



AGENDA

Special Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Thursday, March 15, 2012**, at 6:30 PM, in the Cheryl Selman Room 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 Meetings

March 5, 2012

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

Motion and vote on motion to enter into a resignation agreement with Tracye Love and to authorize its execution by the Board President and Board Clerk.

M. NEW BUSINESS

Consideration and possible action on any matter which could not have been reasonably foreseen prior to the legal time deadline for posting of the agenda for this meeting.

N. ANNOUNCEMENTS

The next regular scheduled meeting of the Board of Education will be held on Monday, April 2, 2012, at 6:30 p.m. in the Cheryl Selman Room, at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

O. 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 ASSOCIATE SUPERINTENDENT FOR SECONDARY SCHOOLS, MR. KEVIN BURR

- E-1.** RECOMMENDATION: Purchase up to 13 SMART Boards with accessories from Microage College Station for East Central High School.

COST AND FUNDING: Total cost not to exceed \$32,686 will be paid from the SIG Grant Fund, 11-5370-1000-506530-494-000000-000-05-710.

REQUISITION NUMBER: 11214381

RATIONALE: Additional technology is needed as East Central High School continues to develop into a successful, high-performing institution of learning for students, families and faculty.

- E-2.** RECOMMENDATION: Purchase Advanced Placement (AP) tests from Advanced Placement Services for AP tests to be administered at Memorial High School during the 2011-2012 school year.

COST AND FUNDING: Total cost not to exceed \$25,000 will be paid from Memorial's school activity fund #529. Tests are prepaid by students at a cost of \$87 each.

RATIONALE: Administering the AP tests provides student with the opportunity to earn college credit as well as better prepare them for college entrance exams.

- E-3.** RECOMMENDATION: Purchase computer hardware and software from Dell Marketing, Dallas, Texas, for Webster High School.

COST AND FUNDING: Total cost not to exceed \$44,894.66 will be paid from the Achieving Classroom Excellence (ACE) Technology Fund, 11-3620-1000-506530-424-400000-000-05-740-3620 (50 percent) and 11-3620-1000-506530-424-440000-000-05-740-3620 (50 percent).

REQUISITION NUMBER: 11214608

RATIONALE: The purchase of laptops, laptop cart and computers will accommodate an additional Language Arts and Math lab for ACE students.

- E-4.** RECOMMENDATION: Enter into a contract with Music Theatre International to provide rental materials and performing rights for the stage performance of "Little Shop of Horrors" at Central High School, April 19-21, 2012.

COST AND FUNDING: Total cost not to exceed \$1,430 will be paid from Central's school activity funds #611 & #520.

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: A performing rights license is necessary in order for students to perform "Little Shop of Horrors."

- E-5.** RECOMMENDATION: Enter into a contract with The Entrepreneurial Learning Initiative (ELI) to provide Ice House Entrepreneur Blended Interactive Curriculum for East Central High School from March, 2012, through August, 2012.

COST AND FUNDING: Total cost not to exceed \$15,000 will be paid from the Entrepreneurship Program Gifts & Endowments Fund, 81-2280-7200-506810-000-000000-000-07-710.

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: East Central High School is the only high school in the country, besides Johns Hopkins' affiliates, that has been given the chance to pilot this revolutionary curriculum. The curriculum delivers real life stories of rags to riches entrepreneurs and the underlying beliefs and assumptions they used on their quest for success.

- E-6.** RECOMMENDATION: Enter into a contract with Hilton Garden Inn Midtown to provide a room and catering for the Edison Preparatory School JROTC Military Ball, April 28, 2012.

COST AND FUNDING: Total cost not to exceed \$2,390 will be paid from Edison's school activity fund #564.

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 military ball has been held annually and is the culminating activity for students participating in JROTC.

- E-7.** RECOMMENDATION: Approve 125 Carver Middle School seventh-grade students to travel to Kansas City, Missouri, to participate in a study trip with the Kansas City Mystery Dinner Train and Worlds of Fun, May 11, 2012.

COST AND FUNDING: Total cost not to exceed \$20,000 will be paid from Carver Middle School's activity fund #559.

RATIONALE: During the study trip students will compare and contrast common characteristics of world cultures. At World's of Fun, students will focus on world cultures as they participate in Thrill U Education Week and The Festival of Music. At the KC Mystery Dinner Train students will participate in a murder mystery where members of the audience take on the role of suspects and detectives who try to unravel and discover who committed the crime.

- E-8.** RECOMMENDATION: Approve 30 boys' and girls' track and field students from East Central High School to travel to Fort Smith, Arkansas, to participate in the McDonald's Relays, April 13, 2012.

COST AND FUNDING: Total cost not to exceed \$250 will be paid from East Central High School's activity funds #546 and #551 for \$125 each to cover the cost of meals. There are no entry fees, transportation or lodging costs.

RATIONALE: East Central High School's track and field teams have been invited to attend the McDonald's Relays at Southside High School in Fort Smith, Arkansas. The track meet will expose students to different levels of completion as well as provide an opportunity to seniors for possible college scholarships.

- E-9.** RECOMMENDATION: Enter into a contract with Stinchcomb Mansion to host Memorial High School's senior prom, May 19, 2012.

COST AND FUNDING: Total cost not to exceed \$8,500 will be paid from Memorial's school activity fund #876.

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 senior prom is a celebration by students and parents for the completion of 12 years of school.

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

- E-10.** RECOMMENDATION: Renew the contract with Battelle for Kids to support the District in the development of balanced scorecards for central service departments and align the District core goals to departmental objectives, processes, and functions during the 2011-2012 school year.

COST AND FUNDING: Total cost not to exceed \$180,000 will be paid from the Bill and Melinda Gates Foundation Grant, 11-0843-2340-503200-100-000000-000-05-086-0843.

REQUISITION NUMBER: 11214701

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: In order to build a performance culture across the District and improve processes at every level, an investment in the development of key performance indicators for every department through the use of balanced scorecards is necessary. Balanced scorecards will contain key measures that will assist departments in identifying service and process gaps and opportunities for improvement. Battelle for Kids is a nationally recognized education reform organization that has had success helping districts implement change management initiatives including performance management and process improvement work.

- E-11.** RECOMMENDATION: Enter into a contract with Expo Square for the District's Teacher of the Year, Support Employee of the Year, 30-, 35- and 40-year employee recognition, and employee retirement event on May 3, 2012.

