



AGENDA

Special Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, April 1, 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 Hale High School JROTC under the direction of Major Mike Maguffee.
- 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.

No minutes submitted.

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. ANNOUNCEMENTS

The next meeting of the Board of Education will be held on Monday, April 22, 2013, at 6:30 p.m. in the Cheryl Selman Room, at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

N. MOTION AND VOTE TO ADJOURN

E. CONSENT AGENDA - Motion and vote on recommendations

Note: With the exception of student trips and routine staffing items, Consent items appeared on the previous regular meeting's Agenda as Information Agenda items unless otherwise indicated.

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

- E-1.** RECOMMENDATION: Approve the request to the Oklahoma State Department of Education for deregulation of OAC 210:35-5-71 (staffing) for Project ACCEPT TRAICE Elementary School.

RATIONALE: Project ACCEPT TRAICE Elementary School currently has no assigned library media specialist. In order to maximize student learning for students, all library media resources have been distributed to Project Accept TRAICE Elementary School's classrooms on an age-appropriate basis. Site teachers are responsible for monitoring and facilitating normal resource circulation. It is the intent to adjust Project Accept TRAICE's staffing plan for the 2013-2014 school year to comply with the staffing requirements specified in OAC 210:35-5-71.

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

- E-2.** RECOMMENDATION: Approve 130 Carver Middle School seventh-grade students to travel to Kansas City, Missouri, to participate in *Thrill U-Education Week* at World's of Fun, May 10, 2013.

COST AND FUNDING: The total cost not to exceed \$19,000 will be paid from Carver's school activity fund #559.

RATIONALE: At World's of Fun, students will focus on world cultures as they participate in *Thrill U-Education Week* and *The Festival of Music*. Students will compare and contrast common characteristics of world cultures.

- E-3.** RECOMMENDATION: Approve Will Rogers JROTC students to travel to Rogers, Arkansas, to participate in the Daisy Air Rifle Championship, July 1-3, 2013.

COST AND FUNDING: The total cost not to exceed \$1,200 will be paid from Rogers' JROTC school activity fund #564.

RATIONALE: The competition helps build leadership and teamwork skills by providing cadets the opportunity to observe and interact with other teams around the country.

- E-4.** RECOMMENDATION: Approve East Central High School students to travel to Orlando, Florida, to attend the Business Professional Association National Convention, May 7-12, 2013.

COST AND FUNDING: The total cost not exceed \$4,000 will be paid from East Central High School's activity fund #507 and Career Tech.

RATIONALE: The East Central students are the District's only students who qualified to go to the Business Professional Association's national competition of small business management teams. The convention offers an amazing opportunity for students in addition to competing against other schools from around the country.

- E-5.** RECOMMENDATION: Approve 25 Memorial High School band students to participate in the Heritage Instrumental Music Festival in Dallas, Texas, April 18-21, 2013.

COST AND FUNDING: There is no cost to the District. All expenses will be paid from the Memorial Band Booster Club.

RATIONALE: The festival allows students to perform and receive feedback from performances.

- E-6.** RECOMMENDATION: Approve Washington High School's speech and debate team to travel to Chicago, Illinois, to participate in the Tournament of Champions Extemporaneous Tournament, May 3-5, 2013.

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

RATIONALE: This is an extremely worthwhile learning experience for students. Competing on a high level will provide national recognition for the school and the District.

- E-7.** RECOMMENDATION: Purchase advanced placement (AP) tests from Advanced Placement Services for AP tests to be administered at Washington High School May 1-25, 2013.

COST AND FUNDING: The total cost not to exceed \$68,975 will be paid from Washington's school activity fund #529. Tests are prepaid by students at a cost of \$89 each.

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

E-8. RECOMMENDATION: Enter into a contract with Disney Youth Programs for hotel accommodations for Edison Middle School chorus students to compete in the All American Music Festival in Orlando, Florida, May 29-June 2, 2013.

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

COST AND FUNDING: The total cost not to exceed \$3,559.50 will be paid from Edison'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.

E-9. RECOMMENDATION: Enter into a contract with Tulsa Embassy Suites Hotel to provide a room and catering for Hale High School's annual JROTC military ball and awards ceremony on May 10, 2013.

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

COST AND FUNDING: The total cost not to exceed \$896.70 will be paid from Hale's school activity fund #564.

RATIONALE: Hale's JROTC has hosted the annual military ball, which is the culminating activity for students participating in JROTC, for the past 18 years.

E-10. RECOMMENDATION: Enter into a contract with the Tulsa Convention Center to host East Central High School's senior prom, May 4, 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 \$1,000 will be paid from East Central High School's school activity fund #878.

RATIONALE: The senior prom is a celebration by students and parents for the completion of twelve years of school and is intended to promote a sense of togetherness right before graduation.

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

E-11. RECOMMENDATION: Enter in to a contract with Greg Tang of Creative Smarts, Inc., Cambridge, Maryland, to provide Common Core Math training for elementary teachers during the 2013-2014 school year.

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

COST AND FUNDING: The total cost not to exceed \$13,000 will be paid from 11-0000-2213-503200-000-000000-000-06-044.

REQUISITION NUMBER: 41300347

RATIONALE: The workshop will increase teacher depth of knowledge for Common Core Mathematics Standards. The focus will be to increase teacher content knowledge, introduce new teaching methods, and coordinate teaching strategies across kindergarten through sixth grade levels . It will identify key areas of the curriculum, coordinate skill development across grade levels, and give teachers the tools and confidence to make math more meaningful for students.

E-12. RECOMMENDATION: Increase the contract approved on the July 2, 2012, Agenda, item E-86, with Kim Collier of Educational Consulting Services, Edmond, Oklahoma.

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 increase amount not to exceed \$6,000 will be paid from the East Central High School SIG 1003G Grant Fund, 11-5370-2213-503200-494-000000-000-05-710-5370.

