



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, June 3, 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.

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 meeting 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. 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, June 17, 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: Renew the contract with Big Picture Learning to purchase professional development, technical assistance and coaching 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 \$281,750 will be paid as follows: \$140,875 will be paid from the Alternative Education Professional Development Fund, 11-0000-2213-503200-430-000000-000-16-076; and \$140,875 will be paid from the Federal Projects Fund, 11-3880-2213-503200-430-000000-000-05-745.

REQUISITION NUMBER: 41300385

RATIONALE: One initiative of the District is continuing the redesign of alternative services. The Tulsa Met Program has been designed with the philosophy of Big Picture schools. The design has transformed lives of students as only those most at risk for dropping out are served with a 96 percent graduation rate. Approximately the same percentage of these students attend college and about 80 percent of them complete college in four years. The recommended support will continue the redesign of educational services at the Tulsa Met Program (middle and high school) as well as other alternative sites.

E-2. RECOMMENDATION: Approve the Memorial High School girls' basketball team to travel to Pittsburgh, Kansas, to participate in the Pitt State Team Camp, June 12-14, 2013.

COST AND FUNDING: The total cost not to exceed \$400 will be paid from Memorial's school activity fund #540.

RATIONALE: Participation in the camp will allow student athletes to grow and prosper in a diverse environment by receiving quality training and by participating in practice games against other schools attending the camp.

E-3. RECOMMENDATION: Renew the unlimited web-based perpetual license from The American Education Corporation, Oklahoma City, Oklahoma, for A+ Anywhere Learning Systems (including training and tech support) for use by Tulsa Learning Academy students for the 2013-2014 school year.

COST AND FUNDING: The total cost not to exceed \$3,000 will be paid from the General Fund, 11-3330-1000-506430-430-000000-000-16-636.

REQUISITION NUMBER: 41300381

RATIONALE: The A+ Anywhere Learning Systems software program is an E-learning solution consisting of an instructional management system supported by significant core curriculum content for grades K-12 delivered through the Internet. State and national standards have been aligned to the A+ Learning System curriculum to the level of specific objectives.

ITEMS LISTED BELOW SUBMITTED BY CHIEF OF STAFF, MS. AMY POLONCHEK

E-4. RECOMMENDATION: Renew the contract with Nemadji Research Corporation to provide technical assistance as needed for the Oklahoma Medicaid Billing System (OKMBS) software 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 \$5,000 will be paid from the Medicaid Resources Federal Fund, 11-6980-2573-503200-000-000000-000-05-093.

REQUISITION NUMBER: 41300436

RATIONALE: This contract will ensure continued technical support of District OKMBS software. The programming modifications requested by the District may include program upgrades or system changes that are required for compliance with the Oklahoma Health Care Authority or programming modifications to improve the efficiency and effectiveness of the software program. A work order (including estimated cost) will be agreed upon prior to any programming modifications being completed. The technical support will be paid with reimbursed Medicaid funds. OKMBS software supports the efficient filing of claims and the Medicaid eligibility of District students. The OKMBS software supports the outreach efforts of the District and an efficient and effective District Medicaid Program.

E-5. RECOMMENDATION: Revise School Board policies as listed.

- 2201 - Student Residency
- 2202 - Student Admissions
- 2204 - Student Attendance
- 2406 - Promotion, Retention, and Failing Grades
- 7307 - Emergency Procedures Plan

RATIONALE: The revision of these policies serves to align with current legal language, practice, and District organization.

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

E-6. RECOMMENDATION: Approve an agreement between the District and Data Business Systems of CO, Inc. (DBS) to participate in the PayForIt online, website payments system until June 30, 2014. The term of the agreement will renew automatically for one year on July 1, 2014.

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 of the system not to exceed \$3,919.50 will be paid as follows: \$191.75 will be paid from the Child Nutrition Fund, 22-3850-3140-505990-700-000000-000-03-053; \$383.50 will be paid from the Before and After Care Fund, 11-0390-503300-000-000000-000-16-039; and \$3,344.25 will be paid from the Financial Services Fund, 11-2511-3300-000-000000-000-08-xxx.

REQUISITION NUMBER: 41300384

RATIONALE: The system allows parents to make purchases from items displayed on the District's web pages, accumulate the price of the purchases in a "shopping cart," and pay for the items using either their credit card or an online check. The system clears the credit card and check purchases and deposits the proceeds into the District's bank account. Reports from the system provide the administrative data needed to then credit the revenue back to the proper source of the sale. The system is used by Child Nutrition to allow parents to purchase meal tickets and by Before and After Care for tuition and registration payments as well as various other District programs.

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

- E-7.** RECOMMENDATION: Renew the contract with Asbestos Handles of Tulsa, Inc., Tulsa, Oklahoma, for asbestos abatement services as needed during the 2013-2014 school year for various sites throughout the District.

COST AND FUNDING: The total cost not to exceed \$250,000 will be paid from the applicable Bond and Building funds. Bond funding is contingent upon sale and receipt of August 2013 bond funds.

RATIONALE: The renovation of existing facilities requires the removal of asbestos containing materials before construction can start. Asbestos removal is an ongoing bond expense as required by the EPA.