COST AND FUNDING: The total cost not to exceed \$30,000 will be paid from the Education Service Center's activity fund #584 and the Gifts and Endowments Fund, 71-2296-6100-507200-000-000000-000-09-082.

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

RATIONALE: This contract includes rental for two days (one day as set-up), the use of the stage, platforms, tables and chairs, catered food and wait staff. The Expo Square was chosen for this event because of the central location and convenient parking.

E-12. RECOMMENDATION: Approve routine staffing items.

RATIONALE: These routine personnel actions implement the various human capital plans and priorities authorized by the Board of Education for 2011-2012.

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

E-13. RECOMMENDATION: Enter into a lease agreement with the Tulsa School for Arts and Sciences for the rental of the Barnard building for the 2012-2013 school year beginning on July 1, 2012, and ending on June 30, 2013.

COST AND FUNDING: The rental amount is \$89,772 payable in monthly installments of \$7,481.

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

RATIONALE: Tulsa School for Arts and Sciences will operate a charter school in the building indicated. The rate is a negotiated rate based upon square footage and will not include custodial, security or utility charges.

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

E-14. RECOMMENDATION: Pay Municipal Financial Services, P.O. Box 747, Edmond, Oklahoma, for services rendered in connection with the Series 2012A Bond sale in the amount of \$5,000,000.

COST AND FUNDING: Total cost not to exceed \$39,650 will be paid from the Facility Bond Fund, 39-1219-2511-503300-000-000000-000-12-037.

RATIONALE: The District engages experts for these services in connection with the bond issuances to ensure compliance with all rules and regulations governing the sale of bonds.

- E-15.** RECOMMENDATION: Pay Hilborne and Weidman, 2405 East 57 Street, Tulsa, Oklahoma, for services rendered in connection with the Series 2012A Bond sales in the amount of \$5,000,000.

COST AND FUNDING: Total amount not to exceed \$4,000 will be paid from the Facility Bond Fund, 39-1219-2511-503300-000-000000-000-12-037.

RATIONALE: The District engages experts for these services in connection with bond issuances to ensure compliance with all rules and regulations governing the sale of bonds.

- E-16.** RECOMMENDATION: Correct Item E-27 of the November 21, 2011, Agenda, to change the funding source for the improvements to the SE Williams Stadium.

COST AND FUNDING: Total cost not to exceed \$1,231,569.21 will be contingent upon the successful sale and receipt of proceeds from the 2012A bonds.

RATIONALE: After consulting with legal council, it has been determined that this project does not meet the requirements for the Qualified School Construction Bond program.

- E-17.** RECOMMENDATION: Purchase POE switches and various other equipment per Quote #11215662-02 from Presidio Networked Solutions for the renovations at East Central High School.

COST AND FUNDING: Total cost is \$59,187.12 to be paid from Classroom Bond Fund, 38-3210-4700-506530-000-000000-000-12-659.

RATIONALE: New POE switches are required to connect the new hvac system to the i-Net computers.

- E-18.** RECOMMENDATION: Approve Supplemental Schedule No. 29 to Exhibit "A" to the equipment lease purchase agreement dated April 28, 2011, between the School District and J. P. Morgan Chase Bank identifying the new HVAC System at Cooper Elementary School.

FURTHER RECOMMEND: The attorney 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.

RATIONALE: This project is part of the 2010 bond issue and is included in the Qualified School Construction Bond program.

E-19. RECOMMENDATION: Purchase rooftop units per Quote #4000309491 from Lennox Industries to be installed at Washington High School.

COST AND FUNDING: Total cost will not exceed \$450,787.69. This project is contingent upon the successful sale and receipt of proceeds from 2012A bonds.

RATIONALE: The original units are not functioning properly and need to be replaced.

E-20. RECOMMENDATION: Approve Supplemental Schedule No. 27 to Exhibit "A" to the equipment lease purchase agreement dated April 28, 2011, between the School District and J. P. Morgan Chase Bank identifying the purchase of various vehicles for the District's White Fleet.

FURTHER RECOMMEND: The attorney 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.

RATIONALE: Maintenance and upgrading the vehicles used by District personnel is part of the 2010 Bond issue.

E-21. RECOMMENDATION: Enter into a contract with Advantage Glass, Incorporated, the lowest responsible bidder, for window replacement at Bell Elementary, and Wilson and Cleveland middle schools.

COST AND FUNDING: Total cost will not exceed \$471,891. These projects are contingent upon the successful sale and receipt of proceeds from the 2012A Bonds.

Bell Elementary	\$282,531
Cleveland	\$105,860
Wilson	\$83,500

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: Window replacement is part of the 2010 bond issue.

F. ACTION AGENDA - Motion and vote on each recommendation

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

- F-1.** RECOMMENDATION: Enter into an agreement with the Oklahoma State Bureau of Investigation (OSBI) to provide criminal history checks for all Teach for America (TFA) Summer Institute volunteers.

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

FURTHER RECOMMEND: The attorneys for the District review and approve the agreement and that the President of the Board of Education be authorized to execute the contract on behalf of the District.

RATIONALE: The TFA Summer Institute structure requires an alternate means of processing criminal background checks and fingerprinting. Development of this new process has reduced the timeline. Action is necessary to meet the need for a timely response in processing TFA applicants, ensuring that all Teach for America Summer Institute volunteers meet state requirements to work with children in the classroom.

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

- F-2.** RECOMMENDATION: Adopt the 2012-2013 District Staffing Plan.

RATIONALE: Provision of a quality learning experience depends upon making certain that schools are adequately staffed.

G. INFORMATION AGENDA

**ITEMS LISTED BELOW SUBMITTED BY DEPUTY SUPERINTENDENT,
MILLARD HOUSE, II**

- G-1.** RECOMMENDATION: Close Greeley Elementary School and reassign the students to Gilcrease Elementary School (continuous-learning calendar) beginning with the 2012-2013 school year.

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

RATIONALE: The closing of Greeley elementary school is aligned with the Project Schoolhouse annual review.

- G-2.** RECOMMENDATION: Approve six Hoover Elementary School students to travel to Chongqing, China, to participate in a study trip, May 5-15, 2012.

COST AND FUNDING: Total cost not to exceed \$10,680.60 will be paid from the General Fund, 11-0000-2213-505820-000-000000-000-07-215 and the Gifts and Endowments fund, 81-2344-7200-506810-000-000000-000-07-215.