REQUISITION NUMBER: 41300004

RATIONALE: This will provide technical assistance and training to administration and faculty at East Central High School through awareness training, implementation strategies, and continuous improvement design. It will also provide professional development activities to administration and faculty at the site throughout the school year to improve teaching and learning skills.

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

E-13. RECOMMENDATION: Amend the procurement card contract with J P Morgan Chase Bank, N.A., dated September 2010 to modify the rebate incentives section.

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

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

RATIONALE: The District holds the contract and is the lead member of a group of 32 cities and political subdivisions, higher ed institutions and school districts in Oklahoma utilizing the procurement card contract. Currently, the entire rebate for an individual entity is forfeited when the average annual remittance processing is not timely. This revision will preserve some of the earned rebate for the entity by adding an "Average Fileturn De-Escalator" factor to the rebate structure. The District receives over \$300,000 in annual revenue as a result of the procurement card program.

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

E-14. RECOMMENDATION: Approve Amendment Number Three to the construction management contract with Vargas Construction, approved on the June 20, 2011, Agenda, item E-124, establishing the guaranteed maximum price (GMP) for phase three of the Eisenhower International School relocation project at the Nimitz site.

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 \$1,840,678 will be paid as follows: \$1,400,000 will be paid from the Facilities Bond Fund, 35-1220-4700-504500-000-000000-000-12-565; and \$440,678 will be paid from the Library Construction Bond Fund, 35-1522-4700-504500-000-000000-000-12-565. This project is contingent upon the sale and receipt of 2013(A) Bond funds.

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

E-15. RECOMMENDATION: Approve the deduction change order number two with Nabholz for the classroom addition at Skelly 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 \$47,655.50. The original amount of the guaranteed maximum price was \$1,931,288.79.

REQUISITION NUMBER: 21101004 and 21205288

RATIONALE: The allowances in the original contract were not all used during this project.

E-16. RECOMMENDATION: Enter into a contract with Lighthouse Electric, Inc., the lowest responsible bidder, to provide lighting for the new parking lot at the Wilson Teaching and Learning Academy.

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

COST AND FUNDING: The total cost not to exceed approximately \$24,500 will be paid from the applicable fund/account.

RATIONALE: Lighting is needed for the new parking lot at the Wilson Teaching and Learning Academy.

E-17. RECOMMENDATION: Correct item E-8 of the March 4, 2013, Agenda as follows: Extend the contract approved on the June 18, 2012, Agenda, item E-19, with Securadyne of Texas, LLC, to provide security cameras and access control to various sites.

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

COST AND FUNDING: The total amount not to exceed \$861,560.98 will be paid from the Facilities Bond Fund, 31-1215-4700-504500-000-000000-000-12-037.

REQUISITION NUMBER: 41300335

RATIONALE: The name of the vendor was spelled incorrectly and the wrong Agenda was referenced. The purpose of this item is to correct both.

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

E-18. RECOMMENDATION: Approve position creations/deletions.

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

E-19. RECOMMENDATION: Approve routine staffing items.

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

E-20. RECOMMENDATION: Enter into a one-year agreement with Cambridge Education for the pilot implementation of Tripod student surveys to provide teachers with student feedback on classroom teaching and student engagement in order to improve their instructional practices.

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

COST AND FUNDING: The total cost not to exceed \$30,000 will be paid from the Civic Donor Fund, 11-0844-2340-503200-100-000000-000-05-093-0844.

RATIONALE: The Tripod student survey pilot project will provide the District's teachers with direct aggregated feedback from students to reflect on and improve teaching practices. Per the Measures of Effective Teaching (MET) Project, student feedback has been shown to be a reliable measure of teacher effectiveness and can raise overall reliability when combined with other measures of teacher effectiveness, such as value-added estimates and qualitative evaluation data. Cambridge Education will provide reporting to teachers as well as anonymous classroom data to school and District administrators that can inform professional development decisions at individual schools. It will also provide the District's teachers and the Office of Teacher/Leadership Effectiveness with an opportunity to gauge the instrument's suitability for implementation in 2013-2014 as a possible evaluation metric under Senate Bill 2033's Other Academic Measures (OAMs).

E-21. RECOMMENDATION: Enter into a contract agreement with Mid-continent Research for Education and Learning (McRel), Denver, Colorado, to train District administrators on the Balanced Leadership Principal Evaluation System March 25, 2013, through March 27, 2013.

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 \$12,800 will be paid from the Teacher/Leadership Effectiveness Fund, 11-3080-2213-503200-277-000000-000-05-093-3080.

RATIONALE: The intent of this training is to build capacity in District administrators to replicate and scale McREL's Principal Evaluation Overview Training Session across the District to building-level leaders and others identified by the District. This is one of three state-adopted frameworks for evaluating principals and assistant principals.

E-22. RECOMMENDATION: Enter into an agreement with Tulsa Community College (TCC) for the purpose of establishing a partnership with the Early Childhood Education Department to allow student observers into the District's early childhood classrooms.

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.

RATIONALE: The District provides the authorization, supervision, and instruction of TCC student observers participating in TCC's Early Field Experience for Elementary Education activities. The District support and partnership enhances our ability to recruit many of these students into early childhood vacancies while providing a meaningful learning experience into an urban schools environment.

E-23. RECOMMENDATION: Renew the contract with Battelle for Kids (BFK) to provide consultation and services in the area of student value added data analysis to develop cohesive professional learning opportunities aligned to the Teacher Leader Effectiveness framework.

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 \$234,000 will be paid from the Civic Donor Fund, 11-0844-2340-503200-100-0000000-000-05-093-0844.

REQUISITION NUMBER: 41300341

RATIONALE: Part of the District's improvement plan is to implement initiatives based on strategic goals. This continued partnership with Battelle for Kids will allow the District to further the work already in progress with regards to performance management, teacher and leader effectiveness and other areas. Battelle for Kids is a nationally recognized education reform nonprofit organization that has successfully supported districts in developing the tools and resources for measuring student growth and evaluating educator effectiveness.