- E-8.** RECOMMENDATION: Approve deduct change order number one with Trigon General Contractors and Construction Managers Inc. for the new athletic locker room facility at 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 amount of the deduction is \$47,342.77. The change order consist of \$43,004.71 for Phase 1 and \$3,338.07 for Phase II. The original amount of the guaranteed maximum price was \$2,138,251.88.

REQUISITION NUMBER: 41200018B and 11208685

RATIONALE: The allowances in the original contract were not used.

- E-9.** RECOMMENDATION: Approve deduct change order number one with Trigon General Contractors and Construction Managers Inc. for the new athletic locker room facility at Hale High School.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate document and 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 \$44,483.56. The original amount of the guaranteed maximum price was \$2,138,251.88.

REQUISITION NUMBER: 11208567

RATIONALE: The allowances in the original contract were not used.

E-10. RECOMMENDATION: Approve deduct change order number one with Trigon General Contractors and Construction Managers Inc. for the new athletic locker room facility improvements at the S.E. Williams Stadium.

FURTHER RECOMMEND: The attorneys for the School District review and approve the appropriate document and 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 \$14,833.60. The original amount of the guaranteed maximum price was \$1,231,569.21.

REQUISITION NUMBER: 41200018AB

RATIONALE: The allowances in the original contract were not used.

E-11. RECOMMENDATION: Approve deduct change order number two with Flintco, Inc. for the multipurpose facility addition at Edison 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 amount of the deduction is \$131,460. The original amount of the guaranteed maximum price was \$10,925,777.20.

REQUISITION NUMBER: 41300153BA

RATIONALE: The allowances in the original contract were not used.

E-12. RECOMMENDATION: Purchase furniture for East Central High School from Virco, Inc. per the District's purchase pricing agreement.

COST AND FUNDING: The total amount not to exceed \$75,000 will be paid from Facilities Bond Fund, 35-1220-4700-506540-000-000000-000-12-710.

REQUISITION NUMBER: 11317480

RATIONALE: The existing furniture at the school is in bad condition and is in need of replacement.

E-13. RECOMMENDATION: Purchase furniture for East Central High School, Eisenhower International School and Rogers College High from KI Inc. per the District's purchasing agreement.

East Central High School	\$190,000.00
Eisenhower International School	\$50,000.00
Rogers College High School	\$100,000.00
Salk Elementary School	\$57,857.00

COST AND FUNDING: The total cost not to exceed the following amounts will be paid as follows: \$190,000 will be paid from the Facilities Bond Fund, 35-1220-4700-506540-000-000000-000-12-710; \$50,000 will be paid from Facilities Bond Fund, 35-1220-4700-506540-000-000000-000-12-565; \$100,000 will be paid from Classroom Bond Fund, 31-1132-4700-506540-000-000000-000-12-730; and \$57,857 will be paid from Facilities Bond Fund, 35-1220-4700-506540-000-000000-000-12-402.

REQUISITION NUMBER: 11317489, 11317488, 11317481 and 11317487

RATIONALE: The existing furniture at the schools is in bad condition and is in need of replacement.

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

E-14. 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-15. RECOMMENDATION: Approve routine staffing items.

RATIONALE: Routine personnel actions implement the various human capital plans and priorities authorized by the Board of Education.

- E-16.** RECOMMENDATION: Enter into a licensing agreement through June 30, 2014, with SearchSoft Solutions, the provider of the software supporting the District's principal and assistant principal evaluation system McREL.

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.

REQUISITION NUMBER: 41300388

RATIONALE: The District selected the Balanced Leadership Principal Evaluation System of Mid-Continent Research for Education and Learning (McREL) as its principal and assistant principal evaluation system. The licensing agreement with SearchSoft Solutions will allow the District to use a cloud-based software platform to collect, review and report vital evaluation data. The licensing agreement will provide access to 40 evaluators and 120 principals and assistant evaluators. Online collection and reporting allows for more robust analytics and instant access to vital evaluation data concerning the effectiveness of the District's school leaders.

- E-17.** RECOMMENDATION: Enter into a memorandum of understanding with Teach For America, Inc. to host a summer institute for Teach For America corps members, wherein corps members in conjunction with Tulsa Public Schools' teachers will provide tuition-free summer instruction to District students.

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

COST AND FUNDING: Title 1 cost for stipends were previously approved on the April 1, 2013, Agenda , item E-19. Additional cost not allowable under Title 1 will be covered by Civic Donor Funds, stipends which have been previously approved on April 1, 2013, agenda item, E-19.

REQUISITION NUMBER: 41300383

RATIONALE: The District offers an annual summer education program to its students, and Teach For America conducts an annual summer training program for new corps members in which corps members are trained in pedagogy and teaching strategies and have the opportunity to teach in actual classroom settings. During the summer institute, Teach For America corps members in conjunction with Tulsa Public Schools' teachers will provide tuition-free innovative instruction to District students. The summer institute will mutually benefit the District and Teach For America.

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

E-18. RECOMMENDATION: Enter into contracts with Ricoh Americas Corporation, Tulsa, Oklahoma, to provide the two major components of a District-wide managed print services program. One contract will provide site multifunction devices (print, copy, scan, and fax) and support services and the other will provide for print shop management services.