REQUISITION NUMBER: 11215649 and 11215653

FURTHER RECOMMEND: The student/teacher exchange program was started in 2006 with five Hoover teachers traveling to Chongqing, China. Students and staff have participated in academic and cultural experiences throughout the last several years to enhance cultural awareness. Students will stay with host families in Chongqing, attend school, and immerse themselves in Chinese culture. Students and teachers from Chongqing traveled to Tulsa to spend a week at Hoover in October 2011. Hoover's participation in this exchange maintains cultural competency practices for students and teachers.

- G-3.** RECOMMENDATION: Approve 28 Mayo Demonstration School students to travel to St. Louis, Missouri, to participate in a study trip, May 9-11, 2012.

COST AND FUNDING: There is no cost to the District. The total cost of \$10,000 will be paid by the parents through the Mayo PTA.

RATIONALE: This experience will provide instruction and curriculum connections in keeping with the topics of a yearlong study on U.S. History and Science by visiting the Science City Museum, St. Louis Arch, Westward Expansion Museum, and the St. Louis Zoo.

ITEMS LISTED BELOW SUBMITTED BY ASSOCIATE SUPERINTENDENT FOR SECONDARY SCHOOLS, MR. KEVIN BURR

- G-4.** RECOMMENDATION: Purchase 33 Dell Optiplex 790 Desktop Computers, 20 Keyboards, 210 Standard Celeron E5520 Laptops and 1 mobile lab from Dell Marketing for Clinton Middle School students.

COST AND FUNDING: Total cost not to exceed \$252,638 will be paid from the Site Improvement Grant Fund, 11-5370-1000-506530-494-000000-000-05-530-5370.

REQUISITION NUMBER: 11214217-Desktops; 11213051-Laptops; and 11209601-Mobile Lab

RATIONALE: The technology will be used to support instruction and testing in English/Language Arts and math and improve academic achievement.

- G-5.** RECOMMENDATION: Purchase 240 (32GB Wi Fi) iPads from Apple, Inc. for Clinton Middle School students.

COST AND FUNDING: Total cost not to exceed \$138,960.00 will be paid from the Site Improvement Grant Fund, 11-5370-1000-506530-494-000000-000-05-530-5370.

REQUISITION NUMBER: 11214458

RATIONALE: The technology will be used to support instruction in English/Language Arts and math to improve academic achievements.

- G-6.** RECOMMENDATION: Enter into a contract with the Oklahoma Jazz Hall of Fame for the use of the ballroom for East Central High School's senior prom, April 28, 2012.

COST AND FUNDING: The total cost not to exceed \$900 will be paid from East Central's school activity fund #876.

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 senior prom is a celebration by students and parents for the completion of 12 years of school. It is intended to promote a sense of togetherness, while still being fun, right before graduation.

ITEMS LISTED BELOW SUBMITTED BY ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION/SPECIAL EDUCATION AND STUDENT SERVICES, MS. VERNA RUFFIN

- G-7.** RECOMMENDATION: Approve the 2012-2013 Courses of Study for secondary schools.

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

RATIONALE: The Course of Study is reviewed and edited yearly for compliance and alignment with the Oklahoma State Department of Education standards for course and graduation requirements. A committee accepts and reviews requests for new courses based on campus recommendations. Schools, students, and parents use this Course of Study to guide and make decisions for students when scheduling classes for the upcoming school year.

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

- G-8.** RECOMMENDATION: Revise School Board policies as listed.

4901 - Nondiscrimination

4902 - Harassment, Intimidation, and Bullying

9403 - Parental Involvement

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

RATIONALE: Revision of policy 4901 and 4902 will ensure alignment with The Boy Scouts of America Equal Access Act, section 9525 of the Elementary and Secondary Education Act of 1965 as amended by section 901 of the No Child Left Behind Act of 2001. Regulation 4901 is submitted as supporting documentation only.

Revision of policy 9403 includes updated information regarding services offered for Interpretation and Translation Services for Parents - 9501 and District Core Goals.

Recommendations submitted by Chief Information and Operations Officer, Mr. Ben Stout

- G-9.** RECOMMENDATION: Enter into a contract with Allergy and Asthma Diagnostics to provide free, non-invasive on-site asthma screenings.

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

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: This project is a pilot in five preselected elementary schools during April and May 2012. Pilot schools are Cooper, Hawthorne, Kendall-Whittier, McClure and Robertson. With approval of the site administrator and consent of the parent/legal guardian, students will receive free non-invasive asthma screenings on site. Early screening and treatment can minimize lifetime chronic conditions from asthma problems.

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

- G-10.** RECOMMENDATION: Declare the Mayo Elementary School site to be surplus to the needs of the District and authorize the Superintendent to offer the real estate for public sale.

RATIONALE: School districts may sell surplus property in accordance with surplus sale procedures set forth in OKLA.STAT., Title 70, section 5-17(11) and Board Policy 5402.

G-11. RECOMMENDATION: Enter into a contract with Rosetta Stone Ltd., Harrisonburg, Virginia, to purchase annual licenses of Rosetta Stone Classroom TOTALe w/audio companion, microphone headset, and access to mobile companion for the four SIG Schools, (Clinton Middle School, and Central, East Central, and Hale high schools) to provide teachers and support staff with in-depth instruction for educators to expand their communication skills with their Spanish speaking students and families.

COST AND FUNDING: Total cost not to exceed \$105,690 and will be paid from the School Improvement Grant, 11-5370-2213-505300-494-000000-000-05-530-5370 (50 licenses), 11-5370-2213-505300-494-000000-000-05-705-5370 (80 licenses), 11-5370-2213-505300-494-000000-000-05-710-5370 (110 licenses), and 11-5370-2213-505300-494-000000-000-05-715-5370 (110 licenses).

REQUISITION NUMBER: 11216402

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 School Improvement Grant (SIG) represents a great investment of federal dollars to increase students' academic performance. High quality professional development and teacher incentives are components of the grant. Rosetta Stone, a computer-based language-learning program that employs rapid language learning techniques, addresses both components. It is research based tiered professional development. Staff participation is optional.

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

- G-12.** RECOMMENDATION: Correct Item F-9 of the February 21, 2012, Agenda to revise the amounts and vendors of the following contracts for the classroom additions at Kendall Whittier Elementary School.

Low Voltage (vendor & amount)	York Electronics	\$49,500
Rough Carpentry (amount only)	Rekab Builders	\$5,400
Waterproofing/Joint Sealant (amount only)	Commercial Waterproofing	\$2,958

COST AND FUNDING: The guaranteed maximum price of \$1,757,392.38 originally approved on the November 21, 2011, Agenda, will not change.