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

E-24. RECOMMENDATION: Enter into an agreement with the President and Fellows of Harvard College, also known as the Harvard Corporation (Harvard) which is the contracting party for Education Innovation Laboratory (EdLabs) to provide services for programmatic practices to accelerate student growth to low-performing schools predominantly within the McLain High School feeder pattern. This agreement will run from April 2, 2013, through June 30, 2013.

FURTHER RECOMMEND: The attorneys for the School District create 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 amount not to exceed \$80,000 will be paid from the Civic Donor Fund, 11-0844-2213-503200-100-0000000-000-05-093-0844.

RATIONALE: Dr. Ronald Fryer is a celebrated economist at Harvard University and the founder of EdLabs. EdLabs' goal is to provide policy-makers and practitioners with evidence-based solutions that will improve student achievement for all children and, in time, close the academic achievement gap that persists within the District. EdLabs approach of putting academic research into practice to create a learning feedback loop makes this work very different from a traditional approach to educational reform.

F. ACTION AGENDA - Motion and vote on each recommendation

No items submitted.

G. INFORMATION AGENDA

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

- G-1.** RECOMMENDATION: Amend the contract with the Community Action Project of Tulsa County, Inc. (CAP) approved on the September 17, 2012, Agenda, item E-3 reducing the amount of funding for the Oklahoma Parents as Teachers (OPAT) Grant to \$84,000 to partially fund the OPAT program, which will require a 25 percent match of cash or in-kind services by the District.

FURTHER RECOMMEND: The attorneys for the School District prepare the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the School District, and the proper administrative officials of the District be authorized to submit the grant application.

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

REQUISITION NUMBER: 41300217

RATIONALE: The original Agenda item included carryover funds from FY12. The item is revised to include only current year OPAT funds in the amount of \$84,000.

- G-2.** RECOMMENDATION: Purchase the DBQ Project Mini-Q Volume 1 and Volume 2 binders with the provision of teacher training from the DBQ Company, Evanston, Illinois, in order to support and enhance US History instruction and Common Core/Oklahoma C3 State Social Studies standards of instruction at the fifth, eighth, and high school levels.

COST AND FUNDING: The total cost not to exceed \$36,000 will be paid from the Teaching American History Grant as follows. Materials in an amount not to exceed \$27,378 to be paid from 11-7751-2213-506410-000-000000-000-05-093-7751; and training in an amount not to exceed \$8,000 to be paid from 11-7751-2213-503600-000-000000-000-05-093-7751.

REQUISITION NUMBER: 11314399

RATIONALE: The DBQ Project will be used to enhance teacher historical content knowledge and increase student critical thinking, writing, and reading skills in US History classrooms, regardless of a student's competency and/or ability. All three skills are critical components of Common Core and Oklahoma State Social Studies C3 literacy standards at both the elementary and secondary levels.

G-3. RECOMMENDATION: Purchase up to 140 Active Classroom licenses with one day of professional development training (at no extra cost) from Social Studies School Service, Culver City, California, for District administration and teacher use.

COST AND FUNDING: The total cost not to exceed \$120,000 will be paid from the Teaching American History Grant Fund, 11-7751-2213-505300-000-000000-000-05-093-7751.

REQUISITION NUMBER: 11314412

RATIONALE: Active Classroom is a web-based US History curriculum support tool. The purchase of classroom licenses and the one day of professional development training at no extra cost will be used to support and enhance US History instruction and Common Core/Oklahoma C3 State Social Studies standards of instruction at District sites at the fifth grade, eighth grade, and high school level. Active Classroom will provide research-based best practice methods that align with District and state C3, Common Core literacy, and PALS standards.

G-4. RECOMMENDATION: Enter into a Memorandum of Understanding with the Tulsa City-County Health Department to present "Making Proud Choices: A Safer-Sex Approach to HIV/STDs and Teen Pregnancy Prevention."

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

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

REQUISITION NUMBER: 41300353

RATIONALE: The 13-session voluntary program provides students with the knowledge, confidence, and skills necessary to reduce the risk of contracting sexually transmitted diseases (STDs), the Human Immunodeficiency Virus (HIV), and teen pregnancy. The curriculum is taught by trained educators from the Tulsa City-County Health Department.

G-5. RECOMMENDATION: Purchase printing of school testing materials from Meeks Lithographing Company, Tulsa, Oklahoma.

COST AND FUNDING: The total cost not to exceed \$27,000 (an increase over the original projection of \$20,000) will be paid from the Curriculum and Instruction Fund, 11-0000-2240-505500-000-000000-000-06-070.

REQUISITION NUMBER: 21306526

RATIONALE: The printing of formative assessments needed as part of the implementation of the District's Strategies for Student Success Plan. Due to limited capacity of the District's Print Shop, these assessments were outsourced.

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

G-6. RECOMMENDATION: Revise School Board Policies as listed.

3605 - Educational Services for Students Under: Section 504
9102 - Research by Individual and/or Institutions

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

RATIONALE: Revision of policies serves to align with current legislation and internal practices.

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

G-7. RECOMMENDATION: Approve a letter of intent expressing the mutual intention to negotiate the terms of an agreement between the District and the Oklahoma School for the Visual and Performing Arts Foundation for the option to purchase the real estate and improvements commonly known as the Roosevelt Elementary School located at 1202 West Easton, Tulsa, Oklahoma.

FURTHER RECOMMEND: The attorney for the school District prepare the letter of intent and the President of the Board of Education be authorized to execute the letter on behalf of the District.