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 fleet equipment cost will be charged to the appropriate Bond Fund, not to exceed \$3,700,000. The fleet supply/service costs will be charged based on a negotiated cost per copy and paid from the appropriate site General Fund. The annual Print Shop Managed Services cost of \$235,151 will be charged to General Fund, 11-0000-2530-50XXXX-000-000000-000-14-062.

RATIONALE: Managed print services is a proven approach to achieve cost savings and improve efficiencies and service. Directing volume to the most cost effective equipment and consolidating equipment into multifunction devices (MFDs) will reduce costs. Implementing a program to proactively provide toner supplies, guarantee four-hour turnaround on service of site equipment, and establish a centrally managed refresh program to replace aged equipment will dramatically improve support for the classroom and the District overall. The model for engaging third-party management of print shop services will provide online submission of print jobs to the print shop and timely delivery to sites upon completion. It will also guarantee staffing for periods of high demand and effectively leverage current resources. The vendor will manage within the current operating budget, and current employees will be encouraged to apply for employment with the chosen vendor.

E-19. RECOMMENDATION: Accept the proposal from Rich and Cartmill for excess workers' compensation insurance coverage through Safety National Casualty Corp.

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 estimated premium not to exceed \$208,000 will be charged to the Workers Compensation Fund, 83-0000-7400-505290-000-000000-000-04-041.

REQUISITION NUMBER: 41300049

RATIONALE: This provides workers' compensation specific and aggregate excess insurance through Safety National Casualty Corp.

E-20. RECOMMENDATION: Accept the proposal from Rich and Cartmill for insurance for blanket coverage for District employees and specifically, treasurers of the school activity funds throughout the District. The blanket limit is \$500,000 with \$5,000 per occurrence deductible; specific treasurer coverage is \$150,000 for high schools, \$40,000 for middle schools, \$15,000 for elementary schools and \$10,000 for all others with a deductible of \$1,000 per occurrence.

COST AND FUNDING: The total cost of approximately \$15,226 will be paid from the General Fund, 11-0000-2319-505250-000-000000-000-03-025.

REQUISITION NUMBER: 41300060

RATIONALE: This insurance covers all District employees.

E-21. RECOMMENDATION: Accept the proposal from Alternative Service Concepts, Oklahoma City, Oklahoma, for claims administration services associated with the District's liability insurance during the 2013-2014 school year for a flat fee.

COST AND FUNDING: The total amount not to exceed \$65,000, plus allocated loss expenses, will be paid from the General Fund, 11-0325-7930-505290-000-000000-000-03-025.

REQUISITION NUMBER: 41300063

RATIONALE: This insurance covers claims administration services connected to the liability insurance. The actual cost will be based on settled claims.

E-22. RECOMMENDATION: Accept the proposal from Rich and Cartmill for general liability insurance and School Board/Professional Liability with limits of liability as specified in the Governmental Tort Claim Act, with \$175,000 deductible per occurrence.

COST AND FUNDING: The total cost of approximately \$211,493 will be paid from General Fund, 11-0000-2319-505220-000-000000-000-03-025 and 11-0000-2720-505240-000-000000-000-03-025.

REQUISITION NUMBER: 41300064

RATIONALE: This insurance covers tort claims that the District receives.

E-23. RECOMMENDATION: Accept the proposal from Rich and Cartmill for insurance for property, fire and extended coverage on buildings and contents (where contents are insured, i.e., in the Education Service Center and Maintenance/Warehouse facility) as well as vehicle lot coverage, aka catastrophic vehicle physical damage coverage with a blanket limit of \$18,500,000 and a deductible of \$100,000 per occurrence.

COST AND FUNDING: The total cost of approximately \$709,905.50 will be paid from the Building Fund, 21-0000-2620-505230-000-000000-000-03-025.

REQUISITION NUMBER: 41300066

RATIONALE: This covers repair/replacement of buildings damaged/ destroyed by fire, acts of nature, etc.

E-24. RECOMMENDATION: Accept the proposal from Rich and Cartmill to provide bond coverage during the 2013-2014 school year.

COST AND FUNDING: The total cost not to exceed 2,794 will be paid from the General Fund, 11-0000-2511-505250-000-000000-000-03-025.

REQUISITION NUMBER: 41300067

RATIONALE: Surety bonds provide coverage for the Treasurer and Assistant Treasurer as well as five other District public official positions.

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: Purchase 340 iPads from Apple, Inc., Austin, Texas, and 340 iPad cases from the District vendor to support the literacy prevention and intervention instructional tools for teachers in grades PK-2.

COST AND FUNDING: The total cost not to exceed \$170,000 will be paid from the General Fund , 11-0167-506530-100-000000-000-06-070.

REQUISITION NUMBER: 11317568

RATIONALE: Teachers will utilize iPads to access literacy resources including actionable data and reports; strategic grouping; point-of-use teaching tools; instruction and planning; and ongoing professional development.

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

F-2. RECOMMENDATION: Approve a budgetary transfer of \$2,500,000 from the Reserve Fund and Project School House Savings Reserve to the Teaching and Learning for literacy and math prevention/intervention.

RATIONALE: This budgetary revision is a one-time transfer of funds to Teaching and Learning for literacy and math prevention/intervention materials and software licenses. This request is submitted for Board approval in compliance with Board Policy 5501.

