



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, December 3, 2012**, at 6:30 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 led by the Washington High School JROTC under the direction of Major Phil Courtin.
- 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 meetings of the Board of Education.

Regular Meeting

November 19, 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

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, December 17, 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, DR. OLIVER WALLACE

- E-1.** RECOMMENDATION: Enter into a contract with the Tulsa Country Club to host Washington High School's senior dinner and dance, May 17, 2013.

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 \$12,000 will be paid from Washington's school activity fund #878.

RATIONALE: The senior dinner and dance has been held annually for over 35 years. Approximately 300 seniors and guests will attend.

- E-2.** RECOMMENDATION: Approve Memorial Tulsa Engineering Academy students to travel to Lubbock, Texas, to participate in the Hub City FIRST Robotics Competition, February 27-March 3, 2013.

COST AND FUNDING: The total cost not to exceed \$8,000 will be paid from Memorial's school activity fund #640 and College and Career Readiness Program assistance.

RATIONALE: The FIRST Robotics competition is an integral part of the engineering curriculum for the engineering magnet program. Tulsa Engineering Academy at Memorial (T.E.A.M.) has competed in FIRST Robotics for the past ten years.

- E-3.** RECOMMENDATION: Approve 28 Washington High School art students to travel to Chicago, Illinois, to visit the School of Art Institute of Chicago and the Picasso exhibit at the Art Museum of Chicago, February 21-February 24, 2013.

COST AND FUNDING: The total cost not to exceed \$6,000 will be paid from Washington's school activity fund #857. The cost of the trip will be funded by students and deposited into Washington's school activity fund. Students will pay for all out of pocket expenses. A private bus will be used for transportation.

RATIONALE: The trip will allow students to be exposed to a more professional level of art work and activities.

E-4. RECOMMENDATION: Enter into a contract with the Greenwood Cultural Center to host and provide services for Washington High School's winter formal, January 19, 2013.

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 contracts on behalf of the District.

COST AND FUNDING: The total cost not to exceed \$2,205 will be paid from Washington's school activity fund #573.

RATIONALE: The winter formal is an annual event that Washington High School has held for the past 13 years. Approximately 600 to 800 students attend.

ITEMS LISTED BELOW SUBMITTED BY INTERIM CHIEF OF STAFF, MR. STEVE MAYFIELD

E-5. RECOMMENDATION: Enter into individualized education plan (IEP) service agreements with Oklahoma school districts to provide a free appropriate public education (FAPE) for certain students for the 2012-2013 school year.

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

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

RATIONALE: An IEP Service Agreement between two districts is entered into when the student's resident district is unable to provide FAPE. The resident district maintains all legal, financial, and transportation obligations for students and pays tuition to the receiving district. The student is counted on the resident district's child count and the resident district receives average daily attendance for the student. The receiving district will invite the resident district to all meetings regarding the provision of FAPE for the student.

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

E-6. RECOMMENDATION: Renew an agreement with Disbursement Review, LLC, Plano, Texas, to conduct a review of procurement and accounts payable records to determine whether or not, and to what extent, over payments and/or under deductions have been made which have not been identified by the District for the fiscal period July 1, 2011, through June 30, 2012. The District is exercising its fourth option under the request for proposal to renew the agreement for the fiscal year 2012-2013, the fourth renewal of four additional one-year terms.

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 District will remit 50 percent of the dollars recovered to Disbursement Review, LLC, as the fee for the service.

REQUISITION NUMBER: 41300283

RATIONALE: Having an independent review of disbursement transactions allows management assurance that processes and procedures are functioning to a high degree of accuracy.

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

E-7. RECOMMENDATION: Amend the agreement with Tyler Technologies, Inc. approved on the August 2, 2010, Agenda, item F-1, to modify the software and related services described in the investment summary (Exhibit 1) contained in the agreement executed on September 21, 2010.

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 additional cost to the District. The full amount is encumbered in the Classroom Bond Fund, 1-36-3801-50-2511-7330-000-0000-000-12-XXX.

RATIONALE: The amendment for the District's financial and human capital management information system is necessary to convert consulting hours to training hours to meet the remaining implementation needs of the District.

E-8. RECOMMENDATION: Assign the contracts for the construction of the improvement of Lafortune Stadium at Memorial High School to the construction managers at risk on the project, Trigon Construction.

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 \$1,316,677 will be paid from the Facilities Bond Fund, 31-1210-4700-504500-000-000000-000-12-725.

RATIONALE: The individual awarded contracts will be encumbered as one contract to Trigon Construction, the construction managers at risk on the project.

E-9. RECOMMENDATION: Award the contracts for construction of the Lafortune Stadium improvements at Memorial High School to the lowest responsible bidders as follows.

Aluminum letters - Arch. Sign	\$7,940
Bleachers and press box - CBS Construction	\$416,000
Chain link fences - Robinson Fence	\$87,290
Concrete - Heritage Concrete	\$46,500
Electric - Triton Electric	\$39,580
Masonry - Brazeal Masonry	\$44,000
Membrane - Cherokee Restoration	\$222,401
Metal framing soffits - Wiljo Interiors	\$4,910
Paint and coatings - Wiljo Interiors	\$22,365
Premise wiring - Sage Net	\$11,400
Selective demolition - Ark Wrecking	\$84,400
Total	<u>\$986,786</u>

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: The total amount not to exceed \$986,786 will be paid from the Facility Bond Fund, 31-1250-4700-504500-000-000000-000-12-725.