RATIONALE: The Oklahoma School for the Visual and Performing Arts Foundation will operate a performing arts school for grades 9-12. Roosevelt was declared surplus on June 6, 2011, and placed for sale in accordance with surplus sale procedures set forth in OKLA.STAT., Title 70, Section 5-17(11) and Board Policy 5402. Bids received were rejected on October 3, 2011, and the property is currently for sale.

G-8. RECOMMENDATION: Adopt the 2013-2014 District Staffing Plan.

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

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

G-9. RECOMMENDATION: Enter into an architectural services contract with GH2 Architects for the redesign of the restroom additions at ECDC Bunche.

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 \$28,340 will be charged to the Facility Bond Fund.

RATIONALE: The location of the new restrooms was changed to better serve the early childhood program.

G-10. RECOMMENDATION: Approve Supplemental Number Four and Number Five to the master agreement with Trigon Construction Company to provide construction management services for the interior renovations at East Central and Rogers high schools.

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

COST AND FUNDING: The total cost not to exceed approximately \$2,800,000 (\$2,000,000 for East Central High School and \$800,000 for Rogers College High School) will be paid from the applicable fund/ account.

RATIONALE: The employment of a construction manager is necessary to successfully complete both projects during the summer break.

G-11. RECOMMENDATION: Assign the contract for the interior renovation of East Central High School to Trigon Construction, the construction managers at risk on the project.

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

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

G-12. RECOMMENDATION: Award the contracts for the interior renovation at East Central High School for the following trades.

- Architectural woodwork
- Demolition
- Door hardware material
- Drywall ceiling and wall protection
- Epoxy flooring
- Flooring
- Interior signage
- Metal lockers
- Paint and wall covering
- Rough carpentry installation
- Wood doors material

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

COST AND FUNDING: The total amount not to exceed approximately \$2,000,000 will be paid from the applicable fund/account.

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

G-13. RECOMMENDATION: Approve Amendment Number Five to the construction management contract with Trigon Construction Manager approved on the April 2, 2012, Agenda, item E-15, establishing the guaranteed maximum price (GMP) for the renovation project at East Central High 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 \$2,000,000 will be paid from the Facility Construction Bond Fund.

RATIONALE: Renovating the existing East Central High School is part of the 2010 bond issue.

G-14. RECOMMENDATION: Purchase four network copiers for Kendall Whittier Elementary School from the best and most responsive bidder.

COST AND FUNDING: The total cost not to exceed \$30,000 will be paid from the Bond Technology Fund, 31-1120-1000-506530-100-000000-000-07-251.

REQUISITION NUMBER: 11309879

RATIONALE: This purchase provides new equipment training, readily available repair parts stock, and skilled services as needed.

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

G-15. RECOMMENDATION: Approve position creations/deletions.

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

G-16. RECOMMENDATION: Amend the contract with Efficacy-Based Technical Assistance, LLC (EBTA) Principal - Gene Kleindienst approved on August 6, 2012, Agenda, item E-6 to increase the amount to be paid from the Civic Donor Fund.

FURTHER RECOMMEND: The attorneys for the District amend 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 \$262,000 (an increase of \$32,000) \$100,600 (unchanged) will be paid from the Title IIA Fund, 11-5410-2213-503600-000-000000-000-05-093-541; \$63,400 (unchanged) will be paid from the TLE Group Account Fund, 11-0848-2340-503200-000-000000-000-05-093-0848 and \$98,000 (an increase of \$32,000) will be paid from the Civic Donor Fund, 11-0844-2340-503200-100-000000-000-05-093-0844.

RATIONALE: There is a need to provide additional technical assistance to ensure the continued implementation of the various components of the Teacher and Leader Effectiveness Initiative. Additional deliverables will include consulting services related to the planning and implementation of whole-school improvement efforts aligned with the TLE initiative and other District priorities, as well as technical assistance in human capital process development.

G-17. RECOMMENDATION: Approve payment to Relay Graduate School of Education for up to two principals to participate in the Principal Academy Fellowship as part of the District's leader effectiveness efforts to support principal leadership development.

COST AND FUNDING: Total cost not to exceed \$30,000 will be paid from the Civic Donors Grant Fund, 11-0844-2340-508600-000-000000-000-05-093-0844.

RATIONALE: Participation in the Relay Graduate School of Education Principal Academy is the latest addition to the leadership development opportunities offered through the District's Leadership Development programs, coordinated by the Office of Teacher and Leader Effectiveness. The Principal Academy consists of a 12-day summer program and four weekend intercessions during the 2013-2014 school year and focuses on increasing participants capacity as instructional leaders. The program includes intensive professional development in foundational areas aligned with the District's priority expectations for principals such as observation and feedback, building a culture of high expectations and using data to improve student learning.

SUPPORTING INFORMATION

CONSENT ITEM E-18

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
<p>Director of Tulsa Promise Neighborhoods-ESC/Deputy Superintendent</p> <p><i>Annual Budget Impact:</i> \$67,400 min. – \$101,200 max.</p> <p><i>Funding Source:</i> 11-0590-501210-0000-000000-109-05-093-0590</p>	<p>BL-10 12 Months</p>	<p>Lead, manage and support all aspects of urban school reform for the TULSA PROMISE NEIGHBORHOODS (TPN) Initiative. The TPN school reform initiatives include supporting education reform at six District sites: Kendall-Whittier Elementary, Sequoyah Elementary, Eugene Field Elementary, Clinton Middle School, Rogers College High School and Webster High School. Plan and oversee both short- and long-term school reform initiatives including, but not limited to, implementing/integrating programming models, budgeting, accountability, and strategic planning.</p>
<p>Data Analyst, Tulsa Promise Neighborhoods-ESC/ Associate Superintendent</p> <p><i>Annual Budget Impact:</i> \$30,200 min. – \$45,200 max.</p> <p><i>Funding Source:</i> 11-0590-501210-0000-000000-305-05-093-0590</p>	<p>BL-3 12 Months</p>	<p>Support the Tulsa Promise Neighborhoods Initiative efforts with data collection, analytical competency, database management, and research development.</p>
<p>Science, Technology, Engineering, Mathematics (STEM) Specialist-ESC/College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$42,247 min. – \$72,257 max.</p> <p><i>Funding Source:</i> 11-4210-2120-501110-340-840000-203-05-093-4210</p>	<p>Teacher's Salary Schedule 12 months</p>	<p>Provide leadership and management to the STEM Health, and Agricultural programs. Implement Project Lead the Way curriculum and testing. Assist teachers with Career Tech student organizations. Assist teachers with grants and technology. Assist with Career Tech inventory and requisitions (orders). Assist with professional development. Represent the College and Career Readiness Office with advisory groups.</p>

