



## **AGENDA**

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Tuesday, January 22, 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 McLain High School JROTC under the direction of Sergeant William Sanders.
- 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. Swearing in of Campus Police Officers.
- C-2. Consideration and vote to endorse the Tulsa Metro Chamber's 2013 OneVoice Regional Legislative Agenda, which includes educational support at both the state and federal levels.
- C-3. Superintendent's special presentations and awards.

**D. Approve minutes of previous meetings of the Board of Education.**

Regular Meeting

Special Meeting

January 7, 2013

January 15, 2013

**E. CONSENT AGENDA - Motion and vote on recommendation.**

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

**G. INFORMATION AGENDA**

**H. STAFF REPORTS**

**I. BOARD MEMBER REPORTS/CONCERNS**

**J. CITIZENS' COMMENTS**

**K. SUPERINTENDENT'S REPORTS/PRESENTATIONS**

**L. OTHER NON-ROUTINE ITEMS REQUIRING BOARD ACTION**

**M. 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, February 4, 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 SECONDARY SCHOOLS, DR. OLIVER WALLACE**

- E-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.

- E-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.

**E-3.** RECOMMENDATION: Approve 70 Edison Middle School chorus students to travel to Orlando, Florida, to compete in the All American Music Festival, May 29-June 3, 2013.

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

RATIONALE: Students will be given an opportunity to learn how to work as a team as they compete at the national level and perform on stage at Walt Disney World.

**E-4.** RECOMMENDATION: Approve Nathan Hale varsity dance team to travel to Orlando, Florida, to compete in the National Dance Team Championship, February 1-5, 2013.

COST AND FUNDING: There is no cost to the District. The total cost of \$12,159 will be paid by the Nathan Hale Dance Team Booster Club.

RATIONALE: Students will be given an opportunity to compete at the national level. This will be Hale's fifth year to compete in Nationals.

**E-5.** RECOMMENDATION: Approve approximately 20 students from various secondary sites in the District who are participating in the District's Jazz Band to travel to New York City, New York, to compete in the 2013 Charles Mingus High School Competition and Festival at the Manhattan School of Music, February 13-20, 2013.

COST AND FUNDING: There is no cost to the District. All costs will be paid through private donation and parents.

RATIONALE: The District's Jazz Band is one of 12 finalists competing in the festival. The band will showcase secondary students from across the District.

**E-6.** RECOMMENDATION: Approve Washington's pom squad to travel to Orlando, Florida, to compete in the Universal Dance Association Competition at the Disney Wide World of Sports Complex, January 31-February 5, 2013.

COST AND FUNDING: There is no cost to the District. The total cost of \$18,562 will be paid by the Washington Pom Booster Club.

RATIONALE: Students will be given an opportunity to compete at the national level. This will be Washington's sixth year to compete in Nationals.

**E-7.** RECOMMENDATION: Approve 22 members of Washington High School's soccer team to travel to Bentonville, Arkansas, to participate in the Northwest Arkansas High School soccer tournament, March 1-2, 2013.

COST AND FUNDING: There is no cost to the District. All expenses will be paid through the Soccer Booster Club and individual students and/or parents. Students will travel by charter bus.

RATIONALE: Participation in this event will give students experiences in the development of teamwork and collaboration. This will be the soccer team's first competition out of state.

**E-8.** RECOMMENDATION: Approve Webster High School's Future Educators of America 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 Webster's school activity fund #826. The Oklahoma State Regents Oklahoma Teacher Connection Office in Oklahoma City will provide funding for hotel and registration.

RATIONALE: The conference will allow students to learn about education on a national level.

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

**E-9.** 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 the 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 leading experts in this field. The 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**

**E-10.** RECOMMENDATION: Enter into a contract with Northeastern State University (NSU) for NSU graduate students in speech-language pathology for clinical extern experience in schools 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.

REQUISITION NUMBER: 41300309

RATIONALE: This will allow NSU graduate students in the speech-language pathology program to complete clinical extern experience within the District. Upon students' graduation, this may lead to a pool of applicants should an opening for a speech-language pathologist exist within the District.

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

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

**E-11.** 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.

General Conditions	7 percent	\$179,336
Management Fees	3 percent	\$76,858
Trade Contracts		\$2,561,948
Total		\$2,818,142

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 \$2,818,142 will be paid from the Facilities Bond Fund, 3x-1220-4700-504500-000-0000000-000-12-565.

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

**E-12.** 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 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.

**E-13.** 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 amount of the deduction is \$65,569.90. The original amount of the guaranteed maximum price was \$1,132,521.41.

RATIONALE: The contract allowed for reimbursable and allowance expenses that were not used resulting in a reduction in the contract amount.

**E-14.** RECOMMENDATION: Award the contract for the window and door replacement project at Anderson, McClure, Remington and MacArthur elementary schools.

Door replacement	Felix Thomson	\$192,970
Windows (MacArthur)	Architectural Materials	\$250,734
Windows (Anderson, McClure, Remington)	Advantage Glass	\$623,800

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

COST AND FUNDING: The total cost not to exceed \$1,067,504 will be paid from the Facilities Bond Fund, 2013A and is contingent upon sale and receipt of bond funds.