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

- F-3.** RECOMMENDATION: Approve the following recommendations for openings and reorganizations of District schools in line with Phase III of Project Schoolhouse.

Centralized Enrollment Center: The Eisenhower building will become the centralized enrollment center to support all schools across the District and is scheduled for opening on January 6, 2014.

McLain Seventh Grade Academy: All seventh-grade classes at McLain Junior High/High School will move to the Alcott building at the beginning of the 2013-2014 school year.

Project Accept at Roosevelt: The Project Accept program will be expanded in the current Roosevelt building to house an additional 20 students at the beginning of the 2013-2014 school year. The program will also be assessed in 2013-2014 for an alternate location in 2014-2015, due to expected growth.

Rogers Annex TCC (Tulsa Community College): Remodeling 2nd floor classrooms at Rogers to replicate a college class room environment.

Monroe Dual Immersion Program: This program will be assessed for expansion and a location in 2013-2014. It will be ready for classes to begin the 2014-2015 school year.

FURTHER RECOMMEND: Adjust boundaries for the following sites.

Kendall-Whittier and Sequoyah Elementary Schools: Adjust boundaries to reduce overcrowding in Kendall-Whittier by moving attendance zone boundaries north of I-244 between North Lewis and North Peoria (east and west boundaries, respectively) and south of the BNSF/Union Pacific railroad tracks (north boundary) to the Sequoyah attendance zone.

Cooper Elementary School: Adjust the boundary to reduce overcrowding at Cooper by omitting the Metro Plex Garden Apartments (Lot 1, Block 2 Eastland Acres) making it a non-contiguous boundary and moving this attendance zone to the Columbus attendance zone.

RATIONALE: All changes are aligned with the Project Schoolhouse annual review to relieve overcrowding and increase the number of students being served and the number of opportunities offered at the various sites.

G. INFORMATION AGENDA

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

- G-1.** RECOMMENDATION: Approve an agreement with Community Service Council of Greater Tulsa to continue to support the research and resource development of Tulsa Community Schools through the Tulsa Area Community Schools Initiative (TACSI) during the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District prepare 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: 41300389

RATIONALE: The following 18 elementary schools have been identified as Tulsa Community Schools: Academy Central, Bell, Celia Clinton, Cooper, Eugene Field, Gilcrease, Hamilton, Hawthorne, Jackson, Kendall-Whittier, Marshall, McClure, McKinley, Park, Penn, Remington, Robertson, and Mark Twain. A community school's integrated focus on academics, health and social services, youth and community development with engagement leads to improved student learning, stronger families and healthier communities. Using public school sites as hubs, community schools bring together many partners to offer a range of supports and opportunities to children, youth, families and communities.

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

G-2. RECOMMENDATION: Purchase mathematic assessments for grades 4-9 and literacy prevention/intervention licenses, materials and supplies for grades PK-2 from Scholastic Inc., Charleston, Illinois.

COST AND FUNDING: Total cost not to exceed \$2.3 million will be paid from the General Funds as follows: Materials and Supplies 11-0167-506810-000-000000-000-06-070; Subscriptions/Licenses 11-0167-506530-000-000000-000-06-070.

REQUISITION NUMBER: 11317569

RATIONALE: To ensure mastery of all foundational reading skills of the Common Core, PK-2 instructional programs (BIG DAY and iREAD) will be aligned districtwide. The purchase of the mathematic assessments (SMI) for grades 4-9 will be utilized as a universal screener. Both instructional and assessment tools are permanent purchases and will enable educators to analyze student progress and inform instructional decision making.

ITEMS LISTED BELOW SUBMITTED BY CHIEF OF STAFF, MS. AMY POLONCHEK

G-3. RECOMMENDATION: Renew the contract with Oklahoma Health Care Authority (OHCA) to provide Medicaid reimbursement for the District during the school year 2013-2014.

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 the Federal Fund, 11-0698-5200-509300-239-000000-000-05-093.

RATIONALE: This contract will allow the District to file Medicaid claims for the reimbursement of state and local funds spent by the District for health related services to Medicaid eligible children. The District Medicaid program provides funding support for special education and health related programs through the expenditure of reimbursed Medicaid funds.

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

- G-4.** RECOMMENDATION: Approve the 2013-2014 Preliminary School Budget and Financing Plan which has been prepared in accordance with Section 5-154 of the School District Budget Act. The subject preliminary budget herewith presented to the Board of Education presents the details of the estimated revenue and expenditures that total \$_____ and \$_____ respectively for all appropriated funds.

FURTHER RECOMMEND: The Superintendent's publishing of the Budget Summary in the Tulsa Daily Commerce & Legal News be ratified and he be authorized to file such documents as are required to affect compliance with the School District Budget Act. The Clerk of the Board shall make available ten copies of the proposed budget and shall have them available for review or for distribution at the office of the Chief Financial Officer.

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

RATIONALE: Review by the Board, publishing and approval of the Preliminary Budget is the first required step in compliance with the provisions of the School District Budget Act (Section 5-150 et. Seq. of Title 70). The 2012-2013 Preliminary School Budget and Financing Plan presented to the Board of Education with the details of the estimated revenue and expenditures totaled \$515,699,136 and \$501,594,004, respectively for all appropriated funds. An Amended 2012-2013 School Budget and Financing Plan was approved on March 4, 2013 superseding the preliminary document and presented to the Board of Education the details of the estimated revenue and expenditures that total \$517,955,805 and \$500,548,886, respectively for all appropriated funds.