RATIONALE: This project is part of the approved 2010 bond issue.

E-10. RECOMMENDATION: Approve Amendment No. 1 to the construction management contract with Trigon Construction, approved on the April 2, 2012, Agenda, item E-29, establishing the guaranteed maximum price for the Lafortune Stadium improvements.

General conditions	\$99,607.00
Management fees	\$60,318.00
Reimbursables	\$119,966.00
Trade contracts	\$986,786.00
Owner's contingency	\$50,000.00
Total GMP	<u>\$1,316,677.00</u>

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 approximately \$1,316,677 will be paid from the Facility Bond Fund, 31-1210-4700-504500-000-000000-000-12-725.

REQUISITION NUMBER: 41300153AB

RATIONALE: This project is part of the 2010 bond issue.

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

E-11. RECOMMENDATION: Approve routine staffing items.

RATIONALE: The routine personnel actions implement the various human capital plans and priorities authorized by the Board of Education for 2012-2013.

E-12. RECOMMENDATION: Approve special assignments for the 2012-2013 school year for certified and support employees whose names appear in the special assignment list.

RATIONALE: The special assignment list includes payments in addition to base salary for employees who perform additional duties and responsibilities throughout the school year.

E-13. RECOMMENDATION: Adopt the 2012-2013 salary book for support employees (hourly paid) covered by collective bargaining.

RATIONALE: The salary book supports the information authorized by the Board of Education regarding salary increases for support employees for 2012-2013.

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

- E-14.** RECOMMENDATION: Approve the antenna site license agreement with the Metropolitan Tulsa Transit Authority (MTTA) regarding the installation of a repeater antenna system at the Education Service Center to provide radio communications for the MTTA lift program buses throughout the City of Tulsa.

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: There is no cost to the District.

REQUISITION NUMBER: 41300274

RATIONALE: This license agreement allows mobile radio communication for MTTA lift buses across the City of Tulsa after completing installation of the repeater antenna. It provides necessary communication services to lift buses back to terminal managers and dispatching services. This service also benefits families of students who need special services in transportation.

ITEMS LISTED BELOW SUBMITTED BY THE BOARD OF EDUCATION

- E-15.** RECOMMENDATION: Adopt the schedule of regular meetings of the Board of Education for the 2013 calendar year.

RATIONALE: The Open Meeting Law requires that the 2013 schedule of regular meetings of the Board of Education be on file with the County Clerk of Tulsa County on or before December 15, 2012.

F. ACTION AGENDA - Motion and vote on each recommendation

No items submitted.

G. INFORMATION AGENDA

ITEMS LISTED BELOW SUBMITTED BY ASSOCIATE SUPERINTENDENT FOR ELEMENTARY SCHOOLS, DR. PHYLLIS LOVETT

G-1. RECOMMENDATION: Approve the memorandum of understanding with the Community Action Project of Tulsa County (CAPTC) to implement the early development instrument (EDI) in a pilot assessment of school readiness for kindergarten children in 31 schools for a total of 2,000 kindergarten students.

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

COST AND FUNDING: There is no cost to the District. CAPTC will cover associated costs for training and administering the EDI.

REQUISITION NUMBER: 41300281

RATIONALE: The EDI is designed to assess school readiness of populations of kindergarten children and to assist communities in developing support programs to increase school readiness in further populations. The District agrees to implement the EDI in mutually agreed upon schools and classes. The Tulsa Area United Way desires to participate and assist in developing the basis for community responses to the EDI results. The District will assist in providing staff support, data on students in the selected schools, training of staff in EDI instrument, parent notification of EDI implementation, technology for training of staff, participation in evaluation process of the EDI implementation including teacher interviews, focus groups and distribution and discussion of EDI results. District computer labs will be used for training.

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

G-2. RECOMMENDATION: Enter into a contract with the Clarion Hotel to provide a room and food for McLain High School's junior/senior prom, May 10, 2013.

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 \$3,500 will be paid from McLain's school activity fund #870.

RATIONALE: The prom is a long-standing annual event for juniors and seniors. It provides many social and leadership opportunities for students.

G-3. RECOMMENDATION: Enter into a contract with Central State Orthopedic Specialists, Inc. to provide professional orthopedic and sports medicine services and opportunities for students who participate in athletics during the 2012-2013 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: There is no cost to the District. Central State Orthopedic Specialists, Inc. has agreed to pay \$8,000 to the Athletics' activity fund #536 for the purpose of providing two \$4,000 stipends to the District's certified athletic trainers at Edison High School and Rogers College High School.

REQUISITION NUMBER: 41300289

RATIONALE: This program will enhance the overall experience of the high school athlete by providing these important services.