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



**E-15.** RECOMMENDATION: Award the contract for the renovation of Eisenhower International School at the Nimitz campus for the following trades.

Architectural woodwork	Fadco	\$158,220
Doors and hardware	Felix Thomson	\$82,249
Drywall and ceilings	Sooner Builders	\$462,580
Electrical	Lighthouse Electric	\$887,000
HVAC	KMS Shillingford	\$758,000
Masonry	Procraft	\$29,400
Painting	Skyco	\$124,368
Plumbing	Sweets Plumbing	\$330,000

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 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; and is contingent upon sale and receipt of 2013A bond funds.

RATIONALE: The existing Nimitz facility is being renovated to house the Eisenhower program and was part of the 2010 bond issue.

**E-16.** RECOMMENDATION: Assign the contracts for Phase II 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.

**E-17.** RECOMMENDATION: Purchase handicapped pool lifts and installation from Knorr Systems, Santa Anna, California, the lowest responsible bidder, 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 \$61,566.45 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.

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

**E-18.** 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-19.** RECOMMENDATION: Enter into a volume software licensing agreement with Microsoft Corporation, Redmond, Washington.

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: 41300312

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

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

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

**F-1.** RECOMMENDATION: Approve the Resolution Agreement with the Office for Civil Rights, OCR Docket Number 07105002, regarding Language Assistance Services provided by Tulsa Public Schools for Limited English Proficient [LEP] parents/guardians.

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

COST AND FUNDING: The total cost to the District shall not exceed \$200,000 annually and will be paid from District designated funds.

RATIONALE: The District recognizes that communication and partnerships with LEP parents/guardians are vital for the educational success of their students. The District is committed to providing accurate, professional, and quality language assistance services to all families so that they can take an active role in their students' education and to meet the requirements of Title VI of the Civil Rights Act of 1964 (Title VI), 29 United States Code (U.S.C.) 2000d, and its implementing regulations at 34 Code of Federal Regulations (C.F.R.) Part 100. The resolution has not previously been submitted for information. It is necessary to submit for immediate action because of the required implementation of the Resolution Agreement with the Office for Civil Rights of the United States Department of Education.

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

**F-2.** RECOMMENDATION: Approve a lease agreement with Tulsa Community College for the Will Rogers College Junior High and High School annex building for the purpose of operating a concurrent enrollment program for 11th and 12th grade students as well as offering college-level courses to the general public through June 30, 2013, subject to annual renewal by the parties.

**COST AND FUNDING:** There is no cash rental. The consideration to the District is the increased accessibility and benefit to the District's students under the concurrent enrollment programs at little or no cost to the District.

**REQUISITION NUMBER:** 41300317

**RATIONALE:** District shall provide, at District's expense, security services to the leased premises during school's regular school day hours. Lessee has the responsibility to provide security services to the leased premises at times other than when school classes are in session. Lessee shall furnish District with a certificate of public liability insurance adding the District as an additional named insured and providing at least One Million Dollars (\$1,000,000) of combined single limit coverage, with a retention or deductible not to exceed \$10,000. Lessee's insurance will be primary over any liability insurance of District. Lessee shall keep the Leased Premises insured against loss or damage by fire and the hazards covered by broad form and extended coverage insurance in an amount equal to not less than the full replacement cost (excluding foundation and footings) of all buildings and improvements.

The concurrent and college-level classes enable high school students to receive college credit at a much reduced tuition rate, while concurrently completing their high school graduation requirements ("Concurrent Enrollment Program"). This program is intended to increase student interest in college attendance after graduation from high school. District shall provide, at District's expense, normal utility services, including water, heating and air conditioning, sewer, refuse disposal, and electricity. Routine custodial services will be provided by District, at District's expense, for the Leased Premises on a daily basis after normal operation hours.

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

- F-3.** 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.

- F-4.** 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 past bond programs with excellent results.

- F-5.** 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.

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

- F-6.** RECOMMENDATION: Correct the funding sources for the contract with Efficacy-Based Technical Assistance, LLC (EBTA), Principal Gene Kleindienst, approved on the August 6, 2012, Agenda, item E-6.

COST AND FUNDING: The total cost not to exceed \$230,000 (no change). \$100,600 will be paid from the Title IIA Fund, 11-5410-2213-503600-000-000000-000-05-093-541; \$63,400 will be paid from the TLE Group Account Fund, 11-0848-2340-503200-000-000000-000-05-093-0848; and \$66,000 will be paid from the Civic Donor Fund, 11-0844-2340-503200-100-000000-000-05-093-0844.

RATIONALE: The change in funding sources reflects a decrease in the original budgeted amount to be paid by Title II funds from \$164,000 to \$100,600, a difference of \$63,400, which will now be paid from the TLE group account. The remaining \$66,000 to be paid from the Civic Donor Fund remains unchanged. Because the funding sources and amounts have been amended, this item is being submitted for Action so incoming invoices can be paid on a timely basis.

**G. INFORMATION AGENDA**

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

- G-1.** RECOMMENDATION: Purchase Advanced Placement (AP) tests from Advanced Placement Services for AP tests to be administered at Memorial High School during the 2012-2013 school year.