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

- G-5.** RECOMMENDATION: Extend the agreement for professional services with Quintessence Audio to develop plans and specifications for the renovation of the District's auditorium sound systems.

COST AND FUNDING: The total cost not to exceed \$120,000 will be paid from the applicable bond fund.

RATIONALE: Upgrading sound systems in the schools was started with the 2005 Bond issue and continues with the 2010 Bond issue. Quintessence Audio was originally approved on the July 24, 2006, Agenda, item E-26 in the amount of \$200,000.

G-6. RECOMMENDATION: Assign contracts for the improvements at the Springdale and McBirney sites to the construction managers at risk on the project, Crossland Construction.

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

G-7. RECOMMENDATION: Purchase software licensing for the District's Business Intelligence servers from CDW Government, Vernon Hills, Illinois.

COST AND FUNDING: The total cost of approximately \$73,612 will be paid as follows: \$9,363 will be paid from the Bond Fund, 37-3720-2580-507330-000-000000-000-02-026; \$34,668.01 will be paid from the Bond Fund, 38-3720-2580-506530-000-000000-000-02-026; \$29,580.99 will be paid from the Bond Fund, 31-1173-2580-506530-000-000000-000-02-026.

REQUISITION NUMBER: 11317455

RATIONALE: This purchase will increase the number of Microsoft SQL server licenses for the Business Intelligence servers that support the District's data warehouse.

G-8. RECOMMENDATION: Enter into contracts with the lowest responsible bidders on the renovation of the McLain Seventh Grade Academy.

Canopy
Demolition
Doors
Drywall & Ceilings
Electrical
Window Replacement

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

RATIONALE: The renovation of the McLain Seventh Grade Academy is part of Phase III of Project Schoolhouse.

G-9. RECOMMENDATION: Purchase natural gas products for qualifying sites during the 2013-2014 school year from the most responsive and responsible offeror in accordance with specifications outlined in request for proposal 13071.

COST AND FUNDING: The total cost to be determined will be charged to the General Fund, 11-0300-2620-506270-000-000000-000-03-025.

RATIONALE: The utilization of the third party gas supplier has saved the District over \$2.5 million dollars since the program began in 2005. This agenda item is for gas commodities only. ONG will continue to provide product transportation to District sites.

G-10. RECOMMENDATION: Enter into contracts with the lowest responsible bidders for the new restrooms at Springdale Elementary School and the Transportation building at the McBirney site for the following trades.

- Aluminum Glazing
- Asphalt
- Building Demolition
- Casework
- Concrete
- Door Assemblies
- Drywall & Ceilings
- Earthwork
- Electrical
- Epoxy Floors
- Flooring
- HVAC
- Masonry
- Metal Building Systems
- Paint
- Plumbing
- Roofing
- Specialty items

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

RATIONALE: Restroom improvements and the construction of the Transportation building at the McBirney site is part of the 2010 bond issue.

G-11. RECOMMENDATION: Enter into a contract for software, maintenance and services, and purchase hardware from Kronos Incorporated, Chelmsford, Massachusetts.

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 \$150,000 will be paid from the following accounts: \$100,000 will be paid from the Technology Bond Fund, 31-1173-2580-506530-000-000000-000-02-026; and \$50,000 will be paid from the Bond Fund, 37-3802-2511-507330-000-000000-000-04-041.

RATIONALE: This upgrade will bring the Kronos system up to the latest release and ensures the District is leveraging the latest technology and support the system provides. In addition, older time clocks in high volume areas will be replaced and the new system enhancements can accommodate a more mobile workforce by leveraging mobile devices.

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

G-12. RECOMMENDATION: Enter into an agreement with Relay Graduate School of Education (New York, New York) to enroll up to two principals in Relay's Principal Academy Fellowship as part of the District's leader effectiveness efforts to support principal leadership development. While payment for participation in this program was approved by the Board of Education on April 22, 2013, Relay Graduate School of Education also requires a written agreement with participating districts.

FURTHER RECOMMEND: The attorneys for the District prepare 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 \$30,000 will be paid from the Civic Donors Grant Fund, 11-0844-2340-508600-000-000000-000-05-093-0844. (Payment previously approved on the April 22, 2013, Agenda)

RATIONALE: Participation in the Relay Graduate School of Education Principal Academy is the latest addition to leadership development opportunities offered through the District's Leadership Development programs. 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.

G-13. RECOMMENDATION: Renew the agreement with American Fidelity Assurance Company to maintain the District's Section 125 Flexible Benefit Plan.

FURTHER RECOMMEND: The attorneys for the School District prepare the appropriate agreement and that 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: 41300130

RATIONALE: The District utilizes the Internal Revenue Service option of having medical insurance premiums deducted on a pre-income tax basis.

G-14. RECOMMENDATION: Renew the contract to purchase criminal record checks and related services from AmericanChecked, Inc., Tulsa, Oklahoma, during the 2013-2014 fiscal 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 to be determined will be charged to the General Fund, 11-0000-2575-505990-000-000000-000-04-041.