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

G-4. RECOMMENDATION: Increase the contract approved on the August 6, 2012, Agenda, item E-19, with Advancement VIA Individual Determination (AVID) Center, San Diego, California, a California based nonprofit educational corporation, for training for the District's new AP Incentive Grant Director.

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 \$167,200 (an increase of \$7,200) will be paid from the Title IIA Fund, 11-5410-2573-503600-494-000000-000-05-093-5410.

REQUISITION NUMBER: 41300135

RATIONALE: Since the retirement of the former AP Incentive Grant Director and the subsequent hiring of the replacement, the contract now includes an additional \$7,200 for professional development services specific to a new director. The terms and conditions set forth in the AVID Implementation Agreement signed August 6, 2012, shall remain in effect.

G-5. RECOMMENDATION: Purchase Read 180, System 44, and SRI subscriptions, licenses, materials and supplies from Scholastic, Inc., Charles, Illinois, to support reading remediation.

COST AND FUNDING: The total cost not to exceed \$1,000,000 will be funded from each site's Title IA and Title I School Support funds and with Bond funds as follows. The total cost will be dependent upon the current level of implementation of the programs in the designated schools and the amount of funding provided by the State to the designated sites.

Materials and Supplies	11-5118-1000-506810-494-xxxxxx-000-05-xxx-5118
Subscriptions/Licenses	11-5118-1000-505300-494-xxxxxx-000-05-xxx-5118
Materials and Supplies	11-5150-1000-506810-494-xxxxxx-000-05-xxx-5150
Subscriptions/Licenses	11-5150-1000-505300-494-xxxxxx-000-05-xxx-5150
Materials and Supplies	11-1134-1000-506410-100-10500-000-12-070
Subscriptions/Licenses	11-1134-1000-506530-100-000000-000-12-070

REQUISITION NUMBER: To be determined after funding is released.

RATIONALE: The Elementary Education Office held a data summit to determine the root causes of the 2012 Oklahoma Core Curriculum Tests (OCCT) reading results. It was determined that in reading the median Oklahoma Performance Index (OPI) scores have fallen to "at or below" beginning proficiency levels. As students in grades with median OPI scores below proficiency advance to the next grade, it will become more difficult to increase reading performance without targeted reading interventions. The 2012 OCCT reading performance is not a sudden event, rather it is the reflection of the continual decline in the median OPI of a significant number of students. As a result, the District has a significant number of elementary students reading below grade level. Read 180, System 44 and SRI programs will assist schools in closing the achievement gap in reading.

G-6. RECOMMENDATION: Enter in to a service agreement with Tulsa International Mayfest to continue to share art display panels with the District for the 2012-2013 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: There is no cost to the District.

REQUISITION NUMBER: 41300286

RATIONALE: The sharing of the display panels with Tulsa International Mayfest has been a yearly event since the 1980s. The District utilizes the display panels for the District art show and other District events. The Tulsa International Mayfest transports panels for use at the spring Mayfest exhibit.

G-7. RECOMMENDATION: Enter into a contract with Battelle for Kids, Columbus, Ohio, to provide a five-day summer academy and job-embedded professional development (May 2013), the School Reform Initiative winter meeting (January 2013), and the PLC Train the Trainer Conference (June 2013) for the SIG schools (Clinton Middle School and East Central, 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 cost not to exceed \$388,821 will be paid from the School Improvement Grant Fund as follows. \$75,000 for Clinton Middle School, 11-5370-2213-503200-494-000000-000-05-530-5370; \$141,550 for East Central High School, 11-5370-2213-503200-494-000000-000-05-710-5370; \$131,550 for Hale High School, 11-5370-2213-503200-494-000000-000-05-715-5370; and \$40,721 for Central High School, 11-5370-2213-503200-494-000000-000-05-705-5370.

REQUISITION NUMBER: 41300288

RATIONALE: Using carryover monies, the SIG schools will enrich professional development provided by Battelle for Kids during the summer conference of 2012. During the conference, emphasis was given to providing teachers and leaders with common core strategies and implementation into their classrooms. This professional development will extend the learning with follow-up strategies and support. Embedded professional development will be designed for sustainability with the teachers and leaders developing the skills to continue the work of the grant. Continued development of facilitators and the development of a third cohort of teacher leaders will increase the capacity of the schools. The turnaround parter will also provide a final summer conference in May designed to support sustainability and continued implementation of common core.

G-8. RECOMMENDATION: Extend the existing contract approved on the July 2, 2012, Agenda, item E-12, with Big Picture Learning, Providence, Rhode Island, to purchase additional professional development, technical assistance, and coaching during the 2012-2013 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 \$30,000 will be paid from the Title IIA Fund, 11-5410-2213-503200-100-0000-000-05-093-5410.

REQUISITION NUMBER: 41200034

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 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.

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

G-9. RECOMMENDATION: Accept the Comprehensive Annual Financial Report which includes the independent audit report of Cole & Reed, Certified Public Accountants, P.C. for the fiscal year June 30, 2012.

RATIONALE: Oklahoma law requires school districts to have an audit performed each year and accepted by the Board of Education. The Comprehensive Annual Financial Report is the reporting standard for governmental financial reporting. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit included examining evidence supporting the amounts and disclosures in the combined financial statements. The audit also included assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall combined financial statement presentation.