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

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

- G-2.** RECOMMENDATION: Enter into a contract with the Stokely Event Center to provide a room for Webster's senior prom, April 12, 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 exceed \$1,800 will be paid from Webster's school activity fund #878.

RATIONALE: Webster's prom is an annual event for the senior class to provide students with a memorable event right before graduation.

- G-3.** RECOMMENDATION: Enter into a contract with the Summit Club to provide a room and catering for Central High School's junior/senior prom, April 20, 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 \$6,100 will be paid from Central's school activity fund #878.

RATIONALE: The junior/senior prom is a yearly tradition at Central where the junior and senior classes come together in an elegant setting to celebrate and promote school spirit.



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

**G-4.** RECOMMENDATION: Amend the contract with Dayspring Community Services, Inc., Tulsa, Oklahoma, approved on the July 2, 2012, Agenda, item E-87, to provide the English Language Learner (ELL) Parent Outreach Program for parents of ELL students in the District from July 1, 2012, through June 30, 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 \$80,000 (an increase of \$10,000) will be paid from the Title III Fund, 11-5720-2194-503200-410-000000-000-05-093-5720.

REQUISITION NUMBER: 41300229

RATIONALE: Requests for ELL Parent Outreach services have increased during the fall semester of 2012 and the contract is being increased to ensure adequate funding to provide services throughout the remainder of the 2012-2013 school year.

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

**G-5.** RECOMMENDATION: Revise School Board policies as listed.

4103 - Hiring Employees

4104 - Employee Assignments and Transfers

4202 - Creation/Deletion of Professional and Support Staff Positions

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

RATIONALE: Revise policies to align with current negotiated agreement and Human Capital procedures.

**G-6.** RECOMMENDATION: Approve the addendum to the contract with Darlene Merry, education leadership consultant, approved on the July 16, 2012, Agenda, item E-27, to include additional executive leadership coaching and consulting work focused on leadership sustainability through June 20, 2013.

FURTHER RECOMMEND: The attorneys for the School District review and approve the addendum to 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 \$150,022 (an increase of \$50,022) will be paid as follows: \$30,022 will be paid from the Civic Donor Grant Fund, 11-0844-2340-503200-100-000000-000-05-093-0844; and \$20,000 will be paid from the General Fund, 11-0000-2340-503200-000-000000-000-04-041.

RATIONALE: The expanded scope of services for executive team members will support the continued work on building internal capacity and building a performance-based culture. The individual coaching will be provided by Darlene Merry, a nationally recognized consultant whose clients include the Bill and Melinda Gates Foundation, and will target individual learning needs and academic needs of the schools and offices served. In addition, Darlene Merry will provide consulting support to conduct an assessment of the current organizational structure and make recommendations to improve the District's capacity for leadership sustainability.

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

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

**G-7.** RECOMMENDATION: Approve the deduction change order with Manhattan Construction Services for the renovations at ECDC Porter.

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

COST AND FUNDING: The total amount of the deduction is \$14,559.43. The original amount of the guaranteed maximum price was \$5,473,888.54.

RATIONALE: The contract allowed for reimbursable and allowance expenses that were not used.

**G-8.** RECOMMENDATION: Pay Hilborne and Weidman, Tulsa, Oklahoma, for services rendered in connection with the Series 2013A bond sale in the amount of \$10,000,000.

COST AND FUNDING: The total amount not to exceed \$20,000 will be paid from the Facility Bond Fund, 31-1219-2511-503300-000-000000-000-12-037.

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

**G-9.** RECOMMENDATION: Pay Municipal Financial Services, Edmond, Oklahoma, for services rendered in connection with the Series 2013A bond sale in the amount of \$10,000,000.

COST AND FUNDING: The total cost not to exceed \$80,000 will be paid from the Facility Bond Fund, 31-1219-2511-503300-000-000000-000-12-037.

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

**G-10.** RECOMMENDATION: Approve the supplemental agreement with Greg Helms and Associates to provide architectural services to repurpose the existing Eisenhower facility. The total fee will be based upon seven percent of the total 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 \$100,000 will be paid from the Facility Bond Fund, 31-1220-4700-504500-000-000000-0000-12-170.

RATIONALE: The existing Eisenhower Facility will be available for repurpose after the 2012-2013 school year.

**G-11.** RECOMMENDATION: Approve change order number one with Elsworth Construction for the new parking lot at Wilson Teaching and Learning Academy. The original contract was approved on the July 2, 2012, Agenda, item E-104.

COST AND FUNDING: The total amount not to exceed \$69,982.85 will be paid from the Facility Bond Fund.

RATIONALE: Additional work was required to replace the sanitary sewer line, water line and provide additional landscaping and fencing.

**G-12.** RECOMMENDATION: Purchase Power over Ethernet (POE) switches for the server rooms from the lowest responsible bidder to support new camera and access control systems throughout the District.

COST AND FUNDING: The total cost not to exceed \$450,000 will be paid from the Facility Bond Fund, 31-1220-4700-504500-000-000000-000-12.

RATIONALE: POE switches are required for the installation of new security systems.