Delete:

Position	Salary/Grade	Duties
College and Career Readiness Transition Specialist-ESC/College and Career Readiness	Teacher's Salary Schedule 12 months	Work with the Executive Director of High School Reform to build relationships with colleges and universities so that students of the District can start enrolling in more concurrent classes. Develop additional programs at the middle schools to help students transition into high school. Every effort will be made to lower the dropout rate and improve college attendance rate.
<i>Annual Budget Impact:</i> \$42,247 min. – \$72,257 max.		
<i>Funding Source:</i> 11-4210-2120-501110-340- 840000-203-05-093-4210		

SUPPORTING INFORMATION

CONSENT ITEM E-19

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Bates, Billie	3/26/13	B-14	\$ 8,724.03	Teacher-MacArthur/Grade 3 Rate: \$39,370.00 Return from leave
Enochs, Elizabeth	3/28/13	M60-28	11,606.45 762.90	Counselor-Washington Rate: \$ 55,209.06 Counselor Return from leave
Furr, Tiffany	3/25/13	B-3	7,750.00	Teacher-Peary/Kindergarten Rate: \$34,100.00 Return from leave
Polonchek, Amy	4/08/13	BL-14	37,239.54	Chief of Staff-ESC/Office of the Superintendent Rate: \$160,400.00
Support (Hourly):				
Archie, Chelsea	3/08/13 5/23/13	IS-6	\$ 10.81	Teacher Assistant (TA)- Hoover
Castro Garcia, Edwin	3/11/13 6/30/13	MT-3	8.94 .44	Custodian-Patrick Henry Shift differential
Chasteen, Mary	3/25/13 5/23/13	IS-10	13.11	Autism Paraprofessional- Memorial
Fletcher, Brandy	3/25/13 5/23/13	IS-10	13.11	Autism Paraprofessional-Lee Former Employee (f.e.)
Harris, Kewonna	3/27/13 5/23/13	IS-10	13.11	MD Paraprofessional-Central
Hollowell, Lekisha	3/18/13 5/23/13	MT-4	9.35	Bus Driver Trainee

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Lee, Beverly	3/25/13 5/23/13	MT-1	\$ 9.23	Child Nutrition Services (CNS) Assistant-Frost Return from leave
Liebenow, Katherine	1/14/13 5/28/13	CA-3	9.21	Clerk-Mitchell
Parks, Todd	3/18/13 6/30/13	MT-3	9.85 .49	Custodian-Plant Operations Shift differential
Redard, Anita	1/07/13 5/23/13	IS-6	11.87	Parent Involvement Facilitator-Memorial f.e.
Teasley, Khadijah	3/06/13 6/30/13	MT-3	8.94 .44	Custodian-Educare III Shift differential
Wade, Felecia	3/07/13 5/23/13	IS-6	10.81	TA-McLain
Waite, John	3/04/13 5/23/13	IS-6	10.81	TA-Celia Clinton
Wallace, Brandy	3/18/13 5/23/13	MT-4	9.35	Bus Driver Trainee
Ware, Laquesha	3/11/13 6/30/13	MT-3	8.94 .44	Custodian-Springdale Shift differential

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Mayfield, Stephen	Interim Chief of Staff-ESC/ Office of the Superintendent EL-6	4/02/13	\$ 101,121.00	\$ 25,078.00	Executive Assistant to the Associate Superintendent for Secondary Schools-Associate Superintendent of Secondary Schools EL-6 Rate: \$101,121.00 Interim Stipend
			16,968.00		
Support (Hourly):					
Cathey, Barbara	Custodian-Plant Operations MT-3	3/13/13 6/30/13	\$ 11.08	\$ 11.96	Head Custodian-Kerr MT-5
Christy, Linda	CNS Assistant-Edison MT-1 5.5hrs/day	3/04/13 5/23/13	9.12	9.12	6.5hrs/day
Dixon, Angie	CNS Cook II-Rogers MT-3	3/25/13 5/23/13	9.99	10.88	Assistant Manager-Rogers MT-6
Gillispie, Lindsey	Clerk-Carnegie CA-3	3/27/13 6/30/13	9.50	10.36	Registrar-Memorial CA-6
Ward, Charles	Paraprofessional Central Jr. High IS-6	11/07/12 5/23/13	10.81	13.11	ED Paraprofessional-Central Jr. High IS-10
White, Christie	CNS Cook II-Skelly MT-3	3/25/13 5/23/13	9.71	10.58	Assistant Manager-Skelly MT-6
Youtsey, Bonnie	Registrar-Memorial CA-6 1-CI	3/26/13 6/30/13	12.50	13.46	Accountability Specialist-ESC/ District Accountability CA-8 1-CI

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
Certificated/Administrative:			
Chorette, Charilyn	3/25/13	Teacher-Patrick Henry/ Special Education	Personal illness
Fowler, Shannon	3/15/13	Teacher-Hoover/ Special Education	Personal illness
Goetz, Amy	3/25/13	Teacher-McKinley/Special Education	Personal illness
Henley, Colby	4/11/13	Teacher-Kerr/Enrichment	Maternity
Support (Hourly):			
Gaines, Latasha	3/27/13	Bus Driver-Transportation	Personal illness
Konkler, Patricia	3/07/13	Clerk-East Central Jr. High	Personal illness
Suggs, Steven	3/07/13	ED Paraprofessional- Edison	Personal illness
Walker, Sharon	2/19/13	CNS Assistant-Frost	FMLA

