



## **AGENDA**

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, December 17, 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 Edison Preparatory School JROTC under the direction of Lieutenant Colonel Steve King.
- 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

December 3, 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, January 7, 2013, 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 ELEMENTARY SCHOOLS, DR. PHYLLIS LOVETT**

**E-1.** RECOMMENDATION: Approve 50 Hoover Elementary School fifth-grade students to travel to Capulin Volcano State Park, New Mexico, to participate in a science and social studies curriculum study trip, May 2-5, 2013.

**COST AND FUNDING:** The total cost not to exceed \$1,200 will be paid from Hoover's school activity fund #557.

**RATIONALE:** The Capulin Volcano National Monument will extend students learning to the great outdoors. Capulin offers a variety of programs tied to curriculum standards geared towards all students. The ability to learn about science and social studies issues through hands-on, science-based field curriculum has proved to be a positive model through which to reach students.

**E-2.** 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**

**E-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.

**E-4.** 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.

**E-5.** RECOMMENDATION: Approve Memorial High School's baseball team to travel to Phoenix, Arizona, to participate in the Coach Bob Tournament baseball games, March 17-21, 2013.

COST AND FUNDING: There is no cost to the District. The total cost not to exceed \$15,000 will be paid from the Memorial Baseball Boosters.

RATIONALE: Participation in the baseball tournament will allow student athletes to grow and prosper in a competitive environment.

- E-6.** RECOMMENDATION: Approve ten Washington High School Russian language students to travel to Zelenograd, Russia, January 28-February 15, 2013.

COST AND FUNDING: There is no cost to the District. A total cost of \$25,000 will be paid by parents directly to the travel agent.

RATIONALE: The Russian language classes have had a "sister-school" relationship with School #1150 in Zelenograd since 1996. This exchange provides students with the opportunity to live with a Russian family and experience life in Russia first hand by attending school and visiting various museums and cultural events.

- E-7.** RECOMMENDATION: Amend item E-4 approved on the September 17, 2012, Agenda to correct the hotel name for Memorial High School's Military Ball, April 12, 2013, from the Park Inn Tulsa Airport to the Clarion Inn Tulsa International Airport.

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 \$4,000 will be paid from Memorial's school activity fund #564.

RATIONALE: The hotel recently changed its name from the Park Inn Tulsa Airport to the Clarion Inn Tulsa International Airport.

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

**E-8.** 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.

**E-9.** 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.

**E-10.** 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. Continued development of facilitators and the development of a third cohort of teacher leaders will increase the capacity of the schools. The turnaround partner will also provide a final summer conference in May designed to support sustainability and continued implementation of common core.

**E-11.** 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.



**E-12.** RECOMMENDATION: Purchase Read 180, System 44, and SRI subscriptions, licenses, materials and supplies, and training 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, Title IIA, and 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
Subscriptions/Licenses	11-5118-1000-505300-494-xxxxxx-000-05-xxx
Materials and Supplies	11-5150-1000-506810-494-xxxxxx-000-05-xxx
Subscriptions/Licenses	11-5150-1000-505300-494-xxxxxx-000-05-xxx
Materials and Supplies	11-1134-1000-506410-100-10500-000-12-070
Subscriptions/Licenses	11-1134-1000-506530-100-000000-000-12-070
Training	11-5118-2213-503600-494-xxxxxx-000-05-xxx
	11-5410-2213-503600-494-000000-000-05-093

**REQUISITION NUMBER:** To be determined after funding is released.

**RATIONALE:** The Elementary Education Office held a summit to determine 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.

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

**E-13.** 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
- Owen Elementary PTA
- Ranger Baseball Booster Club
- Robertson Elementary PTA

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

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

**E-14.** 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**

- E-15.** 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.

REQUISITION NUMBER: 41300297

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

- E-16.** 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.