G-10. RECOMMENDATION: Approve the sanctioning of additional organizations in accordance with Board Policy 5707 for the 2012-2013 year. The original item was approved on the November 5, 2012, Agenda, item E-14.

BTW Soccer Booster Club
Clinton Middle School PTA
Edison Cheer Booster Club
Memorial Chargers Women's Basketball
Ranger Baseball Booster Club
Robertson Elementary PTA

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

RATIONALE: These organizations requesting Board approval for sanctioning and have submitted the required information in support of their application.

G-11. RECOMMENDATION: Approve issuing warrants to Tulsa County in the amount of \$572,880.31; to Osage County in the amount of \$66,436.18; to Creek County in the amount of \$11,123.04; and to Wagoner County in the amount of \$241.82 for the District's share of the visual inspection cost for the 2012-2013 school year.

COST AND FUNDING: The total cost not to exceed \$650,681.35 will be paid from the General Fund, 11-0000-2518-508700-000-000000-000-08-098.

REQUISITION NUMBER: Tulsa County-11307029; Osage County-11307047; Creek County-11307054; Wagoner County-11307350

RATIONALE: The District is required by statute and a court decision to pay its prorated share of any visual inspection budget the County Excise Board approves for the County Assessor's office. The following amounts were paid to these counties in 2011-2012.

Tulsa County	\$579,242.16
Osage County	\$96,142.85
Creek County	\$16,306.39
Wagoner County	\$486.44

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

- G-12.** RECOMMENDATION: Extend the contract approved on the March 5, 2012, Agenda, item E-24, to Childs Play to provide playgrounds for Remington, Marshall, Salk, Patrick Henry, Kendall Whittier, Nimitz, McClure and Cooper elementary 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 cost not to exceed \$577,471 will be paid from the Facilities Bond Fund, 31-1220-4700-504500-000-000000-000-12-037.

RATIONALE: Playground improvements are part of the 2010 bond issue.

- G-13.** RECOMMENDATION: Award the contract to Sooner Builders & Investments, Inc., the lowest responsible bidder, for waterproofing and sealing the exterior brick at East Central High School.

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 contract on behalf of the District.

COST AND FUNDING: The total cost not to exceed \$32,300 will be paid from the Facility Bond Fund, 31-1250-4700-504580-000-000000-000-12-710.

RATIONALE: The renovation of East Central is part of the 2010 bond issue.

- G-14.** RECOMMENDATION: Pay JP Morgan Chase Bank for playground equipment that was installed at Mayo Demonstration School.

COST AND FUNDING: The total amount not to exceed \$56,913 will be funded from the Facilities Bond Fund, 31-1220-4700-504500-000-000000-000-12-315.

RATIONALE: The playground equipment was purchased through the Qualified School Construction Bond funding resulting in a lien being placed on the property until it is repaid. This payment will remove that lien to allow the property to be sold.

G-15. RECOMMENDATION: Approve Amendment number one to the construction management contract with Vargas Construction, approved on the May 21, 2012, Agenda, item E-31, establishing the guaranteed maximum price (GMP) for the Eisenhower International renovation at the Nimitz campus.

- Allowances
- General conditions
- Management fees
- Owner's contingency
- Reimbursables
- Self-performed work
- Trade contracts

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

COST AND FUNDING: The total amount not to exceed \$900,000 will be paid from the Facility Bond Fund, 31-1220-4700-504500-000-000000-000-12-402.

REQUISITION NUMBER: 41200012B

RATIONALE: This is part of the 2010 bond issue.

G-16. RECOMMENDATION: Award the contract for the renovation of Eisenhower International School at the Nimitz campus for the following trades.

- ACM wall panels
- Demolition
- Fire sprinkler
- Site

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 \$900,000 will be paid from the Facility Bond Fund, 31-1220-4700-504500-000-000000-000-12-402.

RATIONALE: Renovations to the existing Nimitz facility are necessary to prepare the campus for the relocation of Eisenhower International School.

G-17. RECOMMENDATION: Assign the contracts for the renovation of Eisenhower International School at the Nimitz campus to Vargas Construction, the construction manager at risk, on this project.

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: The total cost not to exceed \$3,000,000 will be paid from the Facility Bond Fund, 31-1250-4700-504580-000-000000-000-12-565.

RATIONALE: Renovations to the existing Nimitz facility are necessary to prepare the campus for the relocation of Eisenhower International School.

G-18. RECOMMENDATION: Award the contract for the fire protection line at Salk Elementary School to the lowest responsible bidder.

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 classroom and library addition is part of the 2010 bond issue.

G-19. RECOMMENDATION: Award contracts for construction of the new classroom and library addition at Salk Elementary School to Crossland Construction, the lowest responsible bidder, as follows.

Building Concrete	\$124,000
Site Concrete	\$76,100
Storm Drainage	\$80,900
Steel & Erection	\$112,000
Total	<u>\$393,000</u>

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: This project is part of the approved 2010 bond issue.