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Bottoms, Barbara	3/27/13	Manager-ESC/Human Capital
Campbell, William III	3/18/13	Teacher-Memorial/Science
Duran, Lindsey	3/04/13	Teacher-Marshall/Kindergarten
Garshasb, Farideh	3/25/13	Teacher-McLain/Science
Phillips, Dan	6/30/13	Teacher-Central/PE
Washington, Kenya	3/14/13	Counselor-Hawthorne
Support (Hourly):		
Aguilar, Noe	3/12/13	Painter, Plasterer Craftsperson-Maintenance
Barboza, Efren	3/15/13	Grounds Journeyperson-Maintenance
Brogan, A'Neal	3/29/13	TA-Lewis and Clark
Clark, Janet	2/27/13	Custodian-Patrick Henry
Coates, Jean	3/25/13	Site Supervisor-Eisenhower/ Before and After Care
Cone, Suzanne	3/11/13	Bus Driver Trainee
Davis, Felicity	3/11/13	Paraprofessional-Lewis and Clark
Delfino, Fredrick	3/06/13	Bus Driver Trainee
Fields, Dorecia	3/15/13	Bus Driver
Griggs, William	3/05/13	Bus Driver
Hanson, Shannon	2/20/13	Paraprofessional-Anderson
Mayfield, Heather	3/14/13	TA-McClure
Patrick, Crystal	3/25/13	TA-Patrick Henry
Sango, Kelvin	3/13/13	Paraprofessional-Webster

RESIGNATIONS - Continued

Name	Effective Date	Assignment
Smith, Michelle	3/18/13	Bus Driver Trainee
Tanyan, Alicia	3/29/13	TA-Lindbergh
Wilson, Cathy	5/23/13	CNS Assistant-Salk

RETIREMENTS

Name	Effective Date	Assignment
Certificated/Administrative:		
Albert, Lhonda	6/30/13	HC Project Administrator-ESC/Human Capital
Barnes, Carole	6/01/13	Teacher-Memorial/Language Arts
Campbell, Gayle	6/01/13	Teacher-Edison/Special Education
Daily, Lawton	6/01/13	Teacher-East Central/Math
Hill, Victoria	6/01/13	Psychologist-ESC/Special Education
Hotaling, Cathye	6/01/13	Teacher-Thoreau/PE
Meeks, Margaret	6/01/13	Teacher-Hale/Special Education
Schrimsher, Morine	5/24/13	CNS Manager-Kerr
Simmons, Eileen	6/01/13	Wise Coach-Wilson/Teaching and Learning
Stevenson, Paul	6/01/13	Teacher-Edison/English, Gifted and Talented
Support (Hourly):		
Dassler, Linda	5/02/13	Paraprofessional-Peary
Hickman, Mary	6/30/13	Human Capital Finisher I-ESC/Human Capital

TERMINATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Assignment</u>
Support (Hourly):		
Martinez, Maria	2/28/13	Evening Custodian-Springdale
Nero, Karin	3/12/13	Bus Driver-Transportation

SUBSTITUTE AND TEMPORARY ELECTIONS

Substitute Teacher

Callands, Doris

ELL Access Tester

Cuadrado, Robert

Site Assistant-Before and After Care

Cornelius, Ashley

Tutor

Bell, Vicki

DRS Student Workers

Crocker, Phillip

Nixon, Dylan

Wimberly, Dunaria

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Campus Police Extra Duties – 11-0844-2660-501810-000-000000-961-05-093-0844

Pay campus police staff, to be named, @ \$16/hr. (total not to exceed \$9,000) to work at each of the three secondary summer school sites.

Memorial Baseball – School Activity Fund #538

Pay the following stipends (total not to exceed \$2,250) to provide training/coaching for Memorial High School's baseball team during the 2012-2013 spring semester. There is no cost to the District. Funds have been received from the Memorial Baseball Boosters. Payment to each coach is to be paid in one payment.

Steven Irvine Jr - \$1000

Chris Armstrong - \$1250

Park Micro Society - 1-11-0000-50-1000-1700-100-0000-000-07-350

Pay Beatriz Smith, certified staff, a total not to exceed \$900 to provide services as Micro Society Coordinator for Park Elementary School during the 2012-2013 school year.

Park Extra Duties - 1-11-0000-50-1000-1700-100-0000-000-07-350

Pay Theresa Guillory, certified staff, a total not to exceed \$300 to provide services as Safe and Healthy School Coordinator for Park Elementary School during the 2012-2013 school year.

TFA Summer Institute - 11-5118-2213-501700-494-000000-210-05-093-5118

Pay certified teachers, to be named, @ \$23/hr. (total not to exceed \$215,000) to serve as Faculty Advisors who will be responsible for supervision of two classrooms and mentoring/ coaching of up to eight Teach for America Corps Members in June 2013.

TFA Summer Institute - 11-5410-2213-501700-000-000000-000-05-093-5410

Pay certified teachers, to be named, @ \$18/hr. (total not to exceed \$50,000) to attend professional development related to the Teach for America Summer Institute June 2013.

TFA Summer Institute - 11-5410-2573-501700-000-000000-000-05-093-5410

Pay site Principals, to be named, @ \$18/hr. (total not to exceed \$5,000) to attend professional development related to the Teach for America Summer Institute June 2013.

TFA Summer Institute - 11-5720-2573-501700-000-000000-000-05-093-5720

Pay Language Development coaches @ \$23/hr. (total not to exceed \$50,000) to provide coaching and support during the Teach for America Summer Institute June 2013.

