



## **AGENDA**

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, January 7, 2013**, 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 17, 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 Tuesday, January 22, 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: 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**

**E-2.** 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.

**E-3.** RECOMMENDATION: Amend item E-2 approved on the October 1, 2012, Agenda to correct the hotel name for East Central High School's Military Ball, March 29, 2013, from the Park Inn Tulsa Airport to 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 \$2,500 will be paid from East Central'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.

**E-4.** RECOMMENDATION: Approve six Edison Preparatory School students to travel to Orlando, Florida, to attend the National Future Educators Association Conference, April 25-28, 2013.

COST AND FUNDING: The total cost not to exceed \$4,000 will be paid from Edison's school activity fund #826. The cost will be paid by students and/or parents/guardians.

RATIONALE: The conference will allow students to participate in an action-packed weekend filled with networking opportunities, competitive events, and leadership development activities for students interested in education-related careers.

**E-5.** RECOMMENDATION: Approve two Edison Preparatory School student council representatives to travel to Las Vegas, Nevada, to attend the National Student Council Conference, June 20-25, 2013.

COST AND FUNDING: The total cost not to exceed \$3,000 will be paid from Edison's school activity fund #573.

RATIONALE: The purpose of this conference is to facilitate the interaction of student leaders across the United States.

**E-6.** 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.

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

**E-7.** 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**

- E-8.** 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**

- E-9.** 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.

**E-10.** RECOMMENDATION: Correct item E-21, of the December 17, 2012, Agenda, to award the contract for the fire protection line at Salk Elementary School to Duncan and Sons, 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.

COST AND FUNDING: The total cost not to exceed \$62,300 will be paid from the Facilities Bond Fund, 31-1220-4700-504500-000-000000-000-12-402.

RATIONALE: The classroom and library addition is part of the 2010 bond issue. The project was funded on the guaranteed maximum price approved on the November 5, 2012, Agenda item E-26.

**E-11.** RECOMMENDATION: Award contracts to Leslie's Pools, Oklahoma City, Oklahoma, the lowest responsible bidder 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
- Thoreau Demonstration 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 \$72,371.09 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.



**E-12.** 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.

**E-13.** 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	Lewis and Clark Elementary
Bell Elementary	Nimitz Site
Chouteau Elementary	Roosevelt Site
Gilcrease Elementary	Skelly Elementary
Hale Junior High	Webster High School
Hamilton Elementary	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.

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

**E-14.** 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.

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

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

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

**F-1. RECOMMENDATION:** Appoint the following individuals to serve on the Bond Development Committee to analyze the feasibility of a 2013 technology bond.

- |                   |                          |
|-------------------|--------------------------|
| Bob Howard        | Richard Ryan             |
| Dennis Neill      | Stacy Loeffler           |
| Stephan Sargent   | Lynn Stockley            |
| Eddie Evans       | Ben Stout                |
| Chris Hudgins     | Susan Harris             |
| Joe Jennings      | Trish Williams           |
| Charlotte Manning | Blaine Young             |
| O.C. Walker       | James Stuart             |
| Peggy Spillman    | Rachel Maze (Co-Chair)   |
| Randy Blattner    | Rodger Randle (Co-Chair) |

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

**RATIONALE:** Because of the increasingly importance of technology in the classroom and the need to utilize it to improve student performance, this committee will review staff recommendations on how new technology demands on the District can best be accomplished. The goal is to have a recommendation ready for the February 4, 2013, Board meeting.

**G. INFORMATION AGENDA**

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

**G-1.** RECOMMENDATION: Enter into a contract with All American Music Festival for 70 Edison Middle School chorus students to compete in the All American Music Festival, Orlando, Florida, May 29-June 3, 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 \$60,000 will be paid from Edison Middle School's activity fund #566.

RATIONALE: The contract will include transportation (chartered bus), hotel rooms, meals and a recording of performances with awards and medals for students.