REQUISITION NUMBER: 41300045

RATIONALE: AmericanChecked will provide nationwide background checks on potential District employees and applicable volunteers.

G-15. RECOMMENDATION: Renew the contract to purchase professional, clerical, and industrial/labor temporary personnel services from Pinpoint Personnel, Tulsa, Oklahoma, as needed during the 2013-2014 fiscal 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 to be determined will be charged to the applicable fund/account.

REQUISITION NUMBER: 41300129

RATIONALE: Temporary laborers are necessary to provide timely maintenance of the District's facilities, grounds, and athletic fields.

G-16. RECOMMENDATION: Enter into agreements with the following universities setting forth the terms under which they will place student interns (student teachers) with teachers within the District for purposes of fulfilling teacher preparation requirements for the 2013-2014 school year.

- Langston University
- Northeastern State University
- Oklahoma State University
- Oklahoma University
- Oral Roberts University
- Pittsburg State University
- University of Tulsa
- University of Phoenix
- University of Central Oklahoma
- University of Southern California Rossier School of Education
- Western Governors University
- Tulsa Community College

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

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

RATIONALE: These agreements will allow the District to partner with area universities in their efforts to train and prepare future teachers. Partnering with universities in this manner allows the District to provide valuable feedback on student progress in regards to the success of future employment in an urban school setting and in addition to influencing the knowledge, experiences and practical skills of its future workforce and applicant pool.

G-17. RECOMMENDATION: Purchase third-party occupational medicine and drug screening services from Humana, Oklahoma City, Oklahoma, d.b.a., Concentra as needed during the 2013-2014 school year.

COST AND FUNDING: The total cost to be determined will be charged to the General Fund, 11-0000-2574-503360-000-000000-000-04-041.

REQUISITION NUMBER: 41300124

RATIONALE: This purchase will allow for drug screening of all new hires. Department of Transportation random drug testing and physicals as needed.

G-18. RECOMMENDATION: Renew the contract to purchase third-party workers' compensation administration services from JI Companies, Austin, Texas, during the 2013-2014 fiscal 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 to be determined will be charged to the applicable fund/account.

REQUISITION NUMBER: 41300028

RATIONALE: The third party administrator coordinates all medical treatment for injured employees, all payments to medical providers, claimants and expenses as necessary under Oklahoma Workers Compensation Statutes. The District has approximately 550 workers compensation claims annually.

G-19. RECOMMENDATION: Renew the contract with Lincoln Financial Group to continue the District's life insurance program.

FURTHER RECOMMEND: The attorneys for the School District prepare the appropriate 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: There is no cost to the District. The District will pay \$.13 per month per \$1,000 for life and \$.01 per month per \$1,000 accidental death and dismemberment insurance for eligible employees in the amount of 1.5 times annual salary from the General Fund. In addition, long term disability at \$.25 per \$100 of monthly benefit.

REQUISITION NUMBER: 41300127

RATIONALE: The School District provides life insurance, accidental death and dismemberment insurance and long term disability insurance for eligible employees for the purpose of hiring and retaining qualified employees.

G-20. RECOMMENDATION: Renew the contract with TALX, Inc. to provide employment verifications for existing and former District employees.

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 District.

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

REQUISITION NUMBER: 41300122

RATIONALE: The District provides employment verifications for current and past employees for purposes such as obtaining mortgage, credit card and apartment rentals.

G-21. RECOMMENDATION: Renew the contract with TALX to act on behalf of the District as a third-party administrator to provide timely responses and administration of unemployment claims for the 2013-2014 fiscal 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 amount not to exceed \$10,000 will be paid from the General Fund, 11-0000-1000-502710-100-105000-210-04-041.

REQUISITION NUMBER: 41300122

RATIONALE: TALX receives all notices of claims which may be charged to Tulsa Public Schools. As a third-party administrator (TPA), TALX protests claims when appropriate and submits all relevant documents to the Oklahoma Employees Security Commission (OESC) regarding employment separation. In addition, TALX represents the District at all administrative hearings regarding unemployment benefits. The District is obligated to reimburse OESC all money paid out in benefits. Therefore, and effective TPA is necessary to ensure the best use of District resources.

G-22. RECOMMENDATION: Approve position creations/deletions.

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

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

- G-23.** RECOMMENDATION: Renew Independent School District Number One's membership with the Oklahoma State School Boards Association (OSSBA) for the 2013-2014 school year.

COST AND FUNDING: The total amount not to exceed \$5,100 will be paid from the General Fund, 11-0000-2319-508100-000-000000-000-09-092.

REQUISITION NUMBER: 11301874

RATIONALE: The membership fee covers the provision of various services by OSSBA to the Board of Education including legal information, publications, in-office consultations, answers to telephone and letter inquiries from school officials and patrons, and monitoring of state and federal education legislation. The Board of Education also receives reduced rates for workshop registrations, subscriptions and fee service programs.

- G-24.** RECOMMENDATION: Renew the legal services agreement with Rosenstein, Fist and Ringold for the 2013-2014 fiscal year.