TFA Summer Institute - 11-5118-2213-501700-494-000000-210-05-093-5118

Pay certified teachers, to be named, @ \$23/hr. (total not to exceed \$215,000) to serve as Faculty Advisors who will be responsible for supervision of two classrooms and mentoring/coaching of up to eight Teach for America Corps Members in July 2013.

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES - Continued

TFA Summer Institute - 11-5720-2573-501700-000-000000-000-05-093-5720

Pay Language Development coaches @ \$23/hr. (total not to exceed \$50,000) to provide coaching and support during the Teach for America Summer Institute July 2013.

TFA Summer Institute – 11-0844-2490-501700-000-000000-101-05-093-0844

Pay certified administrators, to be named, @ their current rate of pay (total not to exceed \$45,000) to work as site administrators at each of the 9 summer school sites.

TFA Summer Institute – 11-0844-2410-501700-000-000000-112-05-093-0844

Pay six certified administrators, to be named, a \$1,500 stipend (total not to exceed \$9,000) for assisting summer school leadership as a Principal Intern for the 2013 Summer Institute.

TFA Summer Institute – 11-0844-2490-501700-000-000000-601-05-093-0844

Pay support staff, to be named @ \$15/hr. (total not to exceed \$30,780) to work as site clerks at each of the 9 summer school sites.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

March 25, 2013 Agenda, page 38 – Correct funding source number

Eugene Field – 81-2921-7200-506810-000-000000-000-07-185

Pay Lindsey Lindberg, certified staff, a total not to exceed \$1,564 to provide Reading and Math lessons for spring Intersession during the school year 2012-2013.

February 25, 2013 Agenda, page 30 - Correct degree, step and contract amount

Elections

Name	Effective Date	Degree/ Step	Hourly Contract Amount	Assignment
Wagner, Shannon	1/24/13 5/23/13	IS-6	\$ 10.81	TA-Eliot

TULSA PUBLIC SCHOOLS

Policy 3605

EDUCATIONAL SERVICES FOR STUDENTS UNDER: SECTION 504 and Title II OF THE AMERICANS WITH DISABILITIES ACT

PURPOSE: To ensure the implementation of Section 504 of the Rehabilitation Act of 1973 and Title II.

The District recognizes its responsibility to children who are or may be qualified persons with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504) and Title II of the Americans with Disabilities Act ("Title II"). In an effort to ensure that "no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance."

The District will develop procedures that ensure the implementation of Section 504 of the Rehabilitation Act of 1973 and Title II, as amended, which pertains to public schools. The intent of these procedures will be to ensure that all students with disabilities, who are eligible under Section 504/Title II, have access to a free, appropriate public education (FAPE).

Adopted: July 2006

Revised:

Legal Reference: Rehabilitation act of 1973 Public Law 93-112

Rehabilitation Act Amendments of 1974: Public Law 93-516

Executive Order 12250, 45 FR 72995 of 11/2/80

Rehabilitation Act Amendments of 1992: Public Law 102-569

RESEARCH BY INDIVIDUALS AND/OR INSTITUTIONS

PURPOSE: To establish a process to support educational research.

The Board recognizes the vital relationship between education and research and the benefit to its educational programs and services as a result of quality research endeavors. While recognizing the value of educational research, the Board also has the responsibility to prevent undue disruption to the educational process, to protect the privacy rights of students and staff and to ensure compliance with state and federal law. Research must occur in the context of the District's primary obligations of improving the educational process and student learning.

All research to be conducted within the Tulsa Public School District and/or requests to receive and/or use student or staff data in research or for evaluation purposes must have prior written approval from the District's Research Review Board (RRB). The RRB shall adhere to the following principles:

1. The purpose of the research must be education related and directly linked to the mission of Tulsa Public Schools.
2. The study must demonstrate a tangible benefit to the District.
3. Compliance with the regulations of this policy.

Research subject to this policy includes: (1) independent research conducted by individuals, organizations, or agencies not affiliated with the District; (2) research conducted by District contractors in accordance with their contract with the District or a memorandum of understanding with a District, department, or school; (3) research conducted by District employees or contract staff for personnel purposes outside of their work duties during non-work hours, (e.g. research for the completion of a master's thesis or doctoral dissertation or for any other purposes); (4) educational product research conducted by a company or entity to study an educational product's effectiveness for potential use by the District; or (5) research participation expressly required by federal or state law

The District may establish reasonable fees to charge researchers for the review and evaluation of proposals and the compilation of data requests as outlined in the regulation of this policy.

Adopted: February 2005

Revised:

SUPPORTING INFORMATION

INFORMATION ITEM G-15

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
<p>Instructional Leadership Director (ILD)-ESC/Deputy Superintendent</p> <p><i>Annual Budget Impact:</i> \$78,300 min. – \$117,500 max.</p> <p><i>Funding Source:</i> (Pending Donor Funding)</p>	<p>EL-8 12 Months</p>	<p>Oversee the work of Innovation School principals. Provide daily coaching to principals on instructional practices according to best practices in whole-school transformation and the following leadership influences on student achievement: <u>for the school</u> - guaranteed and viable curriculum, challenging goals and effective feedback, parent and community involvement, safe and orderly environment, collegiality and professionalism; <u>for the teacher</u> - instructional strategies, classroom management, and classroom curriculum design; <u>for the student</u> - home environment, learned intelligence/background knowledge, motivation will support principal’s ability to also act as liaison between the schools and the District, maximizing the time and energy principals are able to spend in their buildings focusing on instruction and learning.</p> <p>Must have knowledge of District protocols to help principals navigate District-specific procedures, such as budgeting, teacher evaluation, and transportation, among others. The ILD will be held accountable for high standards of student growth in these schools.</p>

Position Creations – Continued

Create:

Position	Salary/Grade	Duties
<p>Academic Assistant Principal, Elementary- Anderson, Burroughs, Gilcrease, Penn, Springdale and Whitman</p>	<p>EL-1 190 days</p>	<p>Assist the Innovation Elementary School principal to address the following leadership influences on student achievement: <u>for the school</u> - guaranteed and viable curriculum, challenging goals and effective feedback, parent and community involvement, safe and orderly environment, collegiality and professionalism; <u>for the teacher</u> - instructional strategies, classroom management, and classroom curriculum design; <u>for the student</u> - home environment, learned intelligence/background knowledge, motivation.</p>
<p>(6 positions)</p>		
<p><i>Annual Budget Impact:</i> \$235,062 min. – \$353,097max.</p>		
<p><i>Funding Source:</i> (Pending Donor Funding)</p>		<p>Assist the school principal in serving as an instructional leader of the building staff to achieve and sustain high levels of student learning and growth. Observe teachers' classroom management, instructional practice, professional development pursuits, interpersonal and leadership skills, while identifying high- and low-effectiveness performers, and provide clear and actionable feedback, resources and support. Assist the school principal in leading the improvement of student achievement by implementing the Tulsa model for teacher observations and evaluation with high levels of fidelity. Collaborate with the principal to provide ongoing professional development for staff based on an analysis of feeder school/assigned building data, best practices and instructional research. Model and promote the continuous use of data to inform practice and drive decision-making and instruction with the counselors, teachers, students and parents in preparing learning plans for students.</p>

Position Creations – Continued

Create:

Position	Salary/Grade	Duties
<p>Academic Assistant Principal, Junior High - McLain Jr. High</p> <p><i>Annual Budget Impact: \$42,204 min. – \$63,221 max.</i></p> <p><i>Funding Source: (Pending Donor Funding)</i></p>	<p>EL-2 190 days</p>	<p>Assist the Innovation Junior High School principal to address the following leadership influences on student achievement. <u>for the school</u> - guaranteed and viable curriculum, challenging goals and effective feedback, parent and community involvement, safe and orderly environment, collegiality and professionalism; <u>for the teacher</u> - instructional strategies, classroom management, and classroom curriculum design; <u>for the student</u> - home environment, learned intelligence/background knowledge, motivation.</p> <p>Assist the school principal in serving as an instructional leader of the building staff to achieve and sustain high levels of student learning and growth. Observe teachers' classroom management, instructional practice, professional development pursuits, interpersonal and leadership skills, while identifying high- and low-effectiveness performers, and provide clear and actionable feedback, resources and support. Assist the school principal in leading the improvement of student achievement by implementing the Tulsa model for teacher observations and evaluation with high levels of fidelity. Collaborate with the principal to provide ongoing professional development for staff, based on an analysis of feeder school/assigned building data, best practices and instructional research. Model and promote the continuous use of data to inform practice and drive decision-making and instruction with the counselors, teachers, students and parents in preparing learning plans for students.</p>

Position Creations – Continued

Create:

Position	Salary/Grade	Duties
<p>Academic Assistant Principal, High School -McLain</p> <p><i>Annual Budget Impact: \$45,482 min. – \$68,181 max.</i></p> <p><i>Funding Source: (Pending Donor Funding)</i></p>	<p>EL-3 190 days</p>	<p>Assist the Innovation High School principal to address the following leadership influences on student achievement: <u>for the school</u> - guaranteed and viable curriculum, challenging goals and effective feedback, parent and community involvement, safe and orderly environment, collegiality and professionalism; <u>for the teacher</u> - instructional strategies, classroom management, and classroom curriculum design; <u>for the student</u> - home environment, learned intelligence/background knowledge, motivation.</p> <p>Assist the school principal in serving as an instructional leader of the building staff to achieve and sustain high levels of student learning and growth. Observe teachers' classroom management, instructional practice, professional development pursuits, interpersonal and leadership skills, while identifying high- and low-effectiveness performers, and provide clear and actionable feedback, resources and support. Assist the school principal in leading the improvement of student achievement by implementing the Tulsa model for teacher observations and evaluation with high levels of fidelity. Collaborate with the principal to provide ongoing professional development for staff, based on an analysis of feeder school/assigned building data, best practices and instructional research. Model and promote the continuous use of data to inform practice and drive decision-making and instruction with the counselors, teachers, students and parents in preparing learning plans for students.</p>

Position Creations/Deletions – Continued

Create:

Position	Salary/Grade	Duties
<p>Administrative Secretary-ESC/Human Capital</p> <p><i>Annual Budget Impact:</i> \$28,101 min. – \$37,918 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210- 000-000000-615-04-041</p> <p>NOTE: This position to be effective July 1, 2013.</p>	<p>CA-12 12 Months</p>	<p>Serve as secretary with minimal direction and maintain an efficiently operation office. Receive and screen callers in a professional, polite and tactful manner; give assistance on the operations of the office; refer callers to other employees, officials or departments when warranted. Assist with file maintenance. Maintain office equipment and inventory cabinets in an orderly manner for department use.</p>

Delete:

Position	Salary/Grade	Duties
<p>Human Capital Project Administrator-ESC/Human Capital</p> <p><i>Annual Budget Impact:</i> \$30,200 min. – \$45,200 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210- 000-000000-615-04-041</p> <p>NOTE: This position deletion to be effective July 1, 2013.</p>	<p>BL-3 12 Months</p>	<p>Manage multiple projects, using spreadsheets, efficiently and effectively in a fast paced environment and ensure the completion and follow-up thereof. Prepare reports, graphic presentations and other projects as requested. Provide intra/inter departmental assistance in the efficient management of the district. Receive phone calls in a professional, polite and tactful manner, and refer callers to other employees, officials or departments when warranted. Assist in the operation of the Human Capital Department. Maintain department records, filing systems and computer database applications as required. Access the internet according to district policy, for research on assigned projects. Prepare job postings and newspaper ads for administrative positions.</p>