**G-2.** RECOMMENDATION: Enter into a contract with Summit Tour and Travel to provide transportation, lodging, meals and registration for Washington choir students participating in the Lonestar Showcase of Music Choir Festival, March 5-10, 2013.

FURTHER RECOMMEND: Rescind the contract with Director's Choice Tour & Travel, approved on the September 17, 2012, Agenda, item E-9. Director's Choice was unable to meet the terms of the contract.

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 \$60,000 will be paid from Washington's school activity fund #566.

RATIONALE: Students will be given an opportunity to participate in a choral competition and performances with other schools across the nation, receive feedback from choral clinicians, and to receive exposure to possible scholarships and job opportunities.

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

**G-3.** RECOMMENDATION: Purchase registration for 185 District staff members to attend the Professional Learning Communities (PLC) Institute, Tulsa, Oklahoma, June 12-14, 2013.

COST AND FUNDING: The total cost not to exceed \$116,365 will be paid from the Title IIA Fund, 11-5410-2573-508600-000-000000-000-05-093-5410.

REQUISITION NUMBER: 11309029

RATIONALE: The District is currently in its second year of implementing the PLC collaborative learning process initiative. Attending this institute is a continuation of the District's implementation and a perfect opportunity to revisit the District's mission, introduce new team members to the process, and get answers to new questions by the leading experts in this field. This three-day institute will be the centerpiece for the June Leadership Learning Conference.

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

**G-4.** RECOMMENDATION: Enter into a contract with Northeastern State University (NSU) to provide clinical rotation experience for speech pathology students enrolled at OSU 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.

RATIONALE: NSU speech pathology students will work under the supervision of designated District speech pathologists. Speech pathology students bring current research in the field, which will promote quality learning experiences for our department, for teachers, and for students.

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

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

**G-5.** RECOMMENDATION: Award the contract for the renovation of ECDC Bunche at the Houston site for the following trades.

- Aluminum and glazing
- Casework/Woodwork
- Door assembly
- Electrical
- Flooring
- Gypsum board
- HVAC
- Painting
- Plumbing
- Roofing
- Specialty items

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 approximately 1,000,000 will be paid from the Facilities Bond Fund, 31-1220-4700-504500-000-000000-000-12-220.

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

**G-6.** RECOMMENDATION: Approve the deduction change order with Crossland Construction for the classroom and library addition at Jones Elementary School.

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

COST AND FUNDING: The total cost not to exceed approximately 1,000,000 will be paid from the Facilities Bond Fund, 31-1220-4700-504500-000-000000-000-12-220. The total amount of the deduction is \$28,575.24. The original amount of the guaranteed maximum price was \$1,815,835.80.

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

**G-7.** RECOMMENDATION: Approve the deduction change order with Crossland Construction for the library addition at MacArthur Elementary School.

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

COST AND FUNDING: The total cost not to exceed approximately 1,000,000 will be paid from the Library Bond Fund, 31-1522-4700-504500-000-000000-000-12-305. The total amount of the deduction is \$65,569.90. The original amount of the guaranteed maximum price was \$1,132,521.41.

RATIONALE: The reimbursable and allowances were not used resulting in a reduction in the contract amount.

**G-8.** RECOMMENDATION: Approve Amendment #2 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 project at the Nimitz campus.

- Allowances
- General Conditions
- Management Fees
- Reimbursable
- Trade Contracts
- Owners Contingency

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 documents on behalf of the District.

COST AND FUNDING: The total cost not to exceed approximately \$3,000,000 will be paid from the Facilities Bond Fund, 31-1220-4700-504500-000-0000000-000-12-565.

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

**G-9.** RECOMMENDATION: Award the contract for the window and door replacement project at Anderson, McClure, Remington and MacArthur elementary schools.

Door Replacement  
Window Replacement

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

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

**G-10.** RECOMMENDATION: Award the contract for the renovation of Eisenhower International School at the Nimitz campus for the following trades.