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

RATIONALE: Nabholz Construction was able to obtain better pricing on the contracts for waterproofing and rough carpentry. York Electronics is able to do the work in the timeframe necessary to complete the project on schedule.

- G-13.** RECOMMENDATION: Correct Item F-10 of the February 21, 2012, Agenda for the classroom additions at Kendall Whittier Elementary School to include the following.

General Conditions	\$130,412.18
Management Fees	\$78,971.82
Owner's Contingency	\$98,984.41
Trade Contracts	\$1,353,691.00

COST AND FUNDING: The guaranteed maximum price of \$1,757,392.38 originally approved on the November 21, 2011, Agenda, will not change.

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

RATIONALE: Changing the amounts of the trade contracts changes the numbers in the guaranteed maximum price line items.

- G-14.** RECOMMENDATION: Correct Item E-26 on the February 21, 2012, Agenda, to read as follows.

Enter into a master agreement with various construction management companies to provide construction management services on projects approved in the 2010 Bond Proposal to include the following projects.

a) Flintco, Inc. for construction management services on the field house at Memorial High School, \$10,000,000. This cost includes architect fees and a furniture allowance. Construction management fees, including general conditions, will be paid at 7.95 percent of the total cost of construction. There will be a lump sum fee of \$10,000 paid for preconstruction services in addition to the project fees.

b) Trigon, Inc. for construction management services on the classroom addition at Mitchell Elementary School, \$1,600,000. This cost includes architect fees and a furniture allowance. Construction management fees, including general conditions, will be paid at 11 percent of the total cost of construction.

COST AND FUNDING: These projects are contingent upon the successful sale and receipt of 2012 bond funds.

RATIONALE: The verbiage used in the original Agenda item was not correct and needed to be clarified in a more precise manner.

- G-15.** RECOMMENDATION: Pay Asbestos Handlers for the removal of asbestos-containing materials at Cooper Elementary School. (PO)

COST AND FUNDING: Total cost not to exceed \$52,000 will be paid from the Classroom Bond Fund, 38-3210-4700-504530-000-000000-000-12-158.

RATIONALE: The installation of a new HVAC system will require the removal of asbestos-containing insulation.

- G-16.** RECOMMENDATION: Approve Supplemental Schedule No. 30 to Exhibit "A" to the equipment lease purchase agreement dated April 28, 2011, between the School District and J. P. Morgan Chase Bank identifying the door replacement projects at Lee, Peary, and Penn Elementary Schools, Bunche ECDC, and the Nimitz Building.

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.

RATIONALE: Door replacement is part of the 2010 bond issue.

G-17. RECOMMENDATION: Enter into contract with Felix Thompson dba Commercial Door & Hardware, Ken Simms, owner, to replace doors at Lee, Peary, and Penn elementary schools, ECDC Bunche, and the Nimitz building.

COST AND FUNDING: Total cost will be \$282,554. The District's obligation under this contract is contingent upon the ability to obtain acceptable lease purchase financing under the federal Qualified School Construction Bond program. The contract includes the vendor's acknowledgment that the contracts will be assigned to the financing lessor prior to a notice to proceed.

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: Replacing doors is included in renovations for the 2010 bond issue.

G-18. RECOMMENDATION: Pay Oklahoma Natural Gas to relocate the gas line at Eugene Field Elementary School.

COST AND FUNDING: Total cost not to exceed \$59,531 will be paid from the Classroom Bond Fund, 38-3210-4700-504500-000-000000-000-12-185.

RATIONALE: The gas line will need to be relocated to accommodate the new classroom addition at Eugene Field. ONG requires that all utility relocations be handled directly through them.

G-19. RECOMMENDATION: Decrease the guaranteed maximum price (GMP) agreements for the Melvin Driver athletic lockers and stadium improvements in the combined amount of \$79,539.39 as follows.

Change Order No. 1-	\$39,770.11 / Amendment No. 2
Change Order No. 2-	\$4,000.00 / Amendment No. 3
Change Order No. 3-	\$13,105.00 / Amendment No. 4
Change Order No. 4-	\$22,664.28 / Amendment No. 11
	\$79,539.39

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

RATIONALE: Funds included in the GMP's for utility relocation were not necessary.

G-20. RECOMMENDATION: Decrease the guaranteed maximum price (GMP) agreements for the Milton Athletic Lockers and Stadium Improvements in the combined amount of \$80,425.16 as follows.

Change Order No. 1-	\$7,099.92 / Amendment No. 1
Change Order No. 2-	\$20,086.99 / Amendment No. 3
Change Order No. 3-	\$53,238.25 / Amendment No. 5
	\$80,425.16

FURTHER RECOMMEND: The attorney 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.

RATIONALE: Funds included in the guaranteed maximum price for utility relocation were not necessary.

G-21. RECOMMENDATION: Purchase security cameras and access control doors for the new field houses at Washington and Edison high Schools.

COST AND FUNDING: Total cost not to exceed \$120,000 will be contingent upon the successful sale and receipt of the proceeds from 2012A Bonds.

RATIONALE: The security cameras and access control doors are needed to provide security measures for the new field houses.