G-20. RECOMMENDATION: Extend the contract approved on the May 3, 2010, Agenda, item E-20, with Secredyne of Texas, LLC, (formerly SecureNet) to provide security cameras and access control to various sites, including Anderson, Bell, Remington, McKinley, Kendall Whittier, Mitchell, Eugene Field, Elliot, Cooper, and Burroughs elementary 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 \$405,205.04 will be paid from the Facilities Bond Fund, 31-1215-4700-504500-000-000000-000-12-XXX.

RATIONALE: Security cameras and access control are part of the 2010 bond issue.

G-21. RECOMMENDATION: Award the contract to lowest responsible bidder for interior improvements at the Webster agriculture building.

FURTHER RECOMMEND: The attorneys for the School District review and approve the 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 approximately \$60,000 will be paid from the Facility Bond Fund, 31-1220-4700-504580-000-000000-000-12-740; and the Career Tech Fund, 11-4120-4700-504900-000-000000-000-05-740.

RATIONALE: The existing classroom is currently being used as an automotive shop and is in need of improvements to accommodate a better learning environment.

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

G-22. 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-23. RECOMMENDATION: Pay eligible retiring teachers and applicable administrators a \$1,000 incentive for early notice of an irrevocable and written notification of retirement according to the requirements set forth by the Oklahoma Teachers' Retirement System to become effective no sooner than the end of a retiring employee's employment contract term for the 2012-2013 fiscal year. The written notification must be received by the Human Capital Department no later than close of business on April 1, 2013.

RATIONALE: By knowing who is planning to retire, the District will be able to recruit and fill key positions earlier in 2013. Early hiring practices will result in giving the District a higher quality of candidates from which to select. The early notice of retirement incentive pay will be issued in the June paycheck. The term "administrator" is a certified position which requires an Oklahoma Teacher's Certification and whose position is graded within the Education Level (EL) salary schedule; or an administrative position which is graded within the Business Leader (BL) salary schedule grade 10 and above. The term "teacher" is a person, other than an administrator, who is employed on a certified contract for the 2012-13 fiscal year. In case of a dispute as to whether any teacher or administrator qualifies for an early retirement incentive payment, such dispute shall be resolved by the Chief Human Capital Officer, whose decision is final and with no appeal.

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

G-24. RECOMMENDATION: Renew the agreement with the United States Department of Agriculture Commodity Distribution Unit to administer distribution of commodity food items.

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 not to exceed \$56,000 will be paid from the Child Nutrition Fund, 22-3850-3150-506301-700-000000-000-03-053.

REQUISITION NUMBER: 41300282

RATIONALE: The Child Nutrition department receives commodities and commodity-processed items for the National School Lunch Program meals. The fee is for the distribution, storage and administration of the Commodity Food Program.

G-25. RECOMMENDATION: Accept the proposal from Rich and Cartmill to provide business travel accident insurance through The Hartford.

COST AND FUNDING: The total cost not to exceed \$750 will be paid from the General Fund, 11-0000-2511-505290-000-000000-000-03-025.

REQUISITION NUMBER: 41300290

RATIONALE: This provides business travel accident insurance for the District's full-time and part-time employees.

G-26. RECOMMENDATION: Purchase steamer cooking equipment from the most responsive and responsible offeror in accordance with the terms and conditions of the Request for Proposal for Edison Middle School, and Gilcrease, Kerr, Mayo, Penn, and Springdale elementary schools.

COST AND FUNDING: The total cost of approximately \$86,000 will be paid from the Child Nutrition Fund, 22-3850-3140-50-7310-700-000000-000-03-053.

REQUISITION NUMBER: 11307547

RATIONALE: The steamer units will replace nonfunctioning equipment and/or upgrade maximum cooking quantity potential in the school cafeterias.