Architectural woodwork  
Concrete  
Doors and hardware  
Drywall and ceilings  
EIFS and plaster  
Electrical  
Flooring  
Heating, ventilating and air conditioning  
Kitchen equipment  
Masonry  
Metal-framed storefronts, glass and glazing  
Painting  
Plumbing  
Roofing  
Structural metals

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 on the District.

COST AND FUNDING: The total cost not to exceed approximately \$3,000,000 will be paid from the Facilities Bond Fund, 31-1220-4700-504500-000-000000-000-12-565.

RATIONALE: The existing Nimitz facility was part of the 2010 bond issue.

**G-11.** RECOMMENDATION: Assign the contracts for the renovation of Eisenhower International School at the Nimitz campus to Vargas Construction, the managers at risk on the 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 of behalf on behalf of the District.

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

**G-12.** RECOMMENDATION: Approve a resolution fixing the amount of Combined Purpose Bonds, Series 2013A to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of the District's Combined Purpose Bonds, Series 2013A.

RATIONALE: The sale of bonds approved as part of the 2010 voter referendum will allow the District to proceed with projects as outlined in the District's Bond Book. The resolution authorizes the issuance of \$7,500,000 in building bonds (Proposition No. 1); \$500,000 in library bonds (Proposition No. 2) and \$2,000,000 in classroom learning material bonds (Proposition No. 4). The 2013A Bonds in the aggregate amount of \$10 million would be sold on February 4, 2013, and approved/awarded at the February 4, 2013, Board of Education meeting, with proceeds made available to the District on or about March 14, 2013. Upon issuance of these bonds, there would be \$162,000,000 in bonds remaining to be sold from the 2010 authorization. The size of the issue has been structured to enable the District's millage rate or tax levy to remain at or near the target levy established by the Board.

**G-13.** RECOMMENDATION: Approve an agreement with Hilborne & Weidman to serve as bond counsel on the District's Combined Purpose Bonds, Series 2013A.

RATIONALE: The District engages experts for these services in connection with bond issuing to ensure compliance with all rules and regulations governing the sale of bonds. The use of bond counsel is necessary to prepare the required documentation for a bond sale in a correct manner and provide a legal opinion to the purchaser of the bonds regarding the tax-exempt nature of the obligations.



- G-14.** RECOMMENDATION: Approve an agreement for registrar and paying agent services on the District's Combined Purpose Bonds, Series 2013A.

RATIONALE: A registrar and paying agent is necessary to properly administrate the sale and receipt of bond funds. BOKF, NA dba Bank of Oklahoma has served as the District's registrar and paying agent for all past bond programs with excellent results.

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

- G-15.** RECOMMENDATION: Enter into a volume software licensing agreement with Microsoft Corporation, Redmond, Washington.

FURTHER RECOMMEND: That 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: 41300312

RATIONALE: Microsoft Academic Select Plus agreement allows the District to acquire software licenses and services at discount pricing.

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

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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

Page 5 of 5

## 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



**SUPPORTING INFORMATION**

**CONSENT ITEM E-14**

**ROUTINE STAFFING ITEMS**

**ELECTIONS**

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Austin, Carly	1/07/13	M-2	\$ 17,388.00	Teacher-Hale/Career Tech Rate: \$34,776.00 Return from leave
Bode, Brittany	12/17/12	B-0	17,384.66	Teacher-Kendall Whittier/ Grade 1 Rate: \$32,900.00
Carter, Kathryn	12/10/12	B-5	19,432.95	Teacher-Kerr/Grade 1 Rate: \$34,900.00 Return from leave
Detring, Kelli	1/07/13	B-0	16,450.00	Nurse-Webster Rate: \$32,900.00
Hattierose, Toney	1/07/13	B-7	17,850.00	Teacher-Mitchell/Pre-K Rate: \$35,700.00 Return from leave
Howell, Donald	1/07/13	B-8	18,150.00	Teacher-Edison/ Social Studies Rate: \$36,300.00
Reese, Carol	12/03/12	BL-4	29,126.03	Terminal I Manager- Transportation Rate: \$52,226.00 Return from leave
Uhlig, James	1/07/13	B-0	16,450.00	Teacher-McLain Jr. High/ Geography Rate: \$32,900.00
Weaver, Isaiah	1/07/13	B-0	16,450.00	Teacher-McLain/ Language Arts Rate: \$32,900.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Wright, Mia	1/07/13	M-0	16,978.00	Teacher-Hale Jr. High/ Language Arts Rate: \$33,956.00
Yevtushendo, Maria	12/10/12	B-10	21,156.31	Teacher-Edison/Russian Rate: \$37,995.00 Return from leave
<b>Support (Hourly):</b>				
Acevedo, Natalie	12/04/12 5/23/13	MT-1	\$ 8.51	Child Nutrition Services (CNS) Assistant-Wright
Bagby, Tammy	12/12/12 5/23/13	IS-6	11.32	Paraprofessional-Hamilton
Bell, Vanessa	12/05/12 5/23/13	MT-NS	10.81	Site Supervisor-Monroe/ Before and After Care
Blount, Alan	12/05/12 5/23/13	IS-6	10.81	Teacher Assistant (TA) - Project Accept
Calle-Cevallos, Mario	12/05/12 6/30/13	MT-3	8.94	Custodian-McLain
Carter, Shundora	12/10/12 5/23/13	MT-4	9.35	Bus Driver Trainee
Chidester, Sheila	11/28/12 5/23/13	IS-10	13.11	Autism Paraprofessional- MacArthur
Collins, Rosemary	11/28/12 5/23/13	IS-10	13.11	Autism Paraprofessional- Burroughs
Garcia, Marisela	12/10/12 5/23/13	MT-1	8.61	CNS Assistant-McClure
Green, Christina	12/07/12 5/23/13	CA-3	10.37	Clerk-Hale Jr. High
Grigsby, Dawn	11/14/12 5/23/13	MT-6	11.92	Assistant CNS Manager- Washington
Hurst, Tisha	12/18/12 6/30/13	CA-5	12.90	Work Order Clerk- Maintenance

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Landazuri, Griselda	12/10/12 5/23/13	MT-3	\$ 9.07	Custodian-ECDC Reed Return from leave
Leach, Akela	12/04/12 5/23/13	IS-6	10.81	Paraprofessional-Carnegie
McClure, Lara	12/06/12 5/23/13	MT-NS	10.81	Site Supervisor-Eliot/ Before and After Care
Nations, Maria	11/26/12 5/23/13	CA-4	10.15	Health Assistant-Jones Return from leave
Palma De Garcia	12/21/12 5/23/13	MT-1	8.48	CNS Assistant-Disney
Smith, Emily	12/17/12 5/23/13	IS-6	10.81	TA-Zarrow
Taylor, Catherine	12/11/12 5/29/13	CA-4	10.33	Health Assistant-Tulsa Met Jr. High and High
Washington, Deloyce	11/26/12 5/23/13	MT-1	8.48	CNS Assistant-Wright
Wells, DeAnn	12/10/12 5/23/13	MT-6	11.16	Bus Driver Trainee
Wells, Deneka	11/30/12 6/30/13	MT-3	8.94	Custodian-McLain
White, Katherine	11/26/12 5/23/13	IS-3	9.21	TA-Celia Clinton
Wilkerson, Sylvester	12/12/12 5/23/13	IS-10	13.11	Autism Paraprofessional- Carnegie
Williams, Matthew	11/29/12 5/23/13	IS-6	10.81	TA-McKinley