FURTHER RECOMMEND: The District's staff attorney 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: Total cost of retainer not to exceed \$95,000 will be paid from the General Fund, 11-0000-2317-503540-000-000000-000-09-092.

REQUISITION NUMBER: 41300118

RATIONALE: The agreement for legal services will cover all legal services rendered to the Tulsa School District. There has been no change to this agreement for the past five years and non-retainer billing rates remain consistent with past agreements.

G-25. RECOMMENDATION: Renew the legislative liaison professional services contract with Erling and Associates for the period July 1, 2013, through June 30, 2014.

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: Total cost not to exceed \$75,000 will be paid from the General Fund, 11-0000-2321-503300-000-000000-000-09-091.

REQUISITION NUMBER: 41300120

RATIONALE: Ms. Erling's responsibilities include, but are not limited to, serving as an ad hoc member of the Executive Staff, working with the Superintendent to develop a long-term strategy for urban school improvement with Oklahoma City Public Schools, and serving on District committees and task forces as requested. Responsibilities have also included and will continue to include working with the Superintendent to secure philanthropic dollars for numerous District efforts. Ms. Erling also serves as an advisor/consultant for negotiations.

SUPPORTING INFORMATION

CONSENT ITEM E-5

BOARD POLICIES/REGULATIONS

TULSA PUBLIC SCHOOLS

Policy 2201

STUDENT RESIDENCY

PURPOSE: To establish guidelines for student residency.

Definitions as Used in this Policy

Residency: Residence, residency and legal residence shall mean the parent's/guardian's present place of abode, provided it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence must be submitted to establish residency.

Person Having Legal Custody: Person having legal custody means a person legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

Care and Custody: Care and custody means a person assuming the care and custody of the child on a continuous basis.

Major Degree of Support: Major degree of support means a substantial contribution to the cost of the child's care, but it need not be in excess of one-half of all money expended in the care and support of the child.

Homeless Children and Youths: Homeless children and youths means students who lack fixed, regular and adequate nighttime residence, and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) qualify as homeless because the children are living in circumstances described above.

The District (Independent School District Number One) is established for the purpose of serving the educational interests of resident students. State law provides a child's residence for school purposes is the school district in which the parent/guardian or person having legal custody of the child holds legal residence.

2201 Page 1 of 2

Federal law provides that homeless children and youths, individually or through a parent/guardian, may choose to attend the school in the area in which they are currently living. The homeless liaison coordinator will determine whether a student is a homeless child or youth for the purposes of establishing residency and promptly advise the parent/guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the homeless liaison coordinator will advise the student. The District will enroll each homeless student and permit full participation in all school programs, whether or not the student is accompanied by a parent/guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The District's homeless liaison coordinator may assist the student and school in obtaining those items. A parent/ guardian or person having legal custody of the child who disagrees with the homeless liaison coordinator determination may appeal the decision to the Board under the procedure identified in this policy. If there is no parent/guardian or person having legal custody of the child available, the student may appeal the decision.

Adopted: November 1982
Revised: June 2013
Legal Reference: 70 O.S., 1-113
Cross Reference: 2202, Student Admissions

2201 Page 2 of 2

STUDENT ADMISSIONS

PURPOSE: To clarify student admissions, compulsory attendance age and entrance age requirements.

All children between the ages of five years on or before September 1 and 21 years on or before September 1 who have not graduated from high school will be allowed to attend school in the District free of charge; however, these children must reside within the boundaries of the District or have an approved out of district transfer.

Proof of birth registration is required before enrollment can be completed. Certified copies of birth certificates, school records, passports, affidavits, or other documents verifying legal age may be considered acceptable proof.

Oklahoma law requires children over the age of 5 and under the age of 18 years who have not finished four years of high school to attend school unless the child is excused from such attendance as provided by law. The parent/guardian having charge of such children will be held legally responsible for complying with this compulsory attendance law.

Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum. Proficiency promotion testing may be used to determine the appropriate educational level.

A child who has reached the age of five years on or before September 1 of the school year is required to be enrolled in kindergarten. A child who is five years of age shall be excused from kindergarten attendance until the next school year if a parent/guardian notifies the school in writing of election to withhold the child from kindergarten until the next school year. Kindergarten must be completed prior to enrollment in the first grade.

All children who are at least four years of age but not more than five before September 1 and have not attended kindergarten are eligible to attend an early childhood program if space is available. Preference will be given to those students who have not previously completed an early childhood program or have opted out of kindergarten.

Established by Law

Legal Reference: Title 70 O.S., 10-105, and 12-10-282

Revised: June 2013

STUDENT ATTENDANCE

PURPOSE: To specify the Board's intention regarding student attendance expectations and to clarify the impact absenteeism may have upon a student's potential for promotion and/or earning passing grades, revocation of transfers, and referral to the District Attorney for violation of the Oklahoma Compulsory Attendance Law.

Recording Attendance

Official attendance shall be reported and recorded in "half-day" increments. Students shall be in attendance for at least two hours to be counted as "present" for one-half day. Students arriving late and/or departing early shall have their attendance record accurately reflect the portion of the school day they were reported as "present."

Kindergarten and early childhood students attending half-day programs shall be counted "present" for the whole day if they attend for two and one-half or more hours of any scheduled daily session.

Elementary Student Absences

Students attending elementary schools (or enrolled in grades typically defined as elementary grades) shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for promotion to the next grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except that excused absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed shall not be counted for the purpose of determining a student's eligibility for promotion or revocation of transfer. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for retention based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for retention (non-promotion) or revocation of transfer due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Retention/revocation of transfer actions due to excessive absenteeism may be appealed by the parent/guardian.

Secondary Student Absences

Students attending secondary schools (or enrolled in grades typically defined as middle or high school grades) shall be in attendance a minimum of ninety percent (90%) of the instructional time scheduled for any particular class/course in that school (or grade) and make satisfactory academic progress in order to be unconditionally recommended for a passing grade. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum except excused absences for religious holidays, participation in a military funeral honors ceremony, or extracurricular activities that do not exceed the maximum number allowed shall not be counted for the purpose of determining a student's eligibility for promotion/credit or revocation of transfer. The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests.

All absences must have a written or verbal explanation provided by the parent/guardian within 48 hours of the student's return to school. An absence for which no acceptable explanation is received shall be deemed unexcused.

Principals shall review all students' attendance records reflecting absenteeism in excess of 10% of the scheduled instructional time and shall make a determination, after such review, regarding a recommendation for a failure to earn credit based thereon.

Parents/guardians shall be notified, in writing, of any recommendation for a failure to earn credit or revocation of transfer due to excessive absenteeism (absences exceeding 10% of the scheduled instructional time). Actions leading to failure to earn credit/revocation of transfer due to excessive absenteeism may be appealed by the parent/guardian.

Referral to the District Attorney for violations of Oklahoma Statutes, Title 70, Sec. 10-106) Oklahoma Compulsory Education Law

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or if the child is absent from school for ten (10) or more days or parts of days within a semester without a valid excuse, the attendance officer shall immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings.

Attendance Incentive and Awards Program

In an effort to promote and reward regular attendance, each school will establish an incentive awards program. Some activities for such are:

- Conduct school-wide orientation assemblies at the beginning of the school year to review the attendance policy and promote the idea that good attendance is essential if students are to gain the maximum benefit of the educational program.
- Develop school-wide incentive programs to improve attendance.

- Develop and utilize positive rewards for students with exceptional attendance records during any one grading period and/or for the school year.
- Send quarterly commendation letters to students and parents/guardians for improved attendance.
- Issue certificates for good attendance.

Adopted: November 1982

Revised: June 2013

Legal Reference: 70 OS. Sec. 10-106

210:35-17-2. OSDE Standards of Accreditation for OK Schools

Cross Reference: 2204, 2204-R, Student Attendance

2614, Tardiness and Truancy

2617, Student Absences Due to Activities

2204 Page 3 of 3

PROMOTION, RETENTION, AND FAILING GRADES PASS/FAILURE

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

Definitions

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

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

High School Promotion/Retention, grades 9 through 12

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

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

Middle School/Jr. High Promotion/Retention, grades 6 through 8

Seven Period Day - Students in grades 6, 7, and 8 receiving instruction based on a seven (7) period school day shall receive full promotion upon earning seven (7) units.

Placement - A student shall be **placed** in the next grade providing the student has earned five (5) units; three (3) of which must be in core academic subjects (language arts, mathematics, social studies, or science). If the student has failed to earn credit in as many as three (3) core academic subjects, the student shall be retained in the same grade or be required to attend summer school before being promoted to the next grade. If the student attends summer school and earns credit in one of the core academic subjects previously failed, the student shall be placed in the next grade level providing a combined total of five (5) units has been earned, three (3) of which must be in the core academic subjects listed above.

Eight Period Day - Students in grades 6, 7, and 8 receiving instruction based on an eight (8) period school day shall receive full promotion upon earning eight (8) units.

Placement - A student shall be **placed** in the next grade providing the student has earned six (6) units; three (3) of which must be in core academic subjects (language arts, mathematics, social studies, or science). If the student has failed to earn credit in as many as three (3) core academic subjects, the student shall be retained in the same grade or be required to attend summer school before being promoted to the next grade. If the student attends summer school and earns credit in one of the core academic subjects previously failed, the student shall be placed in the next grade level providing a combined total of six (6) units has been earned, three (3) of which must be in the core academic subjects listed above.

Middle School/Jr. High Promotion from grade 8 to High School grade 9 – Students who have completed each grade level (6th, 7th, and 8th) within a four year span, but do not meet the placement requirements will be age-placed into 9th grade.

No credit earned -As used in this policy, means the student is assigned a failing semester grade in a course of study and the failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

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

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

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

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

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

Appeal Process

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

First Level of Appeal: (to principal)

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

Second Level of Appeal: (to Superintendent or Designee)

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

Final Level of Appeal: (to Board of Education)

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

Retention based on the Reading Sufficiency Act

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

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

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

1. Limited English-proficient students who have had less than two (2) years of instruction in an English language learner program;
2. Students on an individualized education plan (IEP) which indicates that participation in the statewide criterion-referenced tests are not appropriate;

3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students on an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first, second, or third grade; or
6. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years. A student who is promoted according to this paragraph shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The District shall assist schools and teachers to implement research based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

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

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

Grade Promotion After Participation in Summer Academy Programs