SUPPORTING INFORMATION

CONSENT ITEM E-11

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Bishop, Heather	10/29/12	B-1	\$ 23,650.57	Teacher-McClure/Grade 1 Rate: \$33,300.00 Return from leave
Cains, Nicholas	11/14/12	B-0	21,123.00	Teacher-Celia Clinton/ Grade 2 Rate: \$32,900.00
Coleman, Davina	11/26/12	M-1	21,088.23	Counselor-Central Rate: \$34,366.00 Return from leave
Garshasb, Farideh	11/26/12	M-0	20,836.64	Teacher-McLain/Science Rate: \$33,956.00
Haight, Katelyn	11/05/12	B-2	22,977.27	Teacher-Wright/Pre-K Rate: \$33,700.00 Return from leave
Hallford, Elsa	11/08/12	BL-5	26,691.05	Training Manager- Child Nutrition Services (CNS) Rate: \$40,812.00 Return from leave
Hester, Whitney	11/05/12	B-3	23,250.00	Teacher-Academy Central/Grade 4 Rate: \$34,100.00 Return from leave
Jackson, Troi	10/16/12	B-1	25,164.20	Teacher-Springdale/ Grade 5 Rate: \$33,300.00 Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Kidd, Michele	11/06/12	B-6	\$ 23,867.61	Nurse-Rogers Jr. High and High School Rate: \$35,300.00
Maddux, Beth	11/19/12	B-6	22,062.50	Teacher-Marshall/ELL Rate: \$35,062.50
Support (Hourly):				
Alexander, Shonta	11/15/12 5/23/13	MT-NS	\$ 7.25	Site Assistant-Columbus/ Before and After Care
Brown, Richard	6/04/12 6/30/12	MT-3	10.56	Custodian-Central Return from leave
Chidester, Sheilsa	10/31/12 5/23/13	IS-10	13.67	Autism Paraprofessional- Chouteau Former Employee (f.e.)
Cumming, Edward	10/23/12 5/23/13	IS-3	9.21	Paraprofessional-Kerr
Donald, Tiffany	11/16/12 5/23/13	IS-6	10.81	Teacher Assistant (TA)- Academy Central
Drost, Rachel	11/05/12 5/23/13	IS-NS	10.00	Accompanist-Edison
Dunn, Rikki	11/06/12 5/23/13	MT-1	8.49	CNS Assistant-McKinley
Garcia, Lorena	11/01/12 6/30/13	MT-3	8.81 .44	Custodian-Skelly Shift differential
Gomez, Ana	10/08/12 6/30/13	MT-3	9.99	Custodian-Plant Operations Return from leave
Gordillo, Alba	7/02/12 6/30/13	MT-3	8.96	Custodian-McClure Return from leave
Herrera, Alfredo	11/05/12 6/30/13	MT-3	8.81 .44	Custodian-Plant Operations Shift differential

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Hill, Natalie	11/05/12 5/23/13	MT-1	\$ 8.52	CNS Assistant-McLain
Holtz, Joshua	12/04/12 5/23/13	TS-3	11.45	Campus Security Officer- ESC/Campus Police
Jackson, Brittany	11/19/12 5/23/13	IS-6	10.81	TA-Carver
Lazalde De Gomez, Beatriz	11/16/12 5/23/13	MT-1	8.97	CNS Assistant-Cooper
Lincks, Caroll	5/30/12 6/29/12	CA-8	14.80	Warehouse Distribution Specialist-Materials Management Return from leave
Long, Cynthia	11/12/13 5/23/13	IS-10	13.11	Autism Paraprofessional- Clinton f.e.
Pancratz, Heidi	10/29/12 5/23/13	IS-6	10.81	Parateacher-Thoreau
Place, Elizabeth	10/12/12 5/23/13	MT-2	9.77	CNS Cook I-Grimes
Reynolds, Margaret	11/05/12 6/30/13	MT-3	8.81	Custodian-Celia Clinton
Risenhoover, John	11/16/12 5/23/13	MT-3	10.89	CNS Cook II-East Central
Ross, James	11/13/12 5/23/13	IS-6	10.81	TA-McKinley
White, Susan	11/20/12 5/23/13	IS-3	9.21	TA-Celia Clinton
Wittaker, Caleb	12/04/12 5/23/13	TS-3	12.00	Campus Security Officer- East Central
Wyble, Julia	11/05/12 6/07/12	IS-6	10.81	TA-Kendall Whittier
Young, Marcus	10/23/12 5/23/13	MT-6	10.89	Bus driver Return from leave

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Peterson, Isabelle	Teacher-Rogers Jr. High/Special Education B-0	8/15/12	\$ 32,900.00 1,645.00	\$ 32,900.00	Teacher-Rogers Jr. High/Science Special Education
Thomas, Janet	Counselor- Hoover Half-Time M-5	11/12/12	17,988.00 915.50	23,507.05 1,196.39	Counselor-Springdale Full-Time Rate: \$35,976.00 Counselor
Support (Hourly):					
Allen, Linda	CNS Assistant- Wright MT-1 5hrs/day	9/14/12 5/23/13	\$ 9.12	\$ 9.12	6.5hrs/day
Baker, Virginia	CNS Assistant- Wright MT-1 7hrs/day	9/05/12 5/23/13	8.99	8.99	6.5hrs/day
Duhart, Carol	Bus Driver MT-6 4-CI	11/05/12 5/23/13	14.08	14.08 .30	Bus Driver Special Needs
Frescott, Marcela	TA-Dual Language Immersion IS-6 176 days 6hrs/day	10/01/12 5/23/13	10.81	10.81	Parent Liaison-Dual Language Immersion 200 days 8hrs/day
Isham, Timothy	Bus Driver Trainee MT-4	11/06/12 5/23/13	9.35	10.70	Bus Driver MT-6
Jackson, Christopher	Bus Driver MT-6 6hrs/day	11/05/12 5/23/13	10.56	10.56	8hrs/day
Johnston, Rick	Communications Foreperson- ESC/Campus Police BL-4	12/03/12 6/30/13	51,587.00	22.69	Security Systems Lead Technician- ESC/Campus Police TS-11 3-CI

