieve overcrowding and increase the number of students being served and the number of opportunities offered at the various sites.

SUPPORTING INFORMATION

CONSENT ITEM E-14

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
Instructional Leadership Director-ESC/Deputy Superintendent (3 positions) <i>Annual Budget Impact:</i> \$234,900 min. – \$352,500 max. <i>Funding Source:</i> 11-0000-2340-501110-000-000000-107-16-077	EL-8 12 Months	Oversee a portfolio of schools (12-18) and be responsible for inspiring, providing thought-partnership, coaching, holding principals accountable, and building the capacity of principals to improve the conditions of teaching and learning in each of their schools. Address day-to-day academic and operational school issues. Responsible for ensuring that the District's mission and goals are achieved and for collaborating with department heads and the Chief Academic Officer to ensure consistency of practices and prioritization of resources. Will share best practices and work continuously to improve the skills and knowledge base of principals they supervise.

NOTE: These positions to be effective July 1, 2013.

SUPPORTING INFORMATION

CONSENT ITEM E-15

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Dill, Tommy	4/25/13	B-13	\$ 3,734.20	Teacher-Kerr/Grade 6 Rate: \$38,660.00 Return from leave
Sanders, Pamela	4/01/13	BL-A	4,560.01	CNS Manager-McLain Rate: \$21,397.00 Return from leave
Spinks, Rebecca	6/03/13	EL-1	3,939.78	Academic Coordinator- Teaching and Learning Rate: \$49,505.00
Support (Hourly):				
Black, Deborah	4/29/13 6/30/13	CA-9	\$ 14.06	Benefits Specialist-ESC/ Human Capital Return from leave
Burks, Kerry	4/22/13 5/16/13	IS-6	10.81	Teacher Assistant (TA)- TRAICE
Chaney, Keith	5/06/13 5/16/13	MT-4	9.35	Bus Driver Trainee
Cooper, Jacqueline	4/29/13 5/16/13	MT-1	9.85	Child Nutrition Services (CNS) Assistant-McLain
Holcomb, Ozlem	4/22/13 5/16/13	IS-6	10.81	TA-Patrick Henry
Powell, Sara	5/06/13 5/16/13	CA-6	11.32	Virtual School Coordinator-Tulsa Learning Academy
Stake, Jene	4/29/13 5/16/13	MT-4	9.35	Bus Driver Trainee

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Axley, Carol	SIG Transition Interventionist- Clinton M60-22	8/15/12	\$ 52,975.00 6,831.00 3,009.91	\$ 52,975.00 6,831.00 3,009.91 1,831.00	SIG Stipend Additional days Counselor
Blakney, Kelley	Principal Intern- Key M-10	8/13/13	39,850.00 3,000.00	45,512.00	Assistant Principal- Key EL-1 Intern Stipend
Fennell, Charles	SIG Transition Interventionist- Hale M60-16	8/15/12	46,485.00 6,831.00	46,485.00 6,831.00 2,641.19 1,831.00	SIG Stipend Additional days Counselor
Gestland, Ramona	Principal Intern- Celia Clinton M60-27	8/13/13	60,849.00 3,000.00	62,849.00	Assistant Principal- Celia Clinton EL-1 Intern Stipend
Reed, Matthew	Communication Technician-ESC/ ISS TS-9	5/20/13	18.03	5,221.28	Network Technician- ESC/ISS BL-3 Rate: \$40,690.00
Wileinger, David	SIG Transition Interventionist- East Central B-8	8/15/12	36,300.00 6,831.00	46,485.00 6,831.00 2,062.15 1,831.00	SIG Stipend Additional days Counselor
Support (Hourly):					
Adams, Laure	Bus Driver Trainee MT-4	4/11/13 5/16/13	\$ 9.35	\$ 10.70	45 day evaluation
Barrera, Barbara	CNS Cook II- Rogers MT-3	4/25/13 5/16/13	9.62	8.99	CNS Cook I-Disney MT-2
Bottello, Rita	CNS Assistant- Skelly MT-1	4/25/13 5/16/13	9.73	10.51	CNS Cook II-Skelly MT-3

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Brains, Marina	CNS Assistant- Jackson MT-1 4hrs/day	4/29/13 5/16/13	\$ 8.52	\$ 8.52	6hrs/day
Chang, Lyvong	Bus Driver Trainee MT-4	4/09/13 5/16/13	9.35	10.70	45 day evaluation
Cook, Michael	Grounds Lead- Maintenance MT-9	10/08/12 6/30/13	12.49	12.49	Plumbing Apprentice- Maintenance
Cooper, Jacqueline	CNS Assistant- Ross MT-1 5.5hrs/day	4/29/13 5/17/13	9.58	9.58	6hrs/day
Fields, Marvejean	Health Assistant- Kendall Whittier CA-4	1/10/13 6/13/13	9.33	9.98	CA-5
Greer, LeeAnn	Bus Driver Trainee MT-4	4/22/13 5/16/13	9.35	10.70	45 day evaluation
Gregory, Melonie	CNS Assistant- Grissom MT-1 .5hrs/day	4/29/13 5/16/13	8.72	10.21	CNS Assistant Manager-Salk MT-6 7.5hrs/day
Jackson, Anglea	Bus Driver Trainee MT-4	4/15/13 5/16/13	9.35	10.70	45 day evaluation
Johnson, Rhonda	CNS Assistant- Eisenhower MT-1	4/29/13 5/16/13	8.86	9.48	CNS Cook I- Eisenhower MT-2
Moses, Chrisandria	Bus Driver Trainee MT-4	4/15/13 5/17/13	9.35	10.70	45 day evaluation
Musungayi, Misenga	CNS Cook II- Ross MT-3 6hrs/day	4/30/13 5/16/13	10.26	10.26	7hrs/day

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Noriah, Danielle	Bus Driver Trainee MT-4	4/16/13 5/17/13	\$ 9.35	\$ 10.70	45 day evaluation
Redfearn, Jamie	Purchasing Technician- ESC/Materials Management CA-11	5/20/13 6/30/13	15.14	16.35	Purchasing AP Lead- ESC/Materials Management CA-13
Smith, Dennis	Bus Driver MT-6	7/01/12 6/30/13	10.56 .30	10.77 .30	Salary Book Correction Team Driver
Stalnaker, Linda	CNS Assistant- McLain MT-1 6hrs/day	4/29/13 5/16/13	8.98	8.98	7hrs/day
Urizar, Gershom	Bus Driver Trainee MT-4	5/02/13 5/16/13	9.35	10.70	45 day evaluation
Ware, LaQuesha	Custodian-Plant Operations MT-3	4/25/13 6/30/13	8.98	8.98 .44	Custodian-Educare II Shift differential
Williams, Annette	Campus Police Officer-ESC/ Campus Police TS-9	6/10/13 6/30/13	17.50	17.50	GREAT Instructor- ESC/Campus Police TS-9

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT

Name	Special Assignment	Site	Effective Date	Amount
Certificated/Administrative:				
Cornman, Elisa	Multischool Librarian	ECDC	08/15/12	\$ 1849.00
Flaherty, Janis	Building Site Test Coor	M. Hudson	01/07/13	750.00
Flaherty, Janis	Team Leader	M. Hudson	02/14/13	631.00
Greenberg, Samantha	MS Cheerleading Sponsor	Central Jr High	08/20/12	2060.00
Greenberg, Samantha	MS Girls Volleyball	Central Jr High	08/20/12	1602.00
Hail, Maurice	Asst. Baseball	Rogers HS	01/28/13	1387.00
Hall, Diane	Team Leader	McKinley	08/15/12	1540.00
Hargrove, Amy	MS Cheerleading Sponsor	Rogers Jr High	08/20/12	2060.00
Hargrove, Amy	HS Cheerleading Sponsor	Rogers HS	08/17/12	2861.00
Harries, Teresa	Team Leader	Jones	08/15/12	924.00
Hornbuckle, Jimi	Team Leader	Indian Pupil Ed	03/01/13	535.25
Jackson, Kenneth	Girls Head Golf	Central HS	08/20/12	713.00
Khalaf, Calvin	Girls Asst. Soccer	Central HS	08/20/12	1202.00
King, Keary	Girls Asst. Basketball	Hale HS	01/17/13	2577.00
Lewis, Lawrence	Boys Head Golf	McLain HS	08/20/12	713.00
Lewis, Lawrence	Girls Asst. Golf	McLain HS	08/20/12	357.00
Moseley, Erin	Team Leader	Hawthorne	03/08/13	300.00
Olsen, Jentre	MS Girls Volleyball	McLain Jr High	03/01/12	\$ 668.00
Orr, Koren	Building Site Test Coord	Lewis & Clark	04/05/13	264.00
Williams, Lisa	Teacher-in-Charge-Elem	Kendall-Whittier	01/07/13	286.00
Support:				
Carpenter, Anthony	Asst. Boys Track	Edison HS	08/20/12	\$ 1200

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
Certificated/Administrative:			
Brogan, Kimberly	6/24/13	Staff Development Teacher-Grimes	Personal illness
Butcher, Steven	4/18/13	Counselor-Monroe	Personal illness
Ghylin, Nancy	5/03/13	Staff Development Teacher-Owen	Personal illness
Griffin, Raymond	4/03/13	Teacher-Kerr/Grade 6	Personal illness
Support (Hourly):			
Anthony, Charlene	4/17/13	CNS Assistant-Rogers College High	FMLA
Lee, Teresa	4/21/13	Paraprofessional- Kendall Whittier	FMLA
Winstone, Gary	4/10/13	Electronic Technician- Maintenance	Personal illness
Zuniga, Maria	4/18/13	Custodian-Memorial	Personal illness

RETIREMENTS

Name	Effective Date	Assignment
Certificated/Administrative:		
Mayes, Barbara	6/26/13	Principal-Hamilton
Nicholas, Martin	5/17/13	Teacher-Salk/Grade 6
Smith, Richard	3/01/13	Teacher-McLain/Special Education
Support (Hourly):		
Arms, Eileen	5/16/13	CNS Assistant-Hale
Atwell, Charles	3/25/11	Grounds Journeyperson-Maintenance
Green, Patricia	5/31/13	Clerk-Hale
Hirsch, Carolyn	5/16/13	CNS Assistant-Kerr
Randolph, Nancy	4/11/13	Purchasing Systems Analyst-ESC/Materials Management
Sagel, Georgia	5/16/13	CNS Assistant-Jackson
Simons, Judith	5/31/13	Head Custodian-Central

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Austin, Carly	5/21/13	Teacher-Hale/Career Magnet
Baggett, Kellen	5/17/13	SIG Math Remediation Teacher-Clinton
Barcus, Jim	5/17/13	Tulsa Met HS/Alternative Ed
Calderwood, Kimberly	6/01/13	Teacher-Bell/Grade 1
Calvillo, Ruth	5/17/13	Teacher-Hale/ELL
Cauthon, Allyson	5/02/13	Teacher-McKinley/Grade 5
Crocker, Dana	5/31/13	Teacher-East Central/Financial Literacy
Cutcliff, Christina	4/26/13	Teacher-Eugene Field/Grade 2
Graham, Nancy	5/17/13	Teacher-Lee/Grade 5
Guerra, Caroline	5/17/13	Teacher-Monroe Dual Language/Kindergarten
Harrison, Jan	5/17/13	Teacher-Hale/Math
Hendricks, Kamala	6/01/13	Teacher-Jackson/Kindergarten
Hines, Victoria	6/01/13	Teacher-Hawthorne/Grade 1
Johnston, Joyce	4/19/13	Teacher-Cooper/Grade 5
Kostendt, Elizabeth	5/17/13	Teacher-Cooper/Grade 1
Kreber, Carrie	5/17/13	Teacher-Mitchell/Grade 1
Lopez, Abigail	5/17/13	Teacher-Celia Clinton/Grade 1
McClure, Carolyn	5/31/13	Academic Coordinator-Teaching and Learning
McCollum, Kristen	5/17/13	Speech Pathologist-Bell
McMillan, Jennifer	4/23/13	Teacher-Kendall Whittier/Grade 1
Pearson, Ashley	5/17/13	Teacher-Salk/Grade 3
Rector, Jimmy	6/30/13	Principal-Webster
Rohitkumar, Stephanie	5/22/13	Teacher-Marshall/Grade 5
Savage, Ronald	5/17/13	Teacher-Memorial/PE
Shafer, Gloria	5/17/13	Teacher-Bell/Grade 2

RESIGNATIONS – Continued

Name	Effective Date	Assignment
Spillios, Heather	5/17/13	Teacher-Hale/Science
Tascier, Christina	5/17/13	Teacher-Celia Clinton/Grade 2
Tew, Monica	7/12/13	Teacher-Wright/Grade 4
Valice, Gina	5/17/13	Teacher-East Central/English
Weaver, Gwendolyn	5/17/13	Teacher-Hale/Math
Whitehead, Ashlee	5/17/13	Teacher-Science/East Central
Wobbenhorst, Judy	5/17/13	Teacher-Kerr/Special Education
Support (Hourly):		
Ballard, Desiree'	5/24/13	Health Assistant-Patrick Henry
Barnett, Quartrilla	5/15/13	Paraprofessional-ECDC Bunche, Porter
Benjamin, Tiffany	5/16/13	TA-Key
Easton, Lloyd	5/12/13	Title I Accounting Technician-ESC/Accounting
Garcia, Lorena	4/26/13	Custodian-Skelly
Holler, Angela	5/16/13	Library Assistant-Salk
Johnson, Erma	4/30/13	Custodian-Zarrow
Lafayette, Sally	5/16/13	Autism Paraprofessional-Memorial
Powell, Sharon	6/01/13	Clerk-McKinley
Rogers, Rebekah	4/16/13	Autism Paraprofessional-Chouteau
Sausedo, Cecilia	4/16/13	Registrar-Clinton
Stanley, Gloria	5/17/13	CNS Assistant-East Central
Storz, Emily	4/17/13	MD Paraprofessional-Skelly
Uzzel, Elizabeth	5/16/13	TA-Skelly
Wade, Andrea	5/17/13	Library Assistant-Hale
Wade, Philander	4/16/13	TA-TRAICE

Non-Renewal of Contract

<u>Name</u>	<u>Effective Date</u>	<u>Assignment</u>
Certificated/Administrative:		
Alexander, Jerry	5/23/13	Teacher-TRAICE/Alternative
Allen, Kitty	5/17/13	Teacher-MacArthur/Grade 5
Andrews, Carolyn	5/17/13	AVID Instructor-Carver
Forrest, Karen	5/17/13	Teacher-East Central/Language Arts
Holleyman, Mark	5/17/13	Teacher-East Central/English, French
Leech, Billie	5/17/13	Teacher-East Central/Science
Patrick, Glenn	5/17/13	SIG Attendance Officer-Central
Potts, Teresa	5/17/13	Teacher-East Central/ACE Remediation
Renfrow, Jerry	5/23/13	Teacher-TRAICE/Alternative

SUBSTITUTE AND TEMPORARY ELECTIONS

Temporary Educational Staff

Watkins, Janice

Fixed Asset Technicians

Haney, Dale
Morgan, Steven

Teacher Assistant

Burk, Karen

Health Assistant

Pruitt, Jane

CNS

Winston, Sean

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

AP Incentive Professional Development - 11-7752-2213-501700-252-000000-000-05-093-7752
11-7752-2573-501700-252-000000-000-05-093-7752

Pay certified instructional and non-instructional personnel, to be named, \$18/hr. (total not to exceed \$65,000) to attend professional development in June of 2013.

Athletics – School Activity Fund #536

Pay Linda Drink, certified staff, a total not to exceed \$2,500 for assigning basketball officials for the 2012 -2013 school year.

College and Career Readiness - 11-4210-2213-501700-333-999000-210-05-093-4210

Pay College and Career Readiness (CCR) certified teachers, to be named, \$18/hr. (total not to exceed \$25,000) to attend professional development July 1, 2013, through June 30, 2014, during non-contract hours.

East Central – School Activity Fund 549

Pay Jose Landazuri, support staff, a total not to exceed \$300 for assisting East Central head coach with boys' soccer during the 2012-2013 school year.

Levit Tulsa Public Schools Jazz Festival – 81-2869-2660-501800-000-000000-959-06-070

Pay two security guards, to be named, \$37/hr. (total not to exceed \$500.00) to work the Jazz Festival on May 4, 2013.

Levit Tulsa Public Schools Jazz Festival – 81-2869-501800-000-000000-954-06-070

Pay custodial staff at total not to exceed \$442, and stage management a total not to exceed \$340 to work Saturday, May 4, 2013, for the Jazz Festival. The Levit Jazz Festival will provide gifted high school musicians an opportunity to work with professional jazz clinicians and a venue for performance.

Literacy Summit - 11-0000-2213-501700-000-000000-000-05-070 11-0000-2573-501700-000-000000-000-05-070

Pay assistant principals and staff development teachers, to be named, \$18/hr. (total not to exceed \$25,000) to attend the Literacy Summit on May 29 and 30, 2013 at Wilson Teaching and Learning Academy.

Monroe Professional Development – 11-0000-2213-501700-000-000000-210-07-563 11-000-1000-501800-100-10500-414-07-563

Pay Monroe Demonstration Academy teachers \$18/hr. and support staff @ their current hourly rate (total not to exceed \$1,500) to attend a professional development during non –contracted hours, May24, 2013.

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES - Continued

MSP Math Exploration Academy- 12-5440-2213-501700-100-105000-210-05-093-5440

Pay 25 certified staff members, to be named, \$18/hr. (total not to exceed \$37,800) to complete the ten-day Summer Institute June 10-14 and June 17-21, 2013, at Memorial Jr High and four follow-up training days.

MSP Math Exploration Academy- 12-5440-5500-503200-000-000000-000-05-093-5440

Pay five private school teachers, to be named, \$18/hr. (total not to exceed \$7,560) to complete the ten-day Summer Institute June 10-14 and June 17-21, 2013, at Memorial Jr. High and four follow-up training days.

Summer Food Service Program - 2 22-7660-3120-501210-700-000000-953-03-023
3 22-7660-3120-501210-700-000000-953-03-023

Pay support staff, listed below, at the hourly rates as listed, to work in the Summer Café Program. Total cost to be reimbursed by the United States Department of Agriculture through Child Nutrition Programs Division of the State Department of Education, May 30, 2013, through July 29, 2013, unless noted.

Assistant Director @ \$16.42 – Kurt Stillman (May 23, 2013 – July 12, 2013)

Program Manager @ \$14.20 – Donna Richardson

Assistant Manager @ \$13.42 – Kathy Ralston

Office Manager @ \$13.42 – Wendy Thompson

Lead Monitor @ \$14.20 – Julie Wilson (May 28, 2013 – August 2, 2013)

Lead Delivery Assistant @ \$13.42 – Teal Hamlin

Site Monitors @ \$13.42 – (May 28, 2013 – August 2, 2013)

Jones, Hollie

Malik, Saima

Mota, Maria

Puckett, Cherie

Schaefer, Diana

Washington, Adairia

Delivery Assistants @ \$11.56

Frank, Patty

Walker, Kenisha

White, Christy

Whitley, Tabatha

Wilson, LaQueisha

Delivery Assistant Subs @ 11.56

Bernal, Michael

Flowers, Michelle

Hammons, Danisha

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES - Continued

Summer Food Service Program continued

Cook Assistants @ \$10.56

Baez, Nancy
Boone, Earlene
Brown, Stacy
Butler, Donna
Cardenas, Norma
Daniels, Wanda
Davis, Patty
Dixon, Angela
Gibson, Laura
Guzman, Juana
Jamison, Erica
Jones, Pamela
Kaup, Sherry
Kinney, Maureen
Kuzina, Nadezhda
MacCourt, Nancy
Malek, Sandra
Ortega, Argena
Plascencia, Ericka
Powell, Patricia
Quiroz de Almader, Irma
Rosales, Jannet
Talbot, Karen
Thornton, Byrder

Cook Assistants @ 10.56

Allen, Linda
Andrus, Crystal
Avalos, Maria
Balauseac, Hilde
David, Bonnie
Duncan, Lisa (June 3rd – August 2nd)
Duran, Maria
Epperson, Brianna
Estrada-Lozano, Maria
Farley, Sandy
Garcia, Adela
Gomez, Maria
Grigsby, Dawn
Kendrick, Stacy
Lins, Pam
McKinney, Katharine
Musungayi, Mistenga
Neel, Tammy
Paiz, America
Peeveyhouse, Regina
Porteous, Patricia
Rebollar, Matilde
Risenhoover, Jr. John
Rolanda Harvey
Walker, Debra
Walker, Natasha
Washington, Julia
Worrell, Ruth

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES - Continued

Summer Food Service Program continued

Child Nutrition Summer Labor 2013 at Ross – 2 22-3850-3120-501210-700-0000-958-03-053
3 22-3850-3120-501210-700-0000-958-03-053

Pay support staff @ the hourly rates listed below, to work June 3, 2013, through August 1, 2013, unless noted.

Summer Assistants – Ross @ \$11.62

Barnes, Allyson – June 3, 2013 through July 12, 2013

Gray, Rhonda

Jones, Diana

Child Nutrition Summer Labor 2013 – 2 22-3850-3120-501210-700-0000-958-03-053
3 22-3850-3120-501210-700-0000-958-03-053

Summer CAP Manager (Disney) @ \$14.20 – Frances Edwards (May 23, 2013-August 9, 2013)

Summer CAP Manager (Frost) @ \$14.20 – Jamie Jordan (May 23, 2013-August,9, 2013)

Summer CAP Assistant Manager (Disney) @ \$13.42 – Crystal Dake (May 23, 2013,-August 9, 2013)

Summer CAP Assistant Manager (Frost) @ \$13.42 – Pat Harris (May 20, 2013,-August 20, 2013)

Summer CAP Temporary Manager (Disney)@ \$13.42 – Berrie Norris (May 20-22 and August 12-20)

Pay support staff@ the hourly rates listed below, to work May 20, 2013,-August 20, 2013.

Summer CAP Cook II (Disney) @ \$11.56

Conroy, Deborah

Norris, Berri

Reyes, Stephanie

Summer CAP Cook II (Frost) @ \$11.56

Beverly, Bargine

Ware, Danetta

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES - Continued

Summer Food Service Program continued

Summer CAP (Disney) Staff @ \$10.56

Carbaial, Maria
Cavin, Ralph
Flores, Maria (SUB)
Gee, Hope
Palafox, Isela
Patrick, Jennifer
Perez, Dolores
Polacca, Bobbie
Samuels, Fondrea
Stephens, Marie
Suarez, Sara
Williams, Raquonna

Summer CAP (Frost) Staff @ \$10.56

Crisp, Carrie (SUB)
Davis, Liddie (SUB)
Dismuke, Stephanie
Jamison, Rochell
Patterson, Michelle
Pierce, Tammy
Ponder, Mary
Smiley, Sandra
Tottress, Norma
Williams, Brandy
Williams, Latrice

Innovative Schools Retreat – 11-0000-2213-501700-430-000000-210-16-076

Pay fifteen certified teachers, to be named @ \$25/hr. (total not to exceed \$3,000) to attend an Innovative Schools Retreat, May 21, 2013.

Psychologist Extra Duties – 11-6210-2140-501700-239-000000-205-066-6210

Pay TPS school psychologists to provide psychological evaluations to TPS students at the rate of \$250 per evaluation (total not to exceed \$20,000) during the month of June 2013

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

April 22, 2013 Agenda, page 21 - Add funding source

Create:

Position	Salary/Grade	Duties
Human Capital Talent Specialist-ESC/Human Capital <i>Annual Budget Impact:</i> \$30,200 min. – \$45,200 max. <i>Funding Source:</i> 11-0844-2572-501210- 000-000000-337-05-093- 0844	BL-3 12 Months	Analyze research and report on teacher talent and performance to include sources of certification, GALLUP scores, TLE and Value Added scores, and diversity. Compute and analyze data that supports recruitment and sustainability of talent. Develop, track and monitor student teacher placements and contracts with universities and colleges. Assist in the overall recruitment and sustainability of teacher talent in the District. Develop and maintain teacher talent data bases to improve processes and procedures. Create and present a talent dashboard to monitor and track progress within the areas of recruitment and sustainment of talent. Provide assistance to all recruiting events to include university/college career fairs, student teacher job fairs and new teacher orientation.

May 6, 2013 Agenda, page 35 - Correct funding source

East Central - Track Booster Club Fund

Pay Donnie Davison, certified staff member, a total not to exceed \$500 to assist with the East Central track team.

TULSA PUBLIC SCHOOLS

Policy 2201

STUDENT RESIDENCY

PURPOSE: To establish guidelines for student residency.

Definitions as Used in this Policy

Residency: Residence, residency and legal residence shall mean the parent's/guardian's present place of abode, provided it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence must be submitted to establish residency.

Person Having Legal Custody: Person having legal custody means a person legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

Care and Custody: Care and custody means a person assuming the care and custody of the child on a continuous basis.

Major Degree of Support: Major degree of support means a substantial contribution to the cost of the child's care, but it need not be in excess of one-half of all money expended in the care and support of the child.

Homeless Children and Youths: Homeless children and youths means students who lack fixed, regular and adequate nighttime residence, and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) qualify as homeless because the children are living in circumstances described above.

The District (Independent School District Number One) is established for the purpose of serving the educational interests of resident students. State law provides a child's residence for school purposes is the school district in which the parent/guardian or person having legal custody of the child holds legal residence.

Federal law provides that homeless children and youths, individually or through a parent/guardian, may choose to attend the school in the area in which they are currently living. The homeless liaison coordinator will determine whether a student is a homeless child or youth for the purposes of establishing residency and promptly advise the parent/guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the homeless liaison coordinator will advise the student. The District will enroll each homeless student and permit full participation in all school programs, whether or not the student is accompanied by a parent/guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The District's homeless liaison coordinator may assist the student and school in obtaining those items. A parent/ guardian or person having legal custody of the child who disagrees with the homeless liaison coordinator determination may appeal the decision to the Board under the procedure identified in this policy. If there is no parent/guardian or person having legal custody of the child available, the student may appeal the decision.

Adopted: November 1982
Revised: May 2013
Legal Reference: 70 O.S., 1-113
Cross Reference: 2202, Student Admissions

2201 Page 2 of 2

STUDENT ADMISSIONS

PURPOSE: To clarify student admissions, compulsory attendance age and entrance age requirements.

All children between the ages of five years on or before September 1 and 21 years on or before September 1 who have not graduated from high school will be allowed to attend school in the District free of charge; however, these children must reside within the boundaries of the District or have an approved out of district transfer.

Proof of birth registration is required before enrollment can be completed. Certified copies of birth certificates, school records, passports, affidavits, or other documents verifying legal age may be considered acceptable proof.

Oklahoma law requires children over the age of 5 and under the age of 18 years who have not finished four years of high school to attend school unless the child is excused from such attendance as provided by law. The parent/guardian having charge of such children will be held legally responsible for complying with this compulsory attendance law.

Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum. Proficiency promotion testing may be used to determine the appropriate educational level.

A child who has reached the age of five years on or before September 1 of the school year is required to be enrolled in kindergarten. A child who is five years of age shall be excused from kindergarten attendance until the next school year if a parent/guardian notifies the school in writing of election to withhold the child from kindergarten until the next school year. Kindergarten must be completed prior to enrollment in the first grade.

All children who are at least four years of age but not more than five before September 1 and have not attended kindergarten are eligible to attend an early childhood program if space is available. Preference will be given to those students who have not previously completed an early childhood program or have opted out of kindergarten.

Established by Law

Legal Reference: Title 70 O.S., 10-105, and 12-10-282

Revised: May 2013

STUDENT ATTENDANCE

PURPOSE: To specify the Board's intention regarding student attendance expectations and to clarify the impact absenteeism may have upon a student's potential for promotion and/or earning passing grades, revocation of transfers, and referral to the District Attorney for violation of the Oklahoma Compulsory Attendance Law.

Recording Attendance

Official attendance shall be reported and recorded in "half-day" increments. Students shall be in attendance for at least two hours to be counted as "present" for one-half day. Students arriving late and/or departing early shall have their attendance record accurately reflect the portion of the school day they were reported as "present."

Kindergarten and early childhood students attending half-day programs shall be counted "present" for the whole day if they attend for two and one-half or more hours of any scheduled daily session.

Elementary Student Absences

Students attending elementary schools (or enrolled in grades typically defined as elementary grades) shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except that excused absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed shall not be counted for the purpose of determining a student's eligibility for promotion or revocation of transfer. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for retention based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for retention (non-promotion) or revocation of transfer due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Retention/revocation of transfer actions due to excessive absenteeism may be appealed by the parent/guardian.

Secondary Student Absences

Students attending secondary schools (or enrolled in grades typically defined as middle or high school grades) shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for any particular class/course in that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for a passing grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except excused absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed shall not be counted for the purpose of determining a student's eligibility for promotion/credit or revocation of transfer. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for a failure to earn credit based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for a failure to earn credit or revocation of transfer due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Actions leading to failure to earn credit/revocation of transfer due to excessive absenteeism may be appealed by the parent/guardian.

Referral to the District Attorney for violations of Oklahoma Statutes, Title 70, Sec. 10-106) Oklahoma Compulsory Education Law

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or if the child is absent from school for ten (10) or more days or parts of days within a semester without a valid excuse, the attendance officer shall immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings.

Attendance Incentive and Awards Program

In an effort to promote and reward regular attendance, each school will establish an incentive awards program. Some activities for such are:

- Conduct school-wide orientation assemblies at the beginning of the school year to review the attendance policy and promote the idea that good attendance is essential if students are to gain the maximum benefit of the educational program.
- Develop school-wide incentive programs to improve attendance.

- Develop and utilize positive rewards for students with exceptional attendance records during any one grading period and/or for the school year.
- Send quarterly commendation letters to students and parents/guardians for improved attendance.
- Issue certificates for good attendance.

Adopted: November 1982

Revised: May 2013

Legal Reference: 70 OS. Sec. 10-106

210:35-17-2. OSDE Standards of Accreditation for OK Schools

Cross Reference: 2204, 2204-R, Student Attendance

2614, Tardiness and Truancy

2617, Student Absences Due to Activities

2204 Page 3 of 3

PROMOTION, RETENTION, AND FAILING GRADES PASS/FAILURE

PURPOSE: To provide information concerning promotion, retention and failing grades of students and of parents'/guardians' right of appeals as required by Oklahoma law.