SUPPORTING INFORMATION

CONSENT ITEM E-12

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Barnes, Stephanie	2/15/12	M-0	\$ 12,733.50	Psychometrist-Burbank/ Special Education and Student Services Rate: \$33,956.00
Cagle, Doris	2/21/12	B-23	16,469.72 823.99	Teacher-Key/ Special Education Rate: \$49,130.00 Return from leave.
Carr, Brandon	3/01/12	B-0	9,720.45	Teacher-Celia Clinton/ Grade 6 Rate: \$32,900.00
Eischens, Robin	2/21/12	BL-2	7,024.77	Child Nutrition Services (CNS) Manager II-Disney Rate: \$20,606.00 Return from leave.
Hoselton, Chesley	2/16/12	M-1	12,106.20	Speech Pathologist- ESC/Special Education and Student Services Rate: \$34,366.00 Return from leave.
Leib, Nichole	2/24/12	B-0	10,468.18	Teacher-Wright/Grade 1 Rate: \$32,900.00
McGehee, Henry M.	4/02/12	EL-4	23,926.66	Grants Management Manager-ESC/Federal Programs and Special Projects Rate: \$74,000.00
Statham, Eric	2/23/12	B-0	10,842.05	Teacher-Edison/ History Rate: \$32,900.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Tooman, Paige	2/28/12	M-1	\$ 10,544.11	Teacher-Eliot/Grade 3 Rate: \$34,366.00
Support (Hourly):				
Buchanan, Shanee'	3/05/12 5/24/12	MT-NS	\$ 7.25	Site Assistant-Wright/ Before and After Care
Cleveland, Shevonne	3/05/12 5/24/12	IS-6	10.81	Teacher Assistant (TA)- Whitman
Delgado, Antonia	2/15/12 5/24/12	MT-1	8.36	CNS Assistant-Key
Ennis, Mickel	3/05/12 5/24/12	MT-6	11.12 .30	Bus Driver Special Needs Return from leave.
Espinoza, Maria	3/05/12 6/30/12	MT-5	11.55	Head Custodian-Anderson Return from leave.
Evarrt, Ronald	2/21/12 5/24/12	TS-3	12.00	Campus Security Officer- ESC/Campus Police Return from leave.
Jackson, Christopher	2/28/12 5/24/12	MT-6	10.56	Bus Driver Former Employee (f.e.)
Jameson, Glenda	3/05/12 6/30/12	CA-12 3-CI	18.18	Administrative Secretary- Initiatives Management Return from leave.
Moore, Lanette	2/23/12 5/24/12	MT-1	8.36	CNS Assistant-Lewis and Clark
Palmer, Elrico	2/28/12 5/24/12	MT-8	12.14	Grounds Journeyperson- Maintenance Return from leave.
Quigley, Lauren	2/14/12 5/24/12	MT-1	8.52	CNS Assistant-Carnegie
Ritchie, Maria	2/22/12 6/30/12	MT-3	8.81 .44	Custodian-Educare II Shift differential

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Titworth, Nevada	2/27/12 5/24/12	IS-6	\$ 10.81	Paraprofessional-MacArthur f.e.
White, Susan	2/27/12 5/24/12	IS-3	9.21	TA-Celia Clinton

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Sloan, Arcadia	Teacher- Washington/ Chemistry B-7	1/04/12	\$ 35,700.00	\$ 19,025.37	M-7 Rate: \$36,796.00
Support (Hourly):					
Barnes, Oni	ED Paraprofessional Central IS-10	3/05/12 5/24/12	\$ 13.49	\$ 13.49	ED Paraprofessional- Salk
Bennett, Darrell	Bus Driver Trainee MT-6	2/28/12 5/24/12	10.56	10.56 .30	Bus Driver Special Needs
Bowerbank, Cindy	Teacher-Wright/ Grade 2 B-0	3/15/12 5/24/12	32,900.00/yr.	11.74/hr.	TA-Hamilton IS-6
Cooper, Rosa	Paraprofessional McClure IS-6 6hrs/day	1/02/12 5/24/12	12.98	14.28	Autism Paraprofessional- McClure IS-10 7hrs/day
DeGuerra, Sandra	CNS Assistant- McClure MT-1 7.5hrs/day	2/28/12 5/24/12	8.36	8.36	6hrs/day
Dismuke, Stephanie	CNS Assistant- Webster, Kendall Whittier MT-1 6.5hrs/day	2/13/12 5/24/12	8.97	8.97	CNS Assistant- Kendall Whittier MT-1 8hrs/day
Dyson, Derek	Security Technician- ESC/Campus Police and Security Services TS-7	2/24/12 6/30/12	15.90	15.87	Salary Adjustment TS-7

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Gonzales, Linda	CNS Assistant- Carnegie MT-1 5.5hrs/day	2/15/12 5/24/12	\$ 8.36	\$ 8.36	7.5hrs/day
King, Milton	Bus Driver MT-6	2/13/12 5/24/12	10.89	10.89 .30	Bus Driver Special Needs
Perryman, James	Bus Driver MT-6	11/18/11 5/24/12	10.56	10.56 .30	Bus Driver Special Needs
Phenix, Demarco	Bus Driver MT-6	2/27/12 5/24/12	11.12	11.12 .30	Bus Driver Special Needs
Smith, Greg	Bus Driver MT-6 6hrs/day	2/12/12 5/24/12	11.60 .15	11.60	Bus Driver MT-6 8hrs/day Lead Driver

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT

Name	Special Assignment	Site	Effective Date	Amount
Certificated/Administrative:				
Berry, Joshua M	Girls Track Head	Rogers	01/04/2012	\$ 2,400.00
Carter, Zachary H	Baseball Assistant	Central HS	01/19/2012	690.00
Cooper, Heather A	Building Site Test Coordinator	Penn	01/09/2012	500.00
Dye, William L	MS Girls Junior Varsity Basketball	East Central Jr High	01/30/2012	345.00
Gober-Reeves, Dala F	Site Asset Manager- HS Lead	Rogers	01/04/2012	1,500.00
Goode, Michael D	Assembly Coordinator-HS	Webster	02/01/2012	454.00
Gordon, Kevin C	Boys Track Head	East Central HS	08/22/2011	2,400.00
Graham, Angela C	Bus Duty	Eugene Field	01/04/2012	551.00
Hogan, Timothy W	Building Site Test Coordinator	Margaret Hudson	11/15/2011	650.00
Johnson, Theodore R	MS Boys Basketball (6th grade)	Central Jr High	08/22/2011	1,145.00
	MS Girls Basketball (6th grade)	Central Jr High	08/22/2011	1,145.00
Khalaf, Calvin C	Girls Cross Country Assistant	Central HS	08/22/2011	504.00
King, Alissa N	Girls Soccer Assistant	Memorial HS	01/26/2012	1,202.00
Madden, Rebecca L	Boys Tennis Head	Rogers	01/04/2012	713.00
Madden, Rebecca L	Girls Tennis Head	Rogers	01/04/2012	713.00
Paul, Stephen E	Site Asset Manager - HS Music	Central HS	09/15/2011	500.00