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Martin, Darla	CNS Assistant Manager- Webster MT-6 7hrs/day	10/29/12 5/23/13	\$ 11.51	\$ 11.51	CNS Assistant Manager-Roosevelt MT-6 8hrs/day
Miller, Simonne	Site Supervisor- Before and After Care MT-NS	10/08/12 5/23/13	10.97	11.74	TA-Dual Language Immersion IS-6
Palmer, Yolanda	Bus Driver MT-6 6hrs/day	11/05/12 5/23/13	10.56	10.56	8hrs/day
Reece, Rachel	Clerk-McClure CA-3	11/14/12 5/23/13	9.50	11.06	Principal's Secretary- McClure CA-8
Scott, Tony	Bus Driver MT-6 6hrs/day	11/05/12 5/23/13	10.56	10.56	8hrs/day
Stanley, Katina	Bus Driver Trainee MT-4	10/31/12 5/23/13	9.35	10.71	Bus Driver MT-6
Wiley, Donna	Clerk-McLain Jr. High CA-3 195 days	11/07/12 6/30/13	13.34	14.81	Principal's Secretary- McLain Jr. High CA-8 12 months

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
Certificated/Administrative:			
Bates, Billie	10/17/12	Teacher-MacArthur/Grade 3	Personal illness
Brown, Monya	11/07/12	Teacher-MacArthur/Grade 1	Personal illness
Gregory, Desiree	12/10/12	Teacher-Central/ Career Tech	Maternity
Hall, Elizabeth	11/19/12	Social Service Specialist- McLain Jr. High	Maternity
Lefler, Janet	1/07/12	Teacher-Key/ Enrichment	Personal illness
McIntosh, Amber	11/01/12	Teacher-Central/Gifted and Talented	Personal illness
McVay, Rana	12/11/12	College and Career Readiness Specialist- ESC/College and Career Readiness	Personal illness
Rimer, Christie	11/05/12	Teacher-Lee/Grade 1	FMLA
Severino, Lidia	12/03/12	Teacher-Zarrow/Grade 2	Maternity
Stamps, Suzanne	10/23/13	Teacher-Hamilton/ Special Education	Personal illness
Wolfe, James	11/16/12	Teacher-Mitchell, Bell/ Gifted and Talented	Personal illness

LEAVES OF ABSENCE - Continued

Name	Effective Date	Assignment	Reason
Support (Hourly):			
Bellis, Linda	10/15/12	CNS Assistant-Webster	Personal illness
Blandon, James	10/29/12	Campus Security Officer-McLain	Personal illness
Bradley, Samuel	10/24/12	Electrical Craftsperson-Maintenance	Personal illness
Burrell, James	10/05/12	Leadership Instructor-TRAICE	Personal illness
Cox, Jill	11/08/12	Site Assistant-Eliot/Before and After Care	FMLA
Curtis, Christine	10/09/12	CNS Cook II-Mark Twain	Personal illness
Czeschin, Nancy	11/06/12	CNS Assistant-MacArthur	Personal illness
Gomez De Quintero, Fabiola	11/01/12	Custodian-Cooper	Personal illness
Hunter, Bridgette	11/05/12	Custodian-Edison	Personal illness
Iervolino, Mary	10/01/12	Autism Paraprofessional-Hale Jr. High	Personal illness
Landazuri, Griselda	10/30/12	Custodian-ECDC Reed	Personal illness
Mims, Roderick	11/14/12	Bus Driver	Personal illness
Nations, Maria	11/05/12	Health Assistant-Jones	Personal illness
Reese, Carol	11/14/12	Terminal I Manager-Transportation	Personal illness
Wiseley, Jim	11/09/12	Head Custodian-Grimes	Personal illness
Wood, Deborah	11/14/12	Bookkeeper-ROSS	Personal illness

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Carrizalez, Monica	11/26/12	Teacher-Grade 1/Kendall Whittier
Collins, Mary	11/16/12	Teacher-Hawthorne/Grade 2
Hutson, Candetta	11/13/12	Teacher-Jones/Grade 4
Kershisnik, Emma	11/20/12	Teacher-Grade 3/Kendall Whittier
Monsour, Constance	11/09/12	Teacher-Celia Clinton/Grade 2
Thorn, Sarah	11/29/12	Teacher-Jackson/Grade 5
Walsh, Anastacia	10/26/12	CNS Traveling Manager-Child Nutrition
Wooten, Janice	11/09/12	Teacher-Clinton/Fine Arts
Support (Hourly):		
Beale, Michael	11/14/12	Bus Driver Trainee
Crump, Deborah	11/08/12	Custodian-Mark Twain
Eberle, Dale	11/16/12	Campus Police Officer-ESC/Campus Police
Goudeau, Loretta	11/02/12	Bus Driver
Haley, Lori	11/12/12	Bus Driver
Hellard, Tammy	11/05/12	Bus Driver Trainee
Herrington, Thomas	11/07/12	Bus Driver
Hytche, Bryon	11/12/13	Bus Driver Trainee
James, Da'Sha	11/02/12	Site Assistant-Lanier/Before and After Care
Mason, Shelly	11/13/12	CNS Assistant-Hamilton
Montgomery, Jordan	11/12/12	Bus Driver Trainee