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

**G-13.** RECOMMENDATION: Renew the contract with the Value Added Research Center/Wisconsin Center to provide education research for value-added data analysis through December 31, 2013.

FURTHER RECOMMEND: The attorneys for the School District review and approve the contract and that 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 \$150,000 will be paid from the Civic Donor Fund, 11-0844-2340-503200-100-000000-000-05-093-0844.

RATIONALE: With research and evidence suggesting that educator effectiveness is the single largest impact on student achievement, Tulsa continues its strategic initiative to improve the quality of educators in the District. This process includes having strategic measures of effectiveness such as value-added analysis, professional development to understand the information provided within that analysis, and a focus on improvement.

**G-14.** RECOMMENDATION: Ratify the Educational Assistance Plan for the 2012-2013 school year that allows the District to furnish tuition scholarships for employees to obtain certain Master's or Doctorate degrees from the University of Oklahoma at its Tulsa campus and amend the underlying plan by updating the names of the District personnel who are the plan administrators.

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

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

RATIONALE: The Education Assistance Plan is subject to annual ratification. It is the intention of the District that this plan qualify as a plan providing qualified educational assistance under code section 127 (b)(1), and that the education assistance under this plan be eligible for exclusion from the employees income under code section 127(a). Applications to the program must be approved by the scholarship committee and applicants will be required to sign an Educational Assistance Commitment, which provides for repayment of scholarship funds under certain circumstances.

**G-15.** RECOMMENDATION: Enter into a memorandum of understanding (MOU) with Teach For America (TFA) to allow the District to interview and select, if appropriate, up to two individuals participating in the TFA leadership fellowship program for employment in key District-level leadership positions during the 2013-2014 school year.

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

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

RATIONALE: By agreeing to consider individuals in the TFA Leadership Fellowship program, the District will increase its exposure to experienced, high-quality professionals in a candidate pool vetted and developed by TFA. The District will not be required to create a position for or hire a TFA Leadership Fellow as a condition of participating in the program. In addition to providing the District with a new pool of well-qualified applicants, the TFA Leadership Fellow program would benefit the District in that TFA Leadership Fellows will receive ongoing support and coaching from TFA at no cost to the District during their first year of employment.

**G-16.** RECOMMENDATION: Amend the agreement with Soar to Success, LLC, approved on the July 2, 2012, Agenda, item E-24, to include professional development to District teachers aligned with the Tulsa Model framework in addition to Quest so long as the costs to the District does not exceed the original contract amount of \$290,000 in 2012-2013.

FURTHER RECOMMEND: The attorneys for the School District review and approve the 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 cost not to exceed \$290,000 will be paid from Title II Fund, 11-5410-2573-503600-000-000000-000-05-093-5410.

REQUISITION NUMBER: 41300131

RATIONALE: By expanding the scope of services that Soar to Success may provide District teachers beyond Quest, which serves select, struggling teachers identified as Ineffective or Needs Improvement within precise service parameters, the organization and the District will be able to serve more teachers with the professional development they need and in a more flexible and customized manner. Specifically, Soar to Success will develop and provide professional development aligned to the Tulsa Model that is more customized in terms of its duration and delivery, allowing for both group instruction and individual coaching. To differentiate between the two types of professional development, Soar to Success will separately brand the new services provided under the contract and itemize the associated costs in its invoices. This professional development will not require additional encumbrance of funds as the contract amount with Soar to Success will not change.

**G-17.** RECOMMENDATION: Correct item E-36 of the August 20, 2012, Agenda to accurately reflect the total cost of the agreement with the Teaching Channel, Inc., or the development and use of a private, online video portal for the District's teachers.

COST AND FUNDING: The total cost not to exceed \$108,000 (an increase of \$8,000) will be paid from the Civic Donor Fund, 11-0844-2340-503200-100-000000-000-05-093-0844.

REQUISITION NUMBER: 41300190

RATIONALE: The original Agenda item incorrectly stated the agreement amount as \$100,000. The original total cost is \$108,000 and will allow up to 2800 educators to access and use the site.

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

**G-18.** RECOMMENDATION: Increase the contract with Mac Fire Protection, Inc., approved on the October 15, 2012, Agenda, item E-12, to provide site building inspections of fire alarms and fire suppression equipment throughout the District.

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

COST AND FUNDING: The total cost not to exceed \$46,000 (an increase of \$6,000) will be paid from the Building Fund, 21-0000-2660-504300-000-000000-000-17-049.

REQUISITION NUMBER: 41300250

RATIONALE: All public school buildings are required by state law to have an annual certified fire inspection. The District does not have certified licensed personnel to provide this service. Necessary repairs have been completed at a number of sites and must be inspected again. The cost for these re-inspections exceeds the original contracted amount.

**ITEMS LISTED BELOW SUBMITTED BY SUPERINTENDENT, DR. KEITH E. BALLARD**

**G-19.** RECOMMENDATION: Enter into a ground lease agreement with StoneSoup Community Venture, Inc. for the lease of the former Whittier Elementary School site for the construction and operation of a multi-use facility to be known as Whittier Gardens.