Definitions

Promote or promotion -As used in this policy means to place a student successfully completing the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent cumulative record that the current grade level has been successfully completed.

Retain or retention -As used in this policy, means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that the current grade level has not been successfully completed.

High School Promotion/Retention, grades 9 through 12

Grade level designations are determined by the cumulative total of Carnegie Units earned. To be classified as a sophomore, a student must have earned **6** units. To be classified as a junior, a student must have earned **12** units. To be classified as a senior, a student must have earned **18** units. Students may earn 18 units prior to their senior year; their grade classification will remain the same as their cohort class unless an official request for early graduation has been approved per Board policy 2404.

Students demonstrating competency in a curriculum subject shall receive credit. Credit can also be given for the successful completion of a Carnegie Unit. A Carnegie Unit is defined as a course that meets 40 minutes a day, five days per week for at least 36 weeks, or the equivalent of 120 clock hours within the school year, or equivalent in block scheduling. Credit can also be given for the successful completion of 1/2 half of a Carnegie Unit, or the equivalent of 60 clock hours within a semester. Educational options such as correspondence courses, independent study and certain internet instruction will also be considered appropriate methods for earning credit.

Middle School/Jr. High Promotion/Retention, grades 6 through 8

Seven Period Day - Students in grades 6, 7, and 8 receiving instruction based on a seven (7) period school day shall receive full promotion upon earning seven (7) units.

Placement - A student shall be **placed** in the next grade providing the student has earned five (5) units; three (3) of which must be in core academic subjects (language arts, mathematics, social studies, or science). If the student has failed to earn credit in as many as three (3) core academic subjects, the student shall be retained in the same grade or be required to attend summer school before being promoted to the next grade. If the student attends summer school and earns credit in one of the core academic subjects previously failed, the student shall be placed in the next grade level providing a combined total of five (5) units has been earned, three (3) of which must be in the core academic subjects listed above.

Eight Period Day - Students in grades 6, 7, and 8 receiving instruction based on an eight (8) period school day shall receive full promotion upon earning eight (8) units.

Placement - A student shall be **placed** in the next grade providing the student has earned six (6) units; three (3) of which must be in core academic subjects (language arts, mathematics, social studies, or science). If the student has failed to earn credit in as many as three (3) core academic subjects, the student shall be retained in the same grade or be required to attend summer school before being promoted to the next grade. If the student attends summer school and earns credit in one of the core academic subjects previously failed, the student shall be placed in the next grade level providing a combined total of six (6) units has been earned, three (3) of which must be in the core academic subjects listed above.

Middle School/Jr. High Promotion from grade 8 to High School grade 9 – Students who have completed each grade level (6th, 7th, and 8th) within a four year span, but do not meet the placement requirements will be age-placed into 9th grade.

No credit earned -As used in this policy, means the student is assigned a failing semester grade in a course of study and the failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school will form a committee to review and make decisions regarding retention and promotion. The committee must be composed of a classroom teacher, a counselor, the principal and additional personnel who may be assigned by the principal or Superintendent, when appropriate. Teachers selected to the committee must be familiar with the student's work in the subject areas of concern.

Supportive evidence must be presented to the student and parent/guardian regarding a retention decision. This evidence must be based on:

- Testing -Actually covers the subject matter presented to the student
- Assignments -Directly related to the subject matter being taught
- Consideration will also be given to the student's level of maturity (physical, mental, emotional and social) and to the student's attendance record, although these matters will not bear the same weight as items listed above.

The student and the parent/guardian must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course will be notified as soon as it becomes apparent that performance may be insufficient. The student's parents/guardians will be mailed a written notice. If the notification to the parents/guardians is by telephone, written documentation of the conversation should be maintained. The school staff will make every effort to help the student improve academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the Board, the Superintendent and the relevant principal.

Appeal Process

Any parent/guardian may request reconsideration of a retention decision or a decision to not pass a student a student in a course by taking the following steps:

First Level of Appeal: (to principal)

The parent/guardian may request review of the initial decision by letter to the building principal. If no request is received within five school days of the parent's/guardian's receipt of written notification of the initial decision, the initial decision will be final and nonappealable.

Second Level of Appeal: (to Superintendent or Designee)

The parent/guardian may request review of the principal's decision by letter to the Superintendent or designee. If no request is received within five school days of the parent's/guardian's receipt of principal's written notification of the decision, the principal's decision will be final and nonappealable.

Final Level of Appeal: (to Board of Education)

The parent/guardian may request review of the Superintendent's decision by letter to the Clerk of the Board. If no request is received within five school days of the parent's/guardian's receipt of the Superintendent's or designee's written notification of the decision, the will be final. The parent/guardian will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable. The parent/guardian may prepare a written statement giving reason(s) for disagreement, if any. The written statement will be placed in and become a part of the student's permanent cumulative record.

Retention based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade.

Beginning with students entering the first grade in the 2011-2012 school year, a student identified as having a reading deficiency, based on administered assessments, that is not remedied by the end of third grade, as demonstrated by scoring at the satisfactory level on the reading portion of the third-grade criterion-referenced test shall be retained in the third grade. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

For students who do not meet the academic requirements for promotion, the school district may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. Limited English-proficient students who have had less than two (2) years of instruction in an English language learner program;
2. Students on an individualized education plan (IEP) which indicates that participation in the statewide criterion-referenced tests are not appropriate;

3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students on an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first, second, or third grade; or
6. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years. A student who is promoted according to this paragraph shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The District shall assist schools and teachers to implement research based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

In addition to the good-cause exemptions set forth above, requests to exempt students from the academic requirements for promotion to the next grade shall only be made upon documentation, that shall consist only of a student portfolio, submitted from the teacher of the student to the school principal that indicates that the promotion of the student is appropriate and is based upon the record of the student.

The District will provide written notice to the parent or guardian of any student who is to be retained due to not meeting the reading proficiency required for promotion and the reasons the student is not eligible for a good-cause exemption. The notice shall contain a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

Grade Promotion After Participation in Summer Academy Programs

If, by the end of the second quarter of the school year, a teacher determines that a third grade student is not reading at grade level, the parent or guardian shall be notified of the student's current reading level, the proposed program of reading instruction for the student, and the potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level reading skills.

A teacher who determines that a third grade student is unable to meet the reading competencies required for completion of third grade shall, after consultation with the parent or guardian of the student, recommend that the promotion of the student to the fourth grade be contingent upon the participation in and successful completion of the required reading competencies at a summer

academy or other program. If the student does not participate in the summer academy or other program or does not successfully complete the reading competencies in the summer academy or other program, the student shall be retained in the third grade.

Mid-Year Promotion of Retained Third Graders

The District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate that he or she:

1. is a successful and independent reader, reading at or above grade level; and
2. is ready to be promoted to fourth grade; and
3. is demonstrating a level of reading proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test; and
4. is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the District.

Tools that the District may use, in accordance with rules of the State Board of Education, in reevaluating a retained third grade student may include:

1. subsequent assessments,
2. alternative assessments,
3. portfolio reviews.

A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal.

EMERGENCY PROCEDURES PLAN

PURPOSE: To define guidelines to respond to natural or man-made disasters and emergencies.

These guidelines, will be reviewed annually and revised as needed and will be placed in the current Emergency Procedures Plan maintained by each site.

The guidelines will address incidents that include, but not limited to, the following:

Accident/Serious Illness	Intruder/Lock-Down
Atmospheric Chemical Release	Student Endangerment
Bomb Threats	Student Runaway/Abduction
Child Abuse	Suicide Intervention
Death of a Student or Staff Member	Tornados/Severe Weather
Fire	

Issued (as regulation): November 1982

Adopted (as policy): July 2004

Revised: May 2013

SUPPORTING INFORMATION

INFORMATION ITEM G-13

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
Director of Constituent and Student Services-ESC/ Chief of Staff <i>Annual Budget Impact:</i> \$67,400 min. – \$101,200 max. <i>Funding Source:</i> 11-0000-2340-501110-000-000000-107-16-077	EL-6 12 Months	Provide assistance to District constituents to resolve problems effectively and identify opportunities for systems improvement. Oversee support to schools and departments in the areas of crisis management, student discipline, student services, District policy and procedures, and parental and community concerns. Work under the direction of the Chief of Staff. Work in response to requests from the Deputy Superintendent and the Chief Human Capital Officer, to investigate, resolve and document constituent or employee complaints and issues as they arise internally or from the community.
Coordinator, Gifted and Talented-ESC/ Teaching and Learning <i>Annual Budget Impact:</i> \$40,600 min. – \$70,000 max. <i>Funding Source:</i> 11-0000-2340-501110-251-000000-109-06-070	EL-1 12 Months	Plan, implement, evaluate and support all Gifted and Talented (G/T) services. Work collaboratively with principals, G/T site coordinators and teachers to develop an annual District professional development plan designed specifically to meet the learning needs of G/T staff, classroom teachers and administrators. Serve as the chairperson of the District G/T Advisory Committee and be responsible for the planning and convening of all G/T committee Meetings. Monitor and expend G/T budgets in accordance with established local and state policies and procedures. Complete annual state Gifted and Talented report, budget development, revisions to state-approved plan and certification of accuracy of G/T student database and files. Conduct routine audits of school-based G/T services. Serve as an advocate for the needs of G/T students in a professional and appropriate manner. Prepare annual staff allocation for G/T staff subject to approval by the Assistant Superintendent of Teaching and Learning.

NOTE: This position to be effective July 1, 2013.

Position Creations and Deletions - Continued

Delete:

Position	Salary/Grade	Duties
<p>Coordinator, Gifted and Talented – ESC/ Teaching and Learning</p> <p><i>Annual Budget Impact:</i> \$39,176 min. – \$58,849 max.</p> <p><i>Funding Source:</i> 11-0000-2340-501110-251-000000-109-06-070</p>	<p>EL-1 190 days</p>	<p>Plan, implement, evaluate and support all Gifted and Talented (G/T) services. Work collaboratively with principals, G/T site coordinators and teachers to develop an annual District professional development plan designed specifically to meet the learning needs of G/T staff, classroom teachers and administrators. Serve as the chairperson of the District Gifted and Talented Advisory Committee and be responsible for the planning and convening of all G/T committee meetings. Monitor and expend G/T budgets in accordance with established local and state policies and procedures. Complete annual state Gifted and Talented report, budget development, revisions to state-approved plan and certification of accuracy of G/T student database and files. Conduct routine audits of school-based G/T services. Serve as an advocate for the needs of G/T students in a professional and appropriate manner. Prepare annual staff allocation for G/T staff subject to approval by the Assistant Superintendent of Teaching and Learning.</p>
<p>Coordinator for American History Grant- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$32,900 min. – \$56,271 max.</p> <p><i>Funding Source:</i> 11-7751-2212-501110-100-540000-211-05-093-7751</p>	<p>Teacher's Salary Schedule 200 days</p>	<p>Provide leadership, professional development, and support for US History teachers who participate in grant activities; monitor and submit required grant implementation updates and reports; develop and align budget to grant activities and monitor expenditures.</p>
<p>NOTE: This position being deleted due to the conclusion of the Teaching American History Grant.</p>		

Position Creations and Deletions - Continued

Delete:

Position	Salary/Grade	Duties
<p>District Turnaround Officer- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$72,700 min. – \$109,100 max.</p> <p><i>Funding Source:</i> 11-5370-2330-501110-494-000000-110-05-710-5370</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	<p>EL-7 12 Months</p>	<p>Serve as the chief administrative officer responsible for the management, evaluation, and improvement of the instruction, instructional resources, student support, and operations for the participating schools. Act as the District, state, and community liaison. Provide transformational leadership in helping each of the schools in creating and managing a safe, supportive and positive learning environment. Coordinate the development, implementation, and continual evaluation of curriculum, instructional programs, and support activities. Support the development of professional learning community teacher and leader teams that are integral to the turnaround process. Work actively with principals, District leaders, and the Turnaround Partner to determine effective instructional practices. Oversee the development and implementation of special education and student support programs and services and ensures timely delivery, documentation, and associated reporting. Other duties as assigned by Turnaround Partner or Superintendent.</p>

Delete:

Position	Salary/Grade	Duties
<p>Data Coordinator- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$54,100 min. – \$81,100 max.</p> <p><i>Funding Source:</i> 11-5370-2213-501110-494-000000-211-05-530-5370</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	<p>EL-3 12 Months</p>	<p>Provide site-based training on use and collection of data what will be used to inform instructional decisions. Facilitate the collaboration between teachers, teams, and parents in the use of relevant data to drive instructional practices. Serve as data manager for the site principals and as a data liaison between the Transformational Coaches and the District Turnaround Office. Maintain an efficiently operating system for the Transformational Reform design so that is available for use by teachers and school leadership at all sites involved in the 1003g Grant. Provide reports, as required, to the Principal, Turnaround Office, or Turnaround Partner. Participate fully in professional development and facilitate the transformation of research-based data into useful tools for integration into the transformation reform process.</p>

Delete:

Position	Salary/Grade	Duties
<p>Data Integration and Virtual Remediation Director- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$54,100 min. – \$81,100 max.</p> <p><i>Funding Source:</i> 11-5370-2213-501110-494-000000-211-05-530-5370</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	EL-3 12 Months	Provide guidance and support for implementation of a virtual extended blended learning remedial opportunity for freshmen at risk at each SIG school site, targeting remediation prior to failure that impacts graduation rate. Track students at risk and place into remedial contexts for immediate resolution of deficit areas. Implement extended learning contracts at each designated SIG school to enroll and monitor student remedial placements. Engage parents of students at risk students through personal oral and written communications with contractual commitment to designated remedial processes. Address remedial needs of junior high students to provide for positive vertical transitions for increased success in high school settings.
<p>School Transformation and Turnaround Officer, Secondary- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$67,400min. – \$101,200 max.</p> <p><i>Funding Source:</i> 11-5410-2213-501110-100-000000-211-05-093-5410</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	EL-6 12 Months	Assure the effective implementation of the school improvement plan that includes measurable long-term goals and short-term objectives as well as aligned strategies, activities, milestones, professional development plans, and budgets. This will be accomplished through quarterly reviews with school leadership teams. Facilitate the assessment of areas of need based on the Oklahoma Nine Essential Elements Performance Indicator and Rubrics. Provide professional development to principals and teachers on using the data from benchmark/formative assessments to inform instruction. Provide professional development and ongoing support with a focus on strategies and activities on improving daily instruction. Provide followup and coaching activities to principals, leadership teams, professional learning communities, and teachers that are designed to ensure effective implementation of District/school learning goals.

Position Creations and Deletions - Continued

Delete:

Position	Salary/Grade	Duties
<p>School Transformation and Turnaround Officer, Elementary-ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$67,400min. – \$101,200 max.</p> <p><i>Funding Source:</i> 11-5410-2213-501110-100-000000-211-05-093-5410</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	<p>EL-6 12 Months</p>	<p>Assure the effective implementation of the school improvement plan that includes measurable long-term goals and short-term objectives as well as aligned strategies, activities, milestones, professional development plans, and budgets. This will be accomplished through quarterly reviews with school leadership teams. Facilitate the assessment of areas of need based on the Oklahoma Nine Essential Elements Performance Indicator and Rubrics. Provide professional development to principals and teachers on using the data from benchmark/formative assessments to inform instruction. Provide professional development and ongoing support with a focus on strategies and activities on improving daily instruction. Provide follow-up and coaching activities to principals, leadership teams, professional learning communities, and teachers that are designed to ensure effective implementation of district/school learning goals.</p>
<p>Director of AP Incentive Grant- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$67,400min. – \$101,200 max.</p> <p><i>Funding Source:</i> 11-7752-2330-501110-252-000000-110-05-093-7752</p> <p>NOTE: This position being deleted due to the conclusion of the AP Incentive Grant.</p>	<p>EL-6 12 Months</p>	<p>Work closely with both Project high schools and middle schools by supervising and supporting their AVID programs, Summer AP camps, online AP coursework, vertical alignment activities, professional training and recruitment activities. Meet regularly with the Project faculty to identify their needs, answer questions and provide information regarding the Project strategies and outcomes. Develop a marketing plan to be used by Project middle and high school counselors, as well as AVID site coordinators, featuring effective strategies for identifying students capable of performing AP level work and enrolling them in AP courses. Design strategies to educate parents of Project middle school and high school students about what the AP program is and how it works, as well as what its benefits, demands and requirements are. Monitor the progress of the Project by collecting and analyzing the relevant data and will identify any gaps and weaknesses in the implementation of the Project, including course availability, student readiness and equity gaps among key demographic groups of students. Identify any needs to modify or supplement Project activities in order to meet the specified goals and performance measures of the Project.</p>

Position Creations and Deletions - Continued

Delete:

Position	Salary/Grade	Duties
<p>GIS Analyst- Transportation</p> <p><i>Annual Budget Impact:</i> \$33,800 min. – \$50,600 max.</p> <p><i>Funding Source:</i> 11-0000-2720-501210-000- 000000-609-03-003</p>	<p>BL-4 12 Months</p>	<p>Write guidelines and procedures for department concerning routing and geographical information system (GIS). Design and develop maps, graphs, charts, and other reports from GIS. Manage GIS layers, develop new databases, complete GIS assessments, and generate maps. Utilize GPS units and be familiar with the interoperability between hardware and software. Plot areas and students based on geographic location and generate maps according to District areas.</p>

Create:

Position	Salary/Grade	Duties
<p>District Language Interpreter- ESC/Federal Programs and Special Projects (2 positions)</p> <p><i>Annual Budget Impact:</i> \$61,692 min. – \$83,574 max.</p> <p><i>Funding Source:</i> 11-0847-2199-501210-410- 000000-328-05-093-0847</p>	<p>CA-14 \$14.83/hr. to \$20.09/hr. 12 Months</p>	<p>Provide interpretation and translation services. Receive and schedule requests for language assistance services, including parent conferences. Maintain records of language assistance services provided. Maintain district list of staff approved to provide language assistance services. Maintain records of interpreter testing and scores. Administer translation competency testing. Maintain records of translator testing and scores. Develop and present training to district staff on language assistance services requirements and regulations. Assist staff in accessing language assistance services. Develop and present training to district staff and volunteers approved to provide language assistance services on ethics, confidentiality, legal regulations, and role of interpreters and translators. Maintain records of all trainings and attendance. Collaborate with community providers to develop language assistance resources. Maintain inventory of interpretation equipment. Deliver and pick-up interpretation equipment as scheduled.</p>