RESIGNATIONS - Continued

Name	Effective Date	Assignment
Morgan, Valeria	11/12/12	Bus Driver
Powers, Jayne	12/21/12	Level II Help Desk Technician-ESC/ISS
Smith, Eric	11/01/12	Bus Driver Trainee
Terrell, Charlene	11/06/12	CNS Assistant Manager-Anderson
Thomas, Clifford Jr.	10/31/12	Custodian-Skelly

SUBSTITUTE AND TEMPORARY ELECTIONS

Substitute Teachers

Alexander, Shiquita
Baker, Lauren
Bence, Toni
Brown, Kory
Callahan, Sherry
Coffin, Cindy
DamanAshley
Deason, Tiffany
Drost, Rachel
Gordon, Gwendolyn
Jacob, Tvli
Kelly, Mona
Jenkins, Michele
Kelly, Mona
Killian, Terry
Laughrey, Nancy
McCarley, Jerry
Pendergraft, Loma John
Ralston, John
Raulston, Patricia
Rhodes, Shelly
Rollerson, Evon
Sago, Clint
Santizo, Audrey
Scott, Machere
Tatum, Maria

SIG Attendance Officer

Patrick, Glenn

Temporary Educational Staff

Bigelow, Virginia
Bode, Brittany
Hawk, Regina
Jantz, Andrea

Tutors

Bomer, Canon
Bradshaw, Katherine
Opala, Rosemary
Roach, Sandra
Taldo, Norma
Wahl, Cynthia

Teacher Assistants

Cole, Stefanie
Foresman, Rhonda
Sango, Kelvin

CNS

Alberty, Dana
Bernal, Anita
Coleman, Shaquieta
Fernandez, Jimmi

DRS Student Workers

Brown, Brandon
Byrd, Emily
Davis, Taylor
Dobbs, Davis
Hawkins, Demetrius
Hill, Dorothy
Hill, Dorothy
Horn, Katherine
Jones, Naquan
Logan, Connell
McCloud, Anthony
Smith, Tera
Spaulding, Trey
Toler, Cherry

Adjunct Teachers

Webster-11-000-1000-501930-810-330000-201-07-740

Derrick Braddick, Basketball, Boys @ \$1,145 October 1, 2012 to March 10, 2013.

Rogers-11-000-1000-501930-820-330000-201-07-664

Elijah Schlesinger, Basketball, Boys @ \$1,145 August 20, 2012 to May 23, 2013.

Memorial-11-000-1000-501930-810-330000-201-07-715

Steven Irvine, Softball @\$ 2,667 August 20, 2012 to December 20, 2012.

SUPPORTING INFORMATION

CONSENT ITEM E-15

2013 REGULAR MEETING SCHEDULE

BOARD OF EDUCATION
TULSA PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NUMBER ONE
TULSA COUNTY, OKLAHOMA
2013 REGULAR MEETING SCHEDULE

All meetings will be held in the Cheryl Selman Room, Ground Floor Level, at the Charles C. Mason Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

January 7 (Monday).....	6:30 p.m.
January 22 (Tuesday).....	6:30 p.m.
February 4 (Monday)	6:30 p.m.
February 19 (Tuesday)	6:30 p.m.
March 4 (Monday)	6:30 p.m.
March 25 (Monday)	6:30 p.m.
April 8 (Monday)	6:30 p.m.
April 22 (Monday)	6:30 p.m.
May 6 (Monday).....	6:30 p.m.
May 20 (Monday).....	6:30 p.m.
June 3 (Monday).....	6:30 p.m.
June 17 (Monday).....	6:30 p.m.
July 1 (Monday).....	6:30 p.m.
July 15 (Monday).....	6:30 p.m.
August 5 (Monday)	6:30 p.m.
August 19 (Monday)	6:30 p.m.
September 3 (Tuesday).....	6:30 p.m.
September 16 (Monday).....	6:30 p.m.
October 7 (Monday).....	6:30 p.m.
October 21 (Monday).....	6:30 p.m.
November 4 (Monday)	6:30 p.m.
November 18 (Monday).....	6:30 p.m.
December 2 (Monday).....	6:30 p.m.
December 16 (Monday).....	6:30 p.m.

SUPPORTING INFORMATION

INFORMATION ITEM G-22

POSITION CREATIONS/DELETIONS

Certificated/Administrative

Create:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
<p>Assistant Director of Transportation- Transportation Department</p> <p><i>Annual Budget Impact:</i> \$54,100 min. – \$77,900 max.</p> <p><i>Funding Source:</i> 11-0000-2720-501210- 000-000000-109-03-003</p>	<p>BL-8 12 Months</p>	<p>Assist, direct, manage, and administer the District's transportation operations and activities in a manner that promotes safety and efficiency. Direct the planning and coordination of routes and schedules to achieve the greatest degree of safety and service consistent with maximum utilization of vehicles and personnel. Maintain records concerning mileage, passenger data and related cost information. Oversee evaluations of drivers and staff. Ensure all vehicles are properly equipped and maintained for student safety. Require that all routes are pre-run prior to the start of the school year to ensure on-time arrival and dismissal. Participate in recommendations for vehicle and equipment purchases. Manage the development of training programs for all personnel. Act as liaison with parents, administrators and employees for concerns and special requests. Perform related duties as required or assigned.</p>