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

RATIONALE: This lease will facilitate the repurposing of the Whittier Elementary School site into a multi-use facility consisting of a community cafe, indoor and outdoor educational spaces, a kitchen garden, farmer's market, retail garden center, and community pavilion. Whittier Gardens will be operated on a nonprofit basis with the facilities available for educational use by the District and for the use, education and enjoyment of the Kendall-Whittier neighborhood community.

**SUPPORTING INFORMATION**

**CONSENT ITEM E-18**

**ROUTINE STAFFING ITEMS**

**ELECTIONS**

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Asberry, Tracee	1/07/13	M-12	\$ 19,738.00	Teacher-Jackson/Grade 5 Rate: \$39,476.00 Return from leave
Cagle, Donald	1/08/13	EL-1	24,054.19	Academic Coordinator-ESC/ Curriculum and Instruction Rate: \$50,000.00
Cazenave, Brittany	1/07/13	M-2	17,388.00	Teacher-Jackson/Grade 4 Rate: \$34,776.00 Former Employee (f.e.)
Guy, Rhonda	1/07/13	M-14	20,603.00 1,030.15	Teacher-Bell/ Special Education Rate: \$41,206.00 Return from leave
Jones, Nichole	1/07/13	B-0	16,450.00	Teacher-ECDC Porter/Pre-K Rate: \$32,900.00
Kerr, Deborah	1/07/13	M60-17	24,042.50	Librarian-Cooper Rate: \$48,085.00 Return from leave
McGowen, Diane	1/09/13	M-28	27,937.78	Teacher-Emerson/Grade 2 Rate: \$55,175.00
Mendenhall, Ginger	1/07/13	D-17	24,580.50	Staff Development Teacher- Thoreau Rate: \$49,161.00 Return from leave
Owens, Pamela	1/07/13	B-0	16,450.00	Teacher-Kendall Whittier/ Grade 3 Rate: \$32,900.00
Provance, Hannah	1/07/13	B-0	16,450.00	Teacher-East Central/Math Rate: \$32,900.00



ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Roloff, Marilyn	1/10/13	B-7	\$17,241.48	Teacher-East Central/Math Rate: \$35,700.00
Schroeder, Kelli	12/05/12	B-1	19,109.66 955.48	Teacher-Robertson/ Special Education Rate: \$33,300.00 Return from leave
Scott, Kelli	1/07/13	B-9	19,010.00 950.00	Teacher-Hale Jr. High/ Special Education Rate: \$38,020.00 Return from leave
Sterling, Melissa	12/18/12	B-0	17,197.73	Teacher-ECDC Bunche/ Kindergarten Rate: \$32,900.00
Summy-Lewis, Telia	1/08/13	M60-22	12,846.10	Counselor-Key Half-Time f.e. Rate: \$25,967.50
Wilson, Venus	1/07/13	B-24	23,815.00	Teacher-Memorial/P.E. Rate: \$47,630.00 Return from leave
Wolfe, James	1/07/13	M-24	25,468.00	Teacher-Bell, Mitchell/ Gifted and Talented Rate: \$50,936.00 Return from leave
York, Michelle	1/07/13	B-8	18,150.00	Teacher-Lanier/Grade 2 Rate: \$36,300.00 Return from leave
<b>Support (Hourly):</b>				
Allen, Jeffery	12/10/12 6/30/13	MT-10	\$ 12.40	Science Distribution Specialist-Materials Management
Baker, Sydney	1/07/13 6/13/13	CA-3	10.89	Clerk-Eugene Field
Barnes, James Jr.	12/11/12 6/30/13	MT-3	8.94	Custodian-Central

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Bellis, Linda	1/07/13 5/23/13	MT-1	\$ 9.96	Child Nutrition Services (CNS) Assistant-Webster Return from leave
Blandon, James	12/12/12 5/23/13	TS-3	12.66	Campus Security-McLain/ Campus Police Return from leave
Buckley, Jeanne	1/07/13 6/07/13	MT-NS	7.81	Site Assistant-Eugene Field/Before and After Care
Crow, Sarah	1/07/13 5/23/13	IS-3	9.21	Paraprofessional-Wright
Gutierrez, Olivia	1/15/13 5/23/13	MT-1	8.59	CNS Assistant-Key Return from leave
Kruse, Sara	1/07/13 5/23/13	IS-6	10.81	Paraprofessional-Tulsa Met High
Logan, Sharon	9/24/12 5/23/13	IS-6	10.81	Teacher Assistant (TA)- Disney
Lough, Anderson	1/07/13 5/23/13	IS-3	9.21	TA-ECDC Porter
Malik, Sandra	1/07/13 5/23/13	MT-1	8.48	CNS Assistant-Lindbergh
Malocsay, Heidi	11/28/12 5/23/13	IS-10	13.11	Autism Paraprofessional- MacArthur f.e.
Marastani, Kholoud	1/07/13 5/23/13	MT-1	8.63	CNS Assistant-Eisenhower
Mecom, Natausha	1/07/13 5/23/13	IS-3	11.35	TA-East Central Return from leave
Medina, Yesica	1/09/13 6/30/13	MT-3	9.09 .45	Custodian-Hawthorne Shift differential Return from leave
Morris, Tiffany	11/26/12 5/23/13	IS-6	10.81	TA-Carver