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Special Assignment	Site	Effective Date	Amount
Slatton, Harold D	Wrestling - Assistant	Edison HS	08/17/2011	\$2,142.00
Taliaferro, Leon O	Track - Assistant - Girls	Central HS	08/17/2011	1,200.00
Tennial, Earl S	Track - Assistant - Boys	East Central HS	08/22/2011	600.00
Tuell, Gary D	Baseball - Assistant	Rogers	01/04/2012	1,387.00
Walker, Treasa A	Bus Duty	Memorial Jr High	01/20/2012	832.00
Williams, Lisa A	Team Leader	Kendall-Whittier	02/01/2012	788.00
Wisley, Tony S	Track - Assistant - Boys	East Central HS	08/22/2011	1,000.00
Support:				
Adkism, Carlin S	Girls Track Assistant	Rogers	01/04/2012	\$ 1,200.00
Bledsoe, Sarah J	Breakfast Program Supervisor	Mark Twain	01/23/2012	328.00
Downing, Brandon	Football Coach Ninth Grade	Memorial	08/17/2011	2,877.00
Fuselier, Kennard J	Site Tech Contact - 401 to 700 Students	McKinley	01/05/2012	889.00
McIntosh, Dwayne E	Girls Track Assistant	East Central HS	08/22/2011	1,000.00
Revels, Yolanda	Girls Soccer Assistant	McLain	08/16/2011	1,202.00

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
Certificated/Administrative:			
Bartholomew, Stefani	2/27/12	Teacher-Eliot/ Grade 3	Maternity
Cearley, Debbie	2/21/12	Area Manager-ESC/ Child Nutrition	Personal illness
Feedback, David	2/22/12	Grounds Supervisor- Maintenance	Personal illness
LeGall, Lacey	3/14/12	Speech Pathologist- ESC/Special Education and Student Services	Personal illness
Noble, Pamela	2/08/12	TRAICE Satellite Advisor- Hale Jr. High	Personal illness
Support (Hourly):			
Casillas, Maria	2/28/12	CNS Assistant-Peary	Personal illness
Cook, Shari	2/28/12	Head Custodian-Lee	Personal illness
Frazier, Dwayne	2/16/12	Custodian-Plant Operations	Personal illness
Guzman De Delfin, Juana	2/28/12	CNS Cook I-Springdale	Personal illness
Jones, Aleatha	2/08/12	CNS Assistant-Chouteau	FMLA
Milton, Lardrake	2/28/12	Bus Driver	Personal illness
Saucedo, Maria	2/16/12	Custodian-Key	Personal illness
Vargas, Claudia	2/23/12	Site Supervisor- Grissom/Before and Care	Personal illness

RETIREMENTS

Name	Effective Date	Assignment
Certificated/Administrative:		
Banks, Julia	7/01/12	Teacher-Kendall Whittier/Grade 1
Bendler, Deborah	6/01/12	Teacher-Memorial/English
Harmon, Carol	6/01/12	Teacher-Hale/Special Education
Kelsey, Debra	7/01/12	Teacher-Kendall Whittier/Grade 3
Kirk, James	6/01/12	Teacher-Washington/Music
McElroy, Herman	6/01/12	Teacher-Thoreau/Art
Redyke, Donna	6/30/12	Principal-Eliot
Rose, Rutha	6/01/12	Teacher-Celia Clinton/Grade 2
Sizemore, Joan	6/01/12	Librarian-Memorial Jr. High
Stewart, Gary	5/25/12	Teacher-Hale Jr. High/Science
Stockley, Stephen	6/01/12	Dean-Memorial Jr. High
Tart, Ben	3/01/12	Teacher-Mark Twain/P.E.
Taylor, Robin	6/01/12	Counselor-Hawthorne
Tolson, Sharon	6/01/12	Teacher-Bell/Special Education
Support (Hourly):		
Gagne, Raymond	2/17/12	Carpentry Craftsperson-Maintenance

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Bonnaha, Iwannah	3/26/12	Resource Advisor-Indian Education
Clark, Crystal	6/30/12	Teacher-TRAICE/Career Tech
Hassell, Laura	2/23/12	Counselor-Hamilton
McKinzie, Catherine	3/09/12	Teacher-Monroe Demonstration/Grade6
Moore, Marcus A.	3/30/12	Principal-Anderson
Parker, Maurice A.	3/06/12	Teacher-Central/World History
Sherman, Joan	2/24/12	Teacher-Shadow Mountain Riverside/Special Education
Support (Hourly):		
Baber, Joshua	2/21/12	Bus Driver
Barnett, Kelvin	2/23/12	Apprentice Craftsperson-Transportation
Bozone, Yvonne	3/02/12	Principal's Secretary-Hale Jr. High
Cunningham, Casey	3/02/12	Parent Involvement Facilitator-Skelly
Daniels, Katona	3/12/12	Site Assistant-Wright/Before and After Care
Hooper, Kathy	2/03/12	Bus Driver Trainee
LeBlanc, Donald	2/22/12	Bus Driver
Perez, Juana	2/21/12	Custodian-Plant Operations
Sterling, Melissa	2/21/12	Site Supervisor-Lee/Before & After Care
Young, Robin	2/25/12	CNS Assistant-Clinton
<u>Rescind:</u>		
Smith, Bobby	8/20/11	Warehouse Distribution Specialist II-Purchasing
Smoot, Patricia	2/14/12	Site Supervisor-Kendall Whittier/Before and After Care

SUBSTITUTE AND TEMPORARY ELECTIONS

Substitute Teachers

Anderson, Lisa
Bloxham, Mary
Harmon, Jennifer

ACE Remediation Tutor

Cosby, Sharyn

Avid Tutor

George, Janet

Tutor

Jones, Diane

Parent Involvement Facilitator

Mathews, Lisa

Challenge Course Instructor

Valderrama, Alexandra

Teacher Assistant

Perryman, Chris
Smith, Audrianna

CNS Assistant

Harney, Connie

DRS Student Worker

Vargas, Omar

Adjunct Teachers

McLain - 2-11-0000-501000-810-1360-201-07-720

Charles Cobbins, Girls Basketball @ \$2,577 October 1, 2011 to March 1, 2012.

Interim Principal – 2-11-0000-2410-501110-000-0000-112-07-111

Fredrick Wright (retired administrative staff) to serve as interim principal at Anderson Elementary School March 26, 2012, to June 13, 2012, and will be paid a daily rate of \$334.00 not to exceed a total of \$20,000.

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Academy Central Tutoring - 11-5150-1000-501700-494-113900-415-05-103-5150

Pay six certified staff members, to be named @ \$23/hr. and one support staff member @ their current hourly rate of pay (total not to exceed \$12,650) to provide Saturday School tutoring for Academy Central Students during the school year 2011-2012

Carver Middle School - School Activity Fund #520

Pay Ronald A. Myers, support staff member a stipend \$600.00 (total not to exceed \$600) to assist with student supervision as Carver Middle School track students travel from Carver to BTW to participate in track and field practice and sporting events during the 2011 – 2012 school year.

Celia Clinton Extra Duties - 11-0000-2410-501800-000-000000-615-07-145

Pay Donna Willis, support staff member a stipend of \$2,000 (total not to exceed \$2,000) to process all site purchasing, maintain all budgets, Site, Title I, and Gifts & Endowments records for Celia Clinton for the 2011-2012 school year.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

March 5, 2012 Agenda, page 32 – Correct effective date.

Adjustments

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Weddle, Mary	Teacher-Hale/ Special Education B-2	8/17/11	\$ 33,700.00 1,685.00	\$ 33,700.00	Teacher-Hale/ Business B-2 Special Education Stipend

TULSA PUBLIC SCHOOLS

Policy 4901

NONDISCRIMINATION

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the Tulsa Public Schools' non-discrimination policies:

Dr. Pauline Harris, Human Rights Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6131
(918) 746-6517

The Board and the District fully support a policy of nondiscrimination/equal opportunity in employment in all job classifications of the District. All employees and job applicants are guaranteed equality of employment opportunity. Students are provided equal educational opportunities. This means the District will not discriminate against any employee or applicant, students, parents/guardians, patrons, and beneficiaries on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age. The District will make reasonable accommodations for students, job applicants and employees with disabilities in accordance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act.

The Board recognizes the effective application of this policy involves undertaking a program of nondiscrimination/equal opportunity. All District personnel concerned with recruitment, hiring, training, assignments, promotion, transfer, compensation, dismissal, and all other employment practices are directed to govern personnel actions and procedures within the intent of federal and state law.

All recruitment, selection, placement, training, and layoff decisions or recommendations made by the District's supervisors or managers will be based solely on the basis of an individual's ability, merit (as demonstrated by the individual's performance record), and any other considerations that may be mandated by collectively-bargained agreements with employee organizations recognized under Oklahoma law.

All employees applying for a promotion or transfer will be given equal consideration. Assuming an opening exists, the qualifications of candidates for a promotion or transfer will be based solely on the basis of an individual's ability, merit (as demonstrated by the individual's performance record), and any other considerations that may be mandated by collectively-bargained agreements.

All other personnel policies and practices of the District, including compensation, benefits, discipline, safety, and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual's race, color, religion, sex, sexual orientation, age, national origin, genetic information, veteran status, marital status or disability.

The District will continually review its personnel practices and procedures to ensure employees, supervisors, and managers are adhering to the District's commitment to equal employment opportunity principles and practices.

Employees having equal employment opportunity related questions, problems, or complaints should first communicate their concerns to their immediate supervisor. If they are dissatisfied with the supervisor's handling of the matter, they may pursue their complaint through the District's formal dispute resolution procedure which is set forth in Regulation 4901-R Grievance Procedure for Discrimination Complaints.

In keeping with the requirements of state and federal law, the District will strive to prevent any discrimination in employment, assignment and promotion of personnel, and in educational opportunities and services offered to students in the District's programs and activities. Additionally, there shall be no discrimination against any employee on the basis of membership/non-membership or participation in any professional, civic, parent or charitable organization and in the evaluation, employment, transfer, or promotion of personnel.

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing.

Adopted: November 1982

Revised: September 2010

Legal References: Title 6, Civil Rights Act of 1964

Title 7, Civil Rights Act of 1964, as amended by the Equal Employment
Opportunity Act of 1972

Title 9, Education Amendments of 1972

Education for All Handicapped Children Act of 1975

Title 25, O.S., Section 1302

Boy Scouts of America Equal Access Act

**NONDISCRIMINATION/
GRIEVANCE PROCEDURE FOR DISCRIMINATION COMPLAINTS**

The District has adopted a Nondiscrimination Policy setting out its commitment to nondiscrimination for students, parents/guardians, employees, patrons, and beneficiaries, for the District's programs and activities in relation to race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any student, parent/guardian, employee, patron or beneficiary having a complaint or grievance concerning discrimination, as referenced in the District's policy of nondiscrimination, shall be entitled to file a grievance, orally or in writing, in accordance with this procedure.

The following person has been designated to handle inquires regarding Tulsa Public Schools' nondiscrimination policies:

Dr. Pauline Harris, Human Rights Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6131
(918) 746-6517

A student with a grievance alleging discrimination should present the grievance to the principal, teachers or staff members. An employee with a grievance alleging discrimination should present the grievance to his or her immediate supervisor. In the event the allegation of discrimination involves the student's principal or the employee's supervisor, the student or employee shall be permitted to present the grievance to the Human Capital Department's Human Rights Coordinator. Should the grievance alleging discrimination involve the Human Rights Coordinator the student or employee shall present the grievance to the Chief of Staff.

Parents/guardians, patrons and beneficiaries shall likewise be permitted to file grievances alleging discrimination as defined in the District's nondiscrimination policy. Grievances alleging discrimination should be submitted to the Human Rights Coordinator. If the parent/guardian, patron or beneficiary has a complaint of discrimination involving the actions or behavior of the Human Rights Coordinator, the individual may file the grievance directly with the Chief of Staff, who is a member of the Superintendent's cabinet.

All grievances alleging discrimination whether from an employee, student, parent/guardian, patron, or beneficiary shall be presented orally or in writing or in the case of an individual with a disability affecting the capacity to present an oral or written grievance, in an alternative form sufficient to identify for the District the nature of the grievance and the relevant facts explaining the grievance. The grievance shall be promptly investigated by appropriate representatives of the District.

The individual filing the grievance shall be notified of the time in which the District expects to make a written response to the grievance. The District will conduct a timely, thorough, reliable, and impartial investigation of complaints of discrimination, harassment and retaliation, including the opportunity for the complainant or grievant to present witnesses and provide evidence. The District will evaluate all relevant information and documentation relating to a complaint of discrimination, harassment and retaliation. The District will provide the complainant with a written decision to the grievance and notice of appeal rights within 10 calendar days, unless extenuating circumstances exist.

Under no circumstances shall an individual accused of discrimination by a grievant be involved in the investigation of the grievance, nor shall any such individual have contact with the grievant regarding the subject matter while the grievance is pending. Similarly, no individual submitting a grievance to any District representative shall be subjected to retaliation because of the grievance. A claim of retaliation shall be made in the same manner and utilizing the same procedure as provided in this policy for complaints of discrimination.

The grievant may appeal the investigator's determination to the Chief of Staff. The Chief of Staff or designee shall conduct any further investigation appropriate in light of the grievance and its specific charges and, if deemed necessary, may conduct a hearing with respect to the grievance. If the Chief of Staff is the subject of the grievance, or if the Chief of Staff has been involved in the initial investigation of the grievance, the superintendent of schools shall specifically designate an individual to which the grievance may be appealed.

The Chief of Staff or designee may adopt the recommendation made previously with respect to the grievance or may submit a new report of the investigation and recommendations. The decision of the Chief of Staff or designee shall be issued within ten business days of receipt of the notice of appeal of the recommendation(s). A copy of the decision and any recommendations shall be furnished to the grievant with a copy to the Superintendent.

In cases where it is apparent the individual's intent is to bring to the District's attention a claim of discrimination, the individual's written complaint shall be treated as a grievance arising under this procedure.

The District's internal grievance procedure related to claims of discrimination does not and is not intended to displace rights arising under federal or state law related to claims of discrimination.

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing. The remedies, procedures, and rights set forth in Board Regulation 4901-R shall be available to any person aggrieved by any act or failure to act by any Tulsa Public Schools employee or official representative.

Issued: November 1984

Revised: September 2010

Cross Reference: 3309, Teaching About Religion

4408, Employee Ethics

4902, Harassment, Intimidation, and Bullying

4903, Sexual Harassment

Title VI of the Civil Rights Act of 1964, 34 C.F.R. §100.7(e)

4901-R Page 3 of 3

HARASSMENT, INTIMIDATION, AND BULLYING

PURPOSE: To define the District's position on harassment, intimidation, and bullying.

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the Tulsa Public Schools' non-discrimination policies:

Dr. Pauline Harris, Human Rights Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6131
(918) 746-6517

Harassment, intimidation, and bullying include but are not limited to verbal or physical contact, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, disability or genetic information. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions are directed.

Harassment, intimidation, and bullying constitute unethical and unacceptable conduct that will not be tolerated at any level. All persons are strictly prohibited from engaging in any form of harassment of any employee, student, or applicant for employment. Anyone engaging in any form of harassment is subject to disciplinary action in accordance with District policy. Harassment also may constitute discrimination.

Any applicant for employment, employee, or student to whom improper comments or actions are directed should utilize the Tulsa Public Schools Regulation 4901-R Grievance Procedure for Discrimination Complaints, or the Tulsa Classroom Teachers Association/Administration Negotiations Grievance Procedure, whichever is appropriate. Violation of this policy by an employee may result in disciplinary action, including a recommendation for employment termination. Students violating this policy will be subject to appropriate disciplinary action at the school level by the principal or designee.

When allegations of harassment, intimidation, or bullying, are filed, a thorough investigation will be conducted by the Superintendent or designee. The investigation will include interviews with all relevant persons. Such persons include, but are not limited to, the complainant, the accused, student(s) and other potential witnesses. Employees and students are assured the privacy of the complainant and the persons accused of harassment will be protected to the extent possible.

When complaints or allegations of harassment based on race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status or age are made, the grievance procedures set forth in Tulsa Public Schools Regulation 4901-R Grievance Procedure for Discrimination Complaints will be followed.

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing.

Adopted: April 1992

Revised: September 2010

Legal References: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964
Title IX, 1972 Educational Amendments
Oklahoma Anti-Discrimination Act
Americans with Disabilities Act of 1990 (ADA)
Section 504-Rehabilitation Act of 1973
Boy Scouts of America Equal Access Act

Cross Reference:

3309, Teaching About Religion
4408, Employee Ethics
4901, Nondiscrimination Policy
2119, Student Bullying Prevention and Intervention

4902 Page 2 of 2

PARENTAL INVOLVEMENT

PURPOSE: Tulsa Public Schools shall promote parent involvement in all schools as mandated by PL 107-110, the No Child Left Behind Act of 2001, and will strive to work as equal partners with parents in providing quality learning experiences for every student, every day, without exception.

The Board believes and acknowledges that parental involvement raises the academic achievement level of students. Additionally, parents become empowered, teacher morale improves, and communities grow stronger when parents take an active role in educating their children. Schools shall involve parents in the education of their children at all grades levels.

The Superintendent or designee shall provide coordination, technical assistance and other support necessary to assist all schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The No Child Left Behind (NCLB) Act, Title I Section 1118 Parental Involvement, establishes that in order to build capacity for parental involvement within schools, a district should “develop jointly with, agree with, and distribute to parents of participating children a written Parent Involvement Policy.” This policy and subsequent policies regarding building parents’ capacity for involvement will be implemented throughout Tulsa Public Schools.

Building Parents Capacity for Involvement

The Board believes that parent and community collaboration is fundamental to achieving and sustaining excellence. As a result of this belief, the Board shall create an environment of supportive and collaborative parental involvement.

1. **Program Information for Parents:** Tulsa Public Schools shall provide assistance to parents of all children in understanding such topics as the state’s academic content and achievement standards, the assessments being used, the requirements of No Child Left Behind (NCLB), Title I, Part A, how to monitor their children’s progress, and how to work with educators to improve student achievement.
2. **Materials and Training:** Tulsa Public Schools shall provide materials and training, such as literacy training and training on how to use technology, to help parents work with their children to improve student achievement.
3. **Professional Development:** Tulsa Public Schools shall provide professional development to teachers, pupil services personnel, principals and other staff, in the value of parental involvement outreach, communication, and partnership.
4. **Preschool Coordination:** Tulsa Public Schools shall “to the extent feasible and appropriate,” coordinate and integrate parental involvement programs with Head Start, Even Start, and other preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

5. **Understandable Communication:** Tulsa Public Schools shall ensure that information related to school and parent programs, meetings and other activities is sent to the parents of all children in a format, and to the extent practicable, in a language the parents can understand. To ensure appropriate and accurate translation and interpretation of information the District has identified a variety of resources available by phone, Internet, or in-person that have the capacity to provide high-quality language interpretation and translation services.
6. **Other Requested Activities:** Tulsa Public Schools may provide such other reasonable support for parental involvement activities as parents request, provided the supports align with District Core Goals (outlined below) and, where applicable, site WISE plans.

Tulsa Public Schools District Core Goals:

1. Safe and Secure Schools
2. Student Learning and Performance
3. Financial Sustainability
4. Leadership and Sustainability
5. Teacher Effectiveness

Adopted: July 2007

Legal Reference: No Child Left Behind Act of 2001, P.L. 107-110, Title I

Cross Reference: Policy 9501 Interpretation and Translation Services for Parents

Page 2 of 2