REQUISITION NUMBER: 41300298

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

- E-17.** RECOMMENDATION: Extend the contract approved on the May 3, 2010, Agenda, item E-20, with Secredyne of Texas, LLC, to provide security cameras and access control to various sites, including Anderson, Bell, Remington, McKinley, Kendall Whittier, Mitchell, Eugene Field, Elliot, Cooper, Marshall, McClure, Skelly, Skelly Primary, Jones 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 \$660,992.31 will be paid from the Facilities Bond Fund, 31-1215-4700-504500-000-000000-000-12-XXX.

REQUISITION NUMBER: 41300300

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

**E-18.** 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 School renovation at the Nimitz campus.

General Conditions 7 percent	\$46,340
Management Fees 3 percent	\$19,860
Trade Contracts	\$662,000

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 \$728,200 will be paid from the Facility Bond Fund, 31-1220-4700-504500-000-000000-000-12-402.

REQUISITION NUMBER: 41200012B

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

**E-19.** RECOMMENDATION: Award the contract for the renovation of Eisenhower International School at the Nimitz campus for the following trades.

ACM Wall Panels	Image Builders	\$243,750
Demolition	Ark Wrecking	\$149,900
Fire Sprinkler	All American Fire	\$268,350

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 \$662,000 will be paid from the Facility Bond Fund. The contracts will be encumbered through the GMP and Construction manager.

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

**E-20.** 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.

**E-21.** RECOMMENDATION: Award the contract for the fire protection line at Salk Elementary School to All American Plumbing, 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.

**E-22.** RECOMMENDATION: Award the contract for interior improvements at Webster's agriculture building to The Watts Company, the lowest responsible bidder.

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 \$47,050 will be paid from the Facility Bond Fund, 31-1220-4700-504580-000-000000-000-12-740; and \$30,000 will be paid from the Career Tech Fund, 11-4120-4700-504900-000-000000-000-05-740.

REQUISITION NUMBER: 41300301

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

**E-23.** 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	<u>\$112,000</u>
Total	\$393,000

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.

**E-24.** RECOMMENDATION: Correct the funding source on item E-26 approved on the November 5, 2012, Agenda, for the library addition at Salk Elementary School.

COST AND FUNDING: The total amount not to exceed \$2,172,274.08 will be charged to the following accounts.

\$356,392.00	Library Bond Fund, 37-2200-4700-504500-000-000000-000-12-402
\$493,608.00	Library Bond Fund, 31-1522-4700-504500-000-000000-000-12-402
\$1,322,274.08	Facility Bond Fund, 31-1210-4700-504500-000-000000-000-12-402

REQUISITION NUMBER: 41300256AB

RATIONALE: The original agenda item inadvertently omitted amounts that were to be paid from the Library Bond funds.

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

- E-25.** 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 the 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.

- E-26.** RECOMMENDATION: Approve position creations/deletions.

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

- E-27.** 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.

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

- E-28.** 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.

- E-29.** 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.

- E-30.** 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.



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

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

**F-1.** RECOMMENDATION: Enter into a contract with the Gorfam Athletics, LLC to provide hoodies and t-shirts for sale at the 48th Basketball Tournament of Champions, December 27-29, 2012.

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. Gorfam Athletics, LLC will pay the District a portion of gross sales agreed upon by both parties and a royalty of \$4.00 per item sold. Monies will be deposited in the Athletics' activity account #536.

RATIONALE: Proceeds will be used to assist secondary schools with expenses during the 2012-2013 school year.

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

**F-2.** RECOMMENDATION: Enter into a contract with CBRE/Oklahoma, Tulsa, Oklahoma, to market and sell District surplus properties in response to the RFP for Real Estate Broker Services, #13003, issued July 11, 2012.

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 \$25,000 will be paid from the Building Fund, 21-0000-2620-503300-000-000000-000-03-025.

REQUISITION NUMBER: 41300280

RATIONALE: The cost to the District is for marketing of the properties to include tours, inspections, open houses, and the development of quality marketing materials which are essential for selling the District surplus property. The brokers fees for selling the properties will be deducted from the proceeds of the sales. These properties are being listed for sale in accordance with surplus sale procedures set forth in OKLA.STAT., Title 70, section 5-17(11) and Board Policy 5402.

**F-3.** 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. INFORMATION AGENDA**

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

**G-1.** RECOMMENDATION: Enter into a contract with Kincaid Coach to provide bus transportation for Hoover Elementary School students' study trip to Capulin, New Mexico, May 2-5, 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 \$5,458.79 will be paid from Hoover's school activity fund #557.

RATIONALE: Kincaid Coach will provide bus transportation for Hoover's study trip to Capulin, New Mexico. The study trip will support the District's science and social studies curriculum.

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

**G-2.** RECOMMENDATION: Enter into a contract with Shadow Mountain Behavioral Health System, LLC, Intensive Treatment Services (ITS) to provide educational services for all appropriate and eligible students attending or residing at said facility during the 2012-2013 school year.

FURTHER RECOMMEND: The attorneys for the School District prepare 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.

REQUISITION NUMBER: 41300294

RATIONALE: The established hospital/residency treatment site has requested educational services for the District. By state statutes, the District is required to provide an appropriate number of teachers for the delivery of educational services.

**G-3.** RECOMMENDATION: Enter into a contract with the Oklahoma Aquarium to provide a room for Edison Preparatory School's senior prom, April 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 contract on behalf of the District.

COST AND FUNDING: The total cost not to exceed \$5,000 will be paid from Edison's school activity fund #876.

RATIONALE: Edison's prom is an annual event for the senior class. It is intended to promote a sense of togetherness right before graduation.

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

**G-4.** RECOMMENDATION: Enter into a contract with School Improvement Network, Midvale, Utah, to purchase a three-year subscription to PD360 On-Demand Online Professional Development.

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 \$500,000 will be paid from the Title 1A Fund, 11-5118-2213-505300-494-000000-000-05-093-5118.

REQUISITION NUMBER: 41300307

RATIONALE: PD360 contains the largest online library of training videos for educators in the world. It provides on-demand access anytime, anywhere on a desktop or a mobile device, personalized professional learning with more than 2,000 videos and resources on 125 topics, and peer collaboration in an educators-only community with almost 1,000,000 members.

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

- G-5.** RECOMMENDATION: Revise/Adopt School Board Policies as listed.  
2406 - Promotion, Retention, and Failing Grades  
7314 - Presence of Sex Offenders

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

RATIONALE: Revision of Policy 2406 serves to update policy to align with legislation and internal procedures. Adoption of policy 7314 and issuance of 7314-R will serve to outline and standardize procedures across the District while at the same time ensuring adherence to the law.

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

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

- G-6.** RECOMMENDATION: Purchase computer hardware and network printers from Dell, Inc., Roundrock, Texas, with which we have negotiated pricing, during the remainder of the 2012-2013 school year.

COST AND FUNDING: The total cost is estimated at approximately \$1,500,000 and will be paid from the Classroom Bond Fund, 31-1120-1000-506530-100-000000-000-07-XXX or applicable account.

RATIONALE: This purchase is necessary to insure that sufficient equipment is in place to meet the requirements of the time lines for the upcoming state testing program occurring in the spring of 2013 and to support the transition to Common Core Curriculum. All sites have received their bond allocation funds for this period and equipment/software specifications have been updated to meet the new requirement.

**G-7.** RECOMMENDATION: Award contracts to the lowest responsible bidders for providing and installing handicapped pool lifts to meet new federal guidelines at the following sites.

Central High School  
East Central High School  
East Central Junior High  
Edison High School  
Hale High School  
McLain High School  
Memorial High School  
Memorial Junior High  
Monroe Junior High  
Rogers High School

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 \$75,000 will be paid from the Classroom Bond Fund, 31-1180-4700-504500-000-000000-000-12-037.

REQUISITION NUMBER: 41300304

RATIONALE: The federal government has required that all public pools be equipped with a handicap lift. Pool upgrades were included in the 2010 bond issue.

**G-8.** RECOMMENDATION: Close the following 12 swimming pools because of increased service costs, additional federal regulations, and extensive costs to make the pools operational. The existing pool spaces would then be converted to alternative uses.

- Anderson Elementary
- Bell Elementary
- Chouteau Elementary
- Gilcrease Elementary
- Hale Junior High
- Hamilton Elementary
- Lewis and Clark Elementary
- Nimitz Site
- Roosevelt Site
- Skelly Elementary
- Webster High School
- Wright Elementary

**COST AND FUNDING:** There is no cost to the District. Specific renovation projects will be brought to the Board with applicable cost and funding for approval.

**RATIONALE:** During the course of reviewing pools for upgrades, surveys of the sites showed these pools, with the exception of Wright, were not being used or were not included in the school's curriculum. With ever increasing supply costs, reoccurring renovation costs and support services required to operate pools properly, it is recommended that these pools be closed and the space renovated into more usable space.

**G-9.** RECOMMENDATION: Approve the supplemental agreement with Greg Helms to provide architectural services for replacing the offices at the McBirney bus facility. The total fee will be based on seven percent of the construction cost.

**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 approximately \$21,000 will be paid from the Facility Bond Fund, 31-1210-4700-504500-000-000000-000-12-037.

**REQUISITION NUMBER:** 41300306

**RATIONALE:** Replacing the offices at McBirney is part of the 2010 Bond issue.

**SUPPORTING INFORMATION**

**CONSENT ITEM E-27**

**POSITION CREATIONS/DELETIONS**

Certificated/Administrative

**Create:**

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
<p><b>Assistant Director of Transportation- Transportation Department</b></p> <p><i>Annual Budget Impact: \$54,100 min. – \$77,900 max.</i></p> <p><i>Funding Source: 11-0000-2720-501210- 000-000000-109-03-003</i></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>



**SUPPORTING INFORMATION**

**CONSENT ITEM E-28**

**ROUTINE STAFFING ITEMS**

**ELECTIONS**

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Hawk, Regina	11/26/12	B-4	\$ 21,170.45	Teacher-McArthur, Hale/ Enrichment, ELL Rate: \$34,500.00
Jantz, Andrea	11/28/12	B-5	21,091.32	Teacher-Carnegie, Robertson/ELL Rate: \$34,900.00
Kruse, Brandon	1/07/13	B-1	16,650.00	Staff Development Teacher- Tulsa Met Jr. High and High, TRAICE Jr. High and High Rate: \$33,300.00 Alternative Education Staff Development Additional days Former Employee (f.e.)
			832.50	
			915.50	
			567.61	
Smith, Lana	12/04/12	M-19	26,038.97	Teacher-Jones/Grade 4 Rate: \$45,526.00
<b>Support (Hourly):</b>				
A'Neal, Brogan	12/03/12 5/23/13	IS-6	\$ 10.81	Teacher Assistant (TA)- Lewis and Clark
Bell, Gloria	11/30/12 5/23/13	IS-10	13.11	ED Paraprofessional- Hamilton f.e.
Christy, Linda	11/26/12 5/23/13	MT-1	9.12	Child Nutrition Services (CNS) Assistant-Edison
Dazey, Leon	12/18/12 6/30/13	MT-11	15.14	Carpentry Craftsperson- Maintenance

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Dominguez-Prieto, Perla	11/19/12 6/30/13	MT-3	\$ 8.98 .44	Custodian-Mark Twain Shift differential
Gomez De Quintero, Fabiola	11/26/12 6/30/13	MT-3	9.16	Custodian-Cooper Return from leave
Gooch, Cameron	11/26/12 5/23/13	MT-1	8.54	CNS Assistant-Penn
Harris, Zeta	11/19/12 5/23/13	IS-6	11.92	TA-Academy Central f.e.
Haynes, John	11/27/12 5/23/13	MT-4	9.35	Bus Driver Trainee
Landeros, Nancy	11/26/12 5/23/13	MT-1	8.51	CNS Assistant-Edison
Lawson, Kendra	11/19/12 5/23/13	IS-3	9.21	TA-McClure f.e.
Millan, Gabriella	11/14/12 5/23/13	IS-6	10.81	TA-Bell
Moseby, Billie	11/14/12 5/23/13	IS-6	13.35	TA-Jackson f.e.
Nations, Maria	11/26/12 5/23/13	CA-4	10.15	Health Assistant-Jones Return from leave
Ortega, Whitney	11/12/12 5/23/13	IS-6	10.81	TA-Zarrow
Oxom, Azucena	11/16/12 6/30/13	MT-3	8.98	Custodian-Plant Operations
Riley, Leah	11/19/12 5/23/13	IS-6	10.81	TA-Marshall
Slaughter, Sabrina	11/26/12 5/23/13	MT-6	13.47	Bus Driver Return from leave
Treadwell, Earlean	11/30/12 5/23/13	MT-1	8.61	CNS Assistant-Key

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Asberry, Tracee	Staff Development Teacher- Anderson M-12	11/27/12	\$ 39,476.00  1,831.00	\$ 23,999.61	Teacher-Jackson/ Grade 5 Rate: \$39,476.00 Staff Development
Barto, Laura	Teacher- Webster/ Special Education B-20	1/07/13	45,430.00  2,271.50	22,715.00  1,135.75 1,135.75 774.38	Teacher-Phoenix Rising/ Special Education Alternative Education Additional days
Brown, Florenda	Traveling Manager-CNS BL-A	11/16/12	17,606.00	12,772.53	CNS Manager- Springdale BL-B Rate: \$19,719.00
Caudle, Martin	Teacher- Central/Special Education B-11	8/15/12	37,610.00  1,880.50	37,610.00  1,880.50 1,495.85	Homebound Teacher-Special Education and Student Services Special Education Additional days
Gibson, Wendy	Teacher-Mark Twain/ Kindergarten M-6	8/01/12	36,376.00	36,916.00	M-9 Salary Book Correction
Gilkey, Eschelle	Teacher Coach- Central M60-13	8/15/12	43,545.00	55,645.00	D-13
Kilburn, Robert	Alternative Advisor-Tulsa Met High B-2	8/15/12	33,700.00 1,685.00 1,340.00	34,776.00 1,738.80 1,383.00	M-2 Alternative Education Additional days
Mason, Christy	Teacher- Eisenhower/ Grade 3 B-0	8/15/12	32,900.00	35,700.00	B-7 Salary Book Correction

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Pease, Jeanne	Teacher- Memorial/ Special Education M30-22	10/10/12	\$ 51,344.00	\$ 39,966.64	Itinerant Hearing Impaired Teacher- ESC/Special Education and Student Services M30-22
			2,567.20	1,998.33	Special Education Rate: \$51,344.00
Potts, Teresa	Paraprofessional East Central Jr. High IS-10	12/17/12	14.26/hr.	17,384.66/yr.	ACE Remediation Teacher-East Central Jr. High B-0 Rate: \$32,900.00
Rule, Christine	ED Paraprofessional East Central IS-10	11/28/12	14.26/hr.	19,814.77/yr.	Teacher-Margaret Hudson, Phoenix Rising/ Special Education Rate: \$32,900.00
				990.74	Additional days
				280.40	Additional days
<b>Support (Hourly):</b>					
Coffman, Christy	Assistant CNS Manager-Salk MT-6 7.5hrs/day	11/16/12 5/23/13	\$ 10.36	\$ 10.36	8hrs/day
Davis, LaToya	Custodian- Carver MT-3	7/02/12 6/30/13	10.20 .51	10.35 .51	Salary Book Correction * Shift differential
Echols, Dewey	Parateacher- Monroe Demonstration Academy IS-6 7hrs/day	11/06/12 5/23/13	11.85	11.85	8hrs/day
Gonzales, Linda	CNS Assistant- Grissom MT-1 7.5hrs/day	11/30/12 5/23/13	8.49	8.49	6hrs/day

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Hirsch, Carolyn	CNS Assistant- Kerr MT-1 6.5hrs.day	11/26/12 5/23/13	\$ 10.75	\$ 10.75	6hrs/day
Lewis, Marcus	Bus Driver Trainee MT-6	7/01/12 5/23/13	10.56	10.72	Salary Book Correction *
Lincks, Carroll	Warehouse Distribution Specialist- Materials Management MT-8 2-CI	7/01/12	15.76	15.98	Salary Book Correction *
Montgomery, Penny	MD Paraprofessional Cooper IS-10	7/01/12 5/23/13	14.05	14.26	Salary Book Correction *
Perez-Portillo, Fidella	CNS Cook I- Lindbergh MT-2 .5hrs/day	9/14/12 5/23/13	9.32	9.32	CNS Cook I-Lewis and Clark 6hrs/day
Randall, Elizabeth	Bus Driver Trainee MT-4	10/15/12 5/23/13	9.21	10.56	Bus Driver MT-6
Reece, Rachel	Principal's Secretary- McLure CA-8	11/14/12 5/31/13	11.06	11.23	Salary Book Correction *
Sandridge, Sherrie	Bus Driver MT-6	7/01/12 6/30/13	11.60 .30	11.77 .30	Salary Book Correction * Special needs
Sizemore, Juan	Bus Driver MT-6	11/19/12 6/30/13	11.77 .30	11.77 .60	Bus Driver Lead Driver Special Needs
Williams, Tolbert	Bus Driver Trainee MT-4	10/15/12 5/23/13	9.35	10.56	Bus Driver MT-6
Young, Taryn	TA-Hamilton IS-3	11/08/12 5/23/13	9.35	13.31	ED Paraprofessional- Hamilton IS-10

\*Salary book did not pick up hourly increase.

## LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
<b>Certificated/Administrative:</b>			
Hall, Lealyn	12/20/12	Behavioral Coach-East Central	Maternity
Hay, Rachel	1/15/13	Teacher-Lee/Fine Arts	Maternity
Kerr, Deborah	11/28/12	Librarian-Cooper	Personal illness
Kline-Lewis, Sheryl	11/05/12	Speech Pathologist-Hawthorne	Personal illness
Kungu, Rosemary	12/03/12	Teacher-Hawthorne/Pre-K	Maternity
Rendfeld, James	11/19/12	Teacher-Cooper/Enrichment	Personal illness
Riffe, Kristin	11/28/12	Teacher-Park/Grade 1	Maternity
Robertson, Ella	12/14/12	Social Service Specialist-Mark Twain	Personal illness
<b>Support (Hourly):</b>			
Chester, Janice	10/29/12	Bus Driver	Personal illness
Duncan, Christine	11/08/12	Paraprofessional-Rogers College High	Personal illness
Exendine, Tami	12/12/12	Health Assistant-Marshall	FMLA
Lundy, Harley	11/05/12	Head Custodian-Thoreau	Personal illness
Saldierna, Silvia	11/28/12	CNS Assistant-Mark Twain	Personal illness
Smith, James	9/27/12	Bus Driver	Personal illness
Trout-Hutton, Kendra	12/19/12	ED Paraprofessional-Clinton	Maternity
White, Ike	11/13/12	Craftsman-Transportation	Worker's Comp

RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Bowling, Benjamin	12/21/12	Teacher-East Central/Math
Luzynski, Kenneth	12/21/12	Teacher-Hale Jr. High/Science
Sunday, Paul	12/21/12	Teacher-Tulsa Met High School/Science
Vollmer, Tina	12/13/12	Teacher-Robertson/Special Education
Wilson, Robbin	12/03/12	Teacher-Hoover/Special Education
<b>Support (Hourly):</b>		
Austin, Robert	11/26/12	Site Assistant-Eliot/Before and After Care
Baker, Virginia	12/04/12	CNS Assistant-Wright
Barton, Stephen	11/28/12	Bus Driver
Cardenas, Sarah	8/20/12	CNS Assistant-Disney
Cole, Latoya	11/12/13	CNS Assistant-Eliot
Glass, Natalie	11/08/12	CNS Cook II – Edison
Thompson, Jerrice	11/13/12	Custodian-Central

RETIREMENTS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
FitzGibbon, Mary Katherine	1/07/13	Teacher-Rogers College High/Special Education
McCurtain, Paul	12/03/12	Teacher-Memorial/TRAICE
Stidham, Shirley	1/07/13	Teacher-McLain/Social Studies

DECEASED

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Johnson, Kathleen	11/23/12	Librarian-Hawthorne

SUBSTITUTE AND TEMPORARY ELECTIONS

Substitute Teachers

Brown, Gary  
Griffin, Thomas James  
Henderson, Travis  
Morris, Gregory  
Sims, Charles  
Studebaker, Martha Jean  
Wyman, Sandra

Science Distribution Specialist

Allen, Jeffery

Campus Police Officer

Elliott, Danny

Tutors

Agha, Alia  
Charles, Jessica  
Collier, Brenda  
Hightower, Zoraya  
Morgan, Betty  
Stewart, Joni  
White, Priscilla  
Williams, Brenda

Work Order Clerk

Hurst, Tisha

Paraprofessional

Kruse, Sara

CNS Workers

Baker, Virginia  
Boone, Charlotte  
McBride, Tracy  
Osborn, Summer  
Porteous, Patricia  
Vang, See  
Wilson, Michelle

Custodian

Walton, Priscilla

DRS Student Worker

Johnston, Dillion

Adjunct Teachers

East Central-11-000-1000-501930-820-330000-201-07-710

Tyler Johnson, Football Assistant @ \$2,877 August 20, 2012 to December 31, 2012.



CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

**November 5, 2012 Agenda, pages 33, 34, 41, 42, 48 and 50 – Correct effective dates.**

Elections

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Brown, Vawnshekia	10/08/12 5/23/13	IS-6	10.81	TA-McLain
Dodd, Shelby	11/12/12 5/28/12	CA-3	8.81	Clerk-Disney

Adjustments

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Redmond, Joseph	TA-Washington IS-6	9/04/12	10.81/hr.	37,310.33  1,865.52 686.69	TRAICE Teacher-Washington M-13 Rate: \$40,286.00 Alternative Ed Additional days

Leaves of Absence

Name	Effective Date	Assignment	Reason
Ramos, Elizabeth	11/05/12	Teacher-Rogers College High/ Language Arts	Maternity
Young, Marcus	9/24/12	Bus Driver	Personal illness

Resignations

Name	Effective Date	Assignment
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**Certificated/Administrative:**

Kang, Hannah	8/31/12	Teacher-Canton/Math
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CORRECTIONS TO PREVIOUSLY APPROVED ITEMS - Continued

**November 19, 2012 Agenda, page 32 - Correct effective date.**

Resignations

Name	Effective Date	Assignment
Clouse, Joni	12/21/12	Teacher-Hale/Special Education

**October 15, 2012 Agenda, page 26 - Correct position and rate of pay.**

Elections

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Norman, Adina	10/01/12 5/23/13	IS-6	10.81	TA-Washington

**October 1, 2012 Agenda, page 31 - Correct degree/step and contract amount.**

Elections

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
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**Certificated/Administrative:**

Barron, Tammie	9/06/12	BL-5	\$ 32,017.04	SIG Behavior Modification Coach-Clinton Rate: \$ 35,000.00 Former Employee (f.e.)
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TULSA PUBLIC SCHOOLS

Policy 2406

**PROMOTION, RETENTION, AND FAILING GRADES PASS/FAILURE**

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

**Definitions**

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

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

*High School Promotion/Retention, grades 9 through 12* - Grade level designations are determined by the cumulative total of Carnegie Units earned. To be classified as a sophomore, a student must have earned six (6) units. To be classified as a junior, a student must have earned 12 units. To be classified as a senior, a student must have earned 18 units. Students may earn 18 units prior to their senior year; their grade classification will remain the same as their cohort class unless an official request for early graduation has been approved per TPS policy 2404.

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

*Middle School/Jr. High Promotion Policy, grades 6-8* - A student shall be promoted to the next grade providing the student has earned five (5) units, four (4) of which must be in academic subjects: language arts, mathematics, social studies, and science. If the student has failed to earn credit in as many as four (4) academic subjects, the student shall be retained in the same grade or be required to attend summer school before being promoted to the next grade. If the student attends summer school and earns credit in one of the academic subjects failed, the

Page 1 of 5

student shall be placed in the next grade, providing a combined total of five (5) units has been earned, four (4) of which must in academic subjects listed above.

*Not passed a course (or similar wording)* - As used in this policy, means the student is assigned a failing semester grade in a course of study and the failing grade will be recorded on the student's permanent cumulative record.

### **Retention based on the Reading Sufficiency Act**

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

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

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

1. Limited English-proficient students who have had less than two (2) years of instruction in an English language learner program;
2. Students on an individualized education plan (IEP) which indicates that participation in the statewide criterion-referenced tests are not appropriate;
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students on an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first, second, or third grade; or
6. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years. A student who is promoted according to this paragraph shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The school district shall assist schools and teachers to implement research based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

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

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

### **Grade Promotion After Participation in Summer Academy Programs**

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

A teacher who determines that a third grade student is unable to meet the reading competencies required for completion of third grade shall, after consultation with the parent or guardian of the student, recommend that the promotion of the student to the fourth grade be contingent upon the participation in and successful completion of the required reading competencies at a summer academy or other program. If the student does not participate in the summer academy or other program or does not successfully complete the reading competencies in the summer academy or other program, the student shall be retained in the third grade.

Third grade students who are on an IEP for reading and have met all of their IEP goals are not eligible to attend a Reading Sufficiency Act summer academy reading program.

### **Mid-Year Promotion of Retained Third Graders**

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

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

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

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

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

### **Promotion/Retention and Failing Courses**

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

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

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

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

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

### **Appeal Process**

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

*First Level of Appeal:* (to principal)

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

*Second Level of Appeal: (to Superintendent or Designee)*

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

*Final Level of Appeal: (to Board of Education)*

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

Adopted: October 2003

Revised:

Cross Reference: 2404 Early Graduation

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## PRESENCE OF SEX OFFENDERS ON SCHOOL PROPERTY

PURPOSE: To identify circumstances and establish guidelines under which registered sex offenders are permitted by law to be on school property.

By law, a person who has been convicted of a crime that requires the person to register pursuant to the Oklahoma Sex Offenders Registration Act and when the victim was a child under the age of 13 at the time of the offense is prohibited from loitering within 300 feet of any school in this District. The same prohibition applies to a person who has been convicted of an offense in another jurisdiction, which offense if committed or attempted in Oklahoma, would have been punishable as an offense listed in Okla. Stat. tit. 57, § 582 and the victim was a child under the age of 13 at the time of the offense. Persons convicted of sex offenses in the State of Oklahoma prior to the effective date of the Oklahoma Sex Offenders Registration Act, which is November 1, 1989, are not subject to this prohibition.

The only exemption to this prohibition occurs when:

- The person is the custodial parent or legal guardian of a child enrolled in the school and
- The person is enrolling, delivering or retrieving that child at the school during regular school hours or for school-sanctioned extracurricular activities.

Adopted:

Legal Reference: Title 21 O.S., 1125



## PRESENCE OF SEX OFFENDERS ON SCHOOL PROPERTY

The District intends to enforce the legal prohibition and to strictly construe the exemption. The legal prohibition does not apply to sex offenses committed against children 13 and over.

To enter a school building to enroll his or her child, the person must first confer with the building principal. The person must comply with the principal's instructions for the child's enrollment.

To deliver or retrieve his or her enrolled child from school during regular school hours or for a school-sanctioned extracurricular activity, the person must remain in his or her vehicle at all times unless the person has obtained prior written approval from the principal to leave the vehicle to deliver or retrieve the child at a designated location.

If the person desires to enter a District school for a matter concerning his or her enrolled child that is not covered by the legal exemption, he or she must first confer with the building principal. Some examples might be to review records, to attend a parent-teacher conference or to attend an IEP team meeting for the child. The building principal will attempt to work with the person to provide the desired information at a non-school site, via telephone or through some other medium.

Any person who violates this policy may be barred from all District property. Violators may also be subject to arrest and the consequences of criminal statutes.

Issued: December 2012  
Legal Reference: Title 21 O.S., 1125