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Mullen, Melissa	1/07/13 5/23/13	MT-1	\$ 8.48	CNS Assistant-Zarrow
Nero, Kerra	1/07/13 5/29/13	CA-4	10.87	Health Assistant-Tulsa Met High
Poindexter, David	1/07/13 5/23/13	IS-10	13.11	Autism Paraprofessional-East Central Jr. High
Rodriguez De Miller, Celia	12/07/12 6/30/13	MT-3	8.94 .45	Custodian-Bell Shift differential
Smith, James L.	1/07/13 5/23/13	MT-6	11.35	Bus Driver Return from leave
Striplin, Tamara	12/10/12 5/23/13	IS-3	9.21	TA-Academy Central
Turnbull, Bridgette	9/28/12 5/23/13	IS-6	10.81	Paraprofessional-MacArthur
Underwood, Carl	1/23/13 6/30/13	MT-14	17.46	HVAC Craftsperson-Maintenance
Vazquez, Perla	12/21/12 5/23/13	MT-1	8.51	CNS Assistant-Thoreau
Whisman, Norma	1/07/13 5/23/13	MT-2 4-CI	12.12	CNS Cook I-Chouteau Return from leave
Wicker, Kayla	1/07/13 5/23/13	IS-6	10.81	TA-ECDC Porter

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Farr, Lisa	CNS Assistant Manager-ECDC Porter MT-6	1/07/13	\$ 10.73/hr.	\$8,493.50/yr.	CNS Traveling Manager-CNS BL-A Rate: \$16,987.00
Frank, Patty	CNS Assistant Manager- Monroe MT-6	1/07/13	10.21/hr.	8,493.50	CNS Traveling Manger-CNS BL-A Rate: \$16,987.00
Garshasb, Farideh	Teacher-McLain Jr. High/Science M-0	11/26/12	33,956.00	21,585.27	Credit for Experience M-3 Rate: \$35,176.00
Hernandez-Martinez, Diana	CNS Assistant Manager-Rogers MT-6	1/07/13	11.04/hr.	9,051.00	CNS Traveling Manager-CNS BL-A Rate: \$18,102.00
Miskell, Ryan	Teacher- Grissom/ELL B-2 Half-Time	8/15/12	16,850.00	17,388.00	M-2 Salary Book Correction
Mota, Maria	CNS Assistant- Thoreau MT-2	1/07/13	9.58/hr.	8,493.50	CNS Traveling Manager-CNS BL-A Rate: \$16,987.00
Pinson, Melinda	CNS Assistant Manager-Bell MT-6	1/07/13	10.36/hr.	8,493.50	CNS Traveling Manager-CNS BL-A Rate: \$16,987.00
Riggs, Nancy	Teacher-Kerr/ Special Education M-25	8/15/12	53,436.00  2,671.80	54,044.00  2,702.20	M30-25 Salary Book Correction Special Education
Sykes, Elton	Dean-McLain B-2	1/07/13	33,700.00	17,388.00	M-2 Rate: \$34,776.00

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
VanNoy, Kevin	Teacher-Anderson/ Grade 5 M-0	1/07/13	\$ 33,956.00	\$ 33,956.00 1,697.80	Teacher-Anderson/ Special Education
Walker, Roderick	Psychologist- Burbank M60-7	8/15/12	39,045.00	40,155.00	M60-9 Salary Book Correction
<b>Support (Hourly):</b>					
Bushyhead, Keita	Paraprofessional -Kendall Whittier IS-3	12/03/12 5/23/13	\$ 10.48	\$ 13.11	MD Paraprofessional- Kendall Whittier IS-10
Conroy, Deborah	CNS Assistant- McClure MT-1 7.5hrs/day	1/21/13 5/23/13	9.12	9.84	CNS Cook II-McClure MT-3 8hrs/day
Elliott, Stephen	Bus Driver MT-6 6hrs/day	1/07/13 5/23/13	11.52	11.52	8hrs/day
Evans, LaTonya	Clerk-Anderson CA-3	10/29/12 5/31/13	9.20	11.23	Principal's Secretary- Anderson CA-8
King, Fannie	CNS Cook II- Celia Clinton MT-3 6.5hrs/day	1/07/13 5/23/13	10.92	10.92	7hrs/day
Norberg, Bonnie	CNS Cook II- Mitchell MT-3	10/29/12 5/23/13	9.43	10.27	CNS Assistant Manager-Bell MT-6
Patten, Carmen	CNS Assistant- Celia Clinton MT-1	1/21/13 5/23/13	8.89	10.21	CNS Assistant Manager-C. Clinton MT-6
Terrell, Jimmy	Head Custodian- East Central MT-10 1-CI	12/17/12 6/30/13	15.91	14.50	Head Custodian- Hoover MT-6 1-CI
Torres, Griselda	CNS Assistant- Celia Clinton MT-1 7hrs/day	1/07/13 5/23/13	9.39	9.39	7.5hrs/day

## LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
<b>Certificated/Administrative:</b>			
Davis, Ericka	12/18/12	Teacher-Burroughs/ Grade 5	Personal illness
Furr, Tiffany	1/07/13	Teacher-Peary/Pre-K	Maternity
James, Wanda	1/11/13	Teacher-Academy Central/Grade 5	Personal illness
Reiter, Jennifer	1/08/13	Teacher-Carver/ Social Studies	Personal illness
Rowland, Brooke	12/17/12	Teacher-Mayo/ Grade 2	Maternity
Stevenson, Paul	11/29/12	Teacher-Edison/ Language Arts	Personal illness
Stewart, Debra	12/18/12	Terminal I Manager- Transportation	Personal illness
Synar, Edwyna	1/07/13	Teacher-Hale Jr. High/ Special Education	FMLA
Woods, Linda	12/12/12	Teacher-Tulsa Met Jr. High/Grade 8	Personal illness
<b>Support (Hourly):</b>			
Ray, Connie	1/17/13	Clerk-McLain	Worker's Comp
Vaquera, Velma	12/13/12	Head Custodian- TRAICE	Personal illness

## RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Green, Jessica	12/14/12	Teacher-Central/Career Tech
Herman, Steven	12/21/12	Teacher-Hale/Math
Hoel, Kalen	12/21/12	Teacher-Hamilton/Grade 5
Kilburn, Robert	1/04/13	Teacher-Tulsa Met High/Alternative
Medina, Kristina	1/08/13	Teacher-Penn/Grade 2
Swickheimer, Lois	1/18/13	Academic Coordinator-ESC/Teaching and Learning
<b>Support (Hourly):</b>		
Beard, Toni	8/23/12	Site Assistant-Patrick Henry/Before and After Care
Considine, Susan	1/11/13	Paraprofessional-Skelly
Coverdill, Danielle	12/20/12	Bus Driver Trainee
Dazey, Leon	12/20/12	Carpentry Craftsperson-Maintenance
Fariyike, Shawna	11/13/12	TA-Zarrow
Goree, Jill	12/21/12	Paraprofessional-Columbus
Hart, Erin	12/21/12	TA-ECDC Bunche
Henley, Essence	12/21/12	Site Assistant-Lee/Before and After Care
Herrera, Alfredo	12/04/12	Custodian-Plant Operations
Jackson, Brittani	11/26/12	TA-Carver
Montgomery, Cindy	11/26/12	Head Custodian-Eisenhower
Nutter, Gary	12/11/12	Bus Driver
Redd, Roshun	12/21/12	Bus Driver
Shaver, Joyce	12/31/12	Paraprofessional-Tulsa Met High
Templin, Anna	8/20/12	CNS Assistant-Edison

## RETIREMENTS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Bates, Betty	1/14/13	CNS Manager A-Burroughs

## TERMINATIONS

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Duncan, Bob	12/14/12	Autism Paraprofessional-Kendall Whittier
Holtz, Joshua	1/08/13	Campus Security-ESC/Campus Police
Ruble, David II	12/11/12	Apprentice-Transportation



## SUBSTITUTE AND TEMPORARY ELECTIONS

### Substitute Teachers

Armstrong, Ingrid  
Bell, Tiffany  
Bright, Thomas  
Brothers, Rosieka  
Cox, Jason  
Crawford Tiara  
Edwards, Tanya  
Gentry, Tavyn  
Henderson, Percy  
Lancaster, Lynelle  
Lyons, Debra  
Mace, Paula  
Manasco, Cheryl  
Morrison, Katherine  
Munoz, Ramona  
Musungayi, Joyce  
Newby, Heather  
Potts, Anna  
Rigsby, Elzbieta  
Roberts, Regina  
Scott, Amanda  
Staton, Julie  
Swain, Laura  
Webster, Melynda  
West, Sarah  
White, Yvonne  
Williams, James  
Williamson, Toshiko  
Wilson, Johnathon  
Winford, Gwendolyn  
Zitzman, Pamela

### Tutors

Allwein, Jennifer  
Alturkawi, Aleta  
Bomer, Judy  
Charles, Jessica  
Craig, Elisabeth  
Finch, Crystal  
Hightower, Zoraya  
Judkins, Linda  
Morgan, Terra  
Simpson, Marsha  
Steenveld, Kyle

### Adjunct Teacher

Rogers-11-000-1000-501930-810-330000-201-07-730

Arkanjelo Goz, Girls Soccer @ \$801 January 7, 2013 to May 23, 2013.

### Temporary Educational Staff

Barker-Tugmon, Tisha  
Bence, Toni  
Buchanan, Rachel  
Carney, Kelly  
Cottrell, Lisa  
Edwards, Dale  
Geary, Allison  
Horton, Jana  
McGowen, Diane  
Morton, Amanda  
Nance, Lea  
O'Neal, Starr  
Strawn, Erin M  
Tillou, Arielle

### Clerks

Cramton, Michael  
Baker, Sydney  
Payne, Martha  
Martin, Rose

### Custodian

Fields, Vicki

### CNS

Mills, Kari  
Yang, Gosoua

### DRS Student Worker

Jones, Naquan

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

East Central High School – School Activity Fund #520

Pay the following certified personal for extra duty stipends: Darren Hildreth - \$1,000 as cheer assistant, Matthew Luria - \$500 as football assistant and Andrea Bayles - \$500 per semester as WebMaster during the 2012-2013 school year.