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Bruner, Rickey	Teacher-Dual Language/ Enrichment- Monroe Jr. High B-4 Half-Time	12/10/12	\$ 17,250.00	\$ 19,210.23	Full-Time Rate: \$34,500.00
Williams, Kevin	Certified Network Professional-ISS BL-6	12/18/12	58,126.00	65,661.00	Network Engineer I- ISS BL-9
<b>Support (Hourly):</b>					
Asberry, Rodney	CNS Cook I- Washington MT-2 6hrs/day	12/12/12 5/23/13	\$ 8.84	\$ 9.45	CNS Cook II MT-3 7hrs/day
Colbert, Jejuan	CNS Assistant- Thoreau MT-1 3hrs/day	8/20/12 5/23/13	9.10	9.10	4hrs/day
Custer, Donna	CNS Assistant- Kerr MT-1 5hrs/day	11/26/12 5/23/13	9.37	9.37	6.5hrs/day
Dalton, Bridgette	CNS Assistant- Jones MT-1 7hrs/day	8/20/12 5/23/13	9.10	9.10	6hrs/day
Hamilton, Dwight	Floor Crew- Maintenance MT-13 1-CI	1/02/13 6/30/13	16.67	15.43	Carpenter Craftsperson- Maintenance MT-11 1-CI
Hardiman, Ashley	CNS Assistant- Whitman MT-1 6hrs/day	8/20/12 5/23/13	9.10	9.10	6.5hrs/day
Jamison, Rochell	CNS Assistant- Owen MT-1 6hrs/day	8/20/12 5/23/13	8.99	8.99	7.5hrs/day

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Maton, Karie	CNS Cook II- Jackson MT-3 7.5hrs/day	11/26/12 5/23/13	\$ 10.22	\$ 11.13	Assistant CNS Manager-Jackson MT-6 8hrs/day
McElroy, Linda	CNS Cook II- Patrick Henry MT-3 7.5hrs/day	8/20/12 5/23/13	10.47	10.47	6.5hrs/day
Moore, Lanette	CNS Assistant- Lewis and Clark MT-1 5.5hrs/day	12/12/12 5/23/13	8.49	8.49	6.5hrs/day
Newman, Allen II	Glazier Graftsperson- Maintenance MT-13 3-CI	7/01/12 6/30/13	20.57	21.05	Salary Book Correction Add Career Increment MT-13 4-CI
Portillo De Flores, Bertha	CNS Assistant- East Central Jr. High MT-1 6hrs/day	9/18/12 5/23/13	8.97	8.97	6.5hrs/day
Pyle, Candetta	CNS Assistant- Eisenhower MT-1 4hrs/day	8/20/12 5/23/13	9.10	9.10	5.5hrs/day
Quiroz, Claudia	CNS Assistant- Marshall MT-1 6.5hrs/day	11/26/12 5/23/13	9.10	9.10	7hrs/day
Rogers, Mary	CNS Cook I- Lewis and Clark MT-2 .5hrs/day	12/12/12 5/23/13	9.73	9.73	7hrs/day
Romo, Veronica	CNS Assistant- Disney MT-1 6hrs/day	12/21/12 5/23/13	8.62	8.62	7.5hrs/day

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Rosales-Martinez, Patricia	CNS Assistant- Jones MT-1 7hrs/day	8/20/12 5/23/13	\$ 8.73	\$ 8.73	6.5hrs/day
Smith, Charlene	CNS Cook II- Disney MT-3 6hrs/day	12/21/12 5/23/13	10.47	10.47	7.5hrs/day
Stegall, Donna	Health Assistant-Mayo CA-4 181 days	1/07/12 6/30/13	10.72	11.47	Work Order Clerk- Maintenance CA-5 12 months
Walker, Francine	CNS Assistant- McLain MT-1 4.5hrs/day	8/20/12 5/23/13	9.10	9.10	3hrs/day

DECEASED

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

Hallford, Jannis	10/31/12	Teacher-Edison/Language Arts
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## LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
<b>Certificated/Administrative:</b>			
Agbai, Chinyere	11/20/12	Teacher-Central/TRAICE	Personal illness
Bass, Suzanne	11/30/12	Social Service Specialist-Hale	FMLA
Dodge, Carol	11/19/12	Teacher-Grimes/Grade 1	Personal illness
Meeks, Margaret	11/26/12	Teacher-Hale/ Special Education	Personal illness
Solomon, Karesha	12/03/12	Teacher-Hawthorne/ Grade 3	Maternity
Wilson, Venus	12/12/12	Teacher-Memorial/P.E.	Personal illness
<b>Support (Hourly):</b>			
Anderson, Kenneth	12/12/12	Craftsperson-Maintenance	FMLA
Choquette, Kari	11/26/12	Clerk-Clinton	Personal illness
Ennis, Mikkel	12/07/12	Bus Driver	Personal illness
Flores, Bertha	12/07/12	CNS Assistant-Cooper	FMLA
Gomez, Maribel	11/13/12	Custodian-Edison	Maternity
Hunter, Bridgette	12/14/12	Custodian-Edison	Worker's Comp
Mecom-Kifer, Natausha	12/18/12	TA-East Central	Personal illness
Medina, Yesica	11/19/12	Custodian-Hawthorne	Maternity
Moaning, Sarita	11/30/12	CNS Assistant-Celia Clinton	Maternity

## RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Bayouth, Janice	1/03/13	Director of Magnet Schools Grant-ESC/Office of Associate Superintendent for Secondary Schools
Buxton, Terry	12/21/12	Teacher-Robertson/Gifted and Talented
Cmiel-Wright, Rita	12/28/12	Teacher-Penn/Art
Colwell, Rachel	12/21/12	Teacher-ECDC Reed/Pre-K
Herman, Steve	12/21/12	Teacher-Hale/Math
Holloway, Beth	1/07/13	Staff Development Teacher-Washington, Carver
Hrdlicka, Jessica	1/01/13	Teacher-East Central/Math
Lewis, Dionne	1/01/13	Teacher-Central Jr. High/Social Studies
Morie, Rachel	1/04/13	Teacher-Marshall/Grade 5
Robinson, Cambryllyne	12/21/12	Teacher-Lee/Grade 5
Smith, Constance	12/31/12	Teacher-Emerson/Grade 2
<b>Support (Hourly):</b>		
Long, Cynthia	12/21/12	Autism Paraprofessional-Clinton
Strout, Brenda	12/14/12	CNS Assistant-ECDC Reed
White, Joy	10/15/12	Bus Driver-Transportation
Zelasko, Regina	11/26/12	ED Paraprofessional-East Central Jr. High

## TERMINATIONS

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Carter, Megan	11/14/12	Autism Paraprofessional-Carnegie
Gammage, Franc	10/25/12	Health Assistant-Tulsa Met Jr. High and High



## SUBSTITUTE AND TEMPORARY ELECTIONS

### Substitute Teachers

Benitez, Paula  
Buchanan, Rachel  
Daman, Ashley  
Grantham, Carmila  
McFarland, Courtney  
Owens, Pamela  
Putman-Carney, Kelley  
Saplin, Leah  
Sterling, Melissa  
Tillou, Arielle  
Zuniga, Sheridan

### Temporary Educational Staff

Cazanave, Brittany  
Cotrell, Lisa  
Howell, Donald  
Summy-Lewis, Tilia  
Health Assistant  
Fields, Marvejean  
Tutor  
Connellyl, Charla

### Bus Assistant

Goree, Christy  
Haynes, John

### CNS

Obringer, Holly  
Osborn, Christy  
Solorzano, Olga  
Thrasher, Trevis

### Adjunct Teacher

Washington-11-000-1000-501930-810-330000-201-07-735

Jeffrey Bigger, Basketball, Boys @ 2,119 November 1, 2012 to March 1, 2013.

Athletic Coaching – School Activity Fund #536

Pay Memorial Baseball coaches; Sandy Farrell, Chase Jestice, Steven Irvin Jr., and Chris Armstrong a stipend (total not to exceed \$6000) to perform extra coaching duties. Monthly payments starting January 2013 ending May 2013.

## SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Thoreau Extended Days – 81-2370-7200-506100-1000-000000-000-07-573

Pay Heidi Pancratz @ her current hourly rate (total not to exceed \$1,000) to assist with the extended day program by adding one additional hour on the days she has extended day class for the second semester of the 2012-2013 school year.