College and Career Readiness - 11-4120-2213-501700-390-000000-210-05-093-4120  
11-4120-2213-502310-390-000000-210-05-093-4120

Approve to pay College and Career Readiness (CCR) certified teachers (to be named) a stipend @ \$18/hr. (total not to exceed \$25,000) to attend professional development during non-contracted hours, January 1 through June 30, 2013

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

**January 7, 2013 Agenda, page 29 - Correct hourly rate.**

Adjustments

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Portillo De Flores, Bertha	CNS Assistant- East Central Jr. High MT-1 6hrs/day	9/18/12 5/23/13	\$ 9.10	\$ 9.10	6.5hrs/day

**January 7, 2013 Agenda, page 30 - Correct effective date.**

Adjustments

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Stegall, Donna	Health Assistant-Mayo CA-4 181 days	1/07/13 6/30/13	\$ 10.72	\$ 11.47	Work Order Clerk- Maintenance CA-5 12 months

**January 7, 2013 Agenda, page 29 - Correct effective date.**

Adjustments

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Newman, Allen II	Glazier Craftsperson- Maintenance MT-13 3-CI	7/02/12 6/30/13	\$ 20.57	\$ 21.05	Salary Book Correction Add Career Increment MT-13 4-CI

## SUPPORTING INFORMATION

### INFORMATION ITEM G-5

### POLICIES/REGULATIONS

TULSA PUBLIC SCHOOLS

Policy 4103

#### HIRING EMPLOYEES

**PURPOSE:** To establish guidelines for the recommendation of hiring employees.

All nominations for positions, except that of the Superintendent of Schools, will be made to the Board, in writing, by the Superintendent or designee. The District may employ personnel on a part-time, substitute and/or temporary basis as needed. Each nomination will be made with reference to position and salary based on the job description and job classification to which the nomination is being made. The first day of employment for new hire personnel will not occur until the day immediately following final board approval. New hire personnel will be required to complete a criminal background check and drug screening prior to their first day of employment.

Limited exceptions to this policy may be granted by the Superintendent or designee when there is an absolute critical need to fill the vacant position.

Adopted: November 1982

Revised:

Cross Reference: TPS Policy 4102, Criminal Record Search for Employees and Prospective Employees  
TPS Policy 4409, Employee Conflict of Interest

## EMPLOYEE ASSIGNMENTS AND TRANSFERS

**PURPOSE:** To establish guidelines for employee voluntary and involuntary administrative assignments and transfers.

The basic consideration in the assignment and transfer of employees is the well-being of instructional programs and the impact to the overall best interest of the District. Appropriateness of such assignments and transfers has a significant impact on educational and operational effectiveness and as such, warrants administrator's utmost consideration.

Assignments and transfers may be initiated by the Superintendent or another administrative officer for any purpose if, in the judgment of either, they are for the welfare of the employee or in the best interest of the District. A voluntary administrative transfer or reassignment will be made only after concurrence with both the losing and gaining administrator and conference between the employee involved and the Superintendent or designee. Upon approval, the employee will be notified of the new assignment and the reasons for and date of the transfer. In the determination of a reassignment or transfer request, the convenience and wishes of the individual employee will be considered to the extent they do not conflict with the best interests of the students and the District.

Members of the same family, husband/wife, or persons related to the extent of son, daughter, brother, sister, father, mother, and corresponding in-laws may be assigned to work in the same school or office if such assignment will maintain or enhance the educational program. Such assignments will not be made where one member of the family will have supervisory or evaluative responsibilities over another member. Should conflicts or relationships develop that create school-community or intra-staff problems, the Administration reserves the right to make such administrative transfers as is necessary to resolve the problem.

The Superintendent or designee reserves the right to appoint employees to "acting" and "interim" positions on a temporary basis. For the purpose of this policy an "acting" position is defined as one in which the appointee will carry out or perform the duties of another, when the incumbent is unavailable to do so; such as during a period of a leave of absence. An "interim" position is defined as one in which the appointee is placed to serve temporarily within a vacant position until a permanent replacement can be elected or appointed. Employees appointed in "interim" positions must apply for full time consideration of the position and will not be permanently placed into the position without following the policies of job postings and hiring.

For more detailed information the negotiated agreements should be consulted.

Adopted: November 1982

Revised:

Reference: TCTA Negotiated Agreement 2012

CREATION / DELETION OF PROFESSIONAL AND  
SUPPORT STAFF POSITIONS

**PURPOSE:** To establish the process for creating and deleting professional and support staff positions.

All professional and support staff positions will be created or deleted by the Board on recommendation from the Superintendent or designee. A completed create/delete request must be submitted to the Human Capital Department, Director of Compensation and Benefits. Upon receipt, the request will be submitted to the Job Classification Review Committee for staffing and approval. All new positions must have final board approval before posting the position. The Superintendent or designee will maintain an up-to-date record of all positions, via the official Tulsa Public Schools organizational chart.

An increase in duties or an addition/change to a job description as a basis for a recommendation for increased compensation will be deemed to be a "new" position.

Adopted: February 1999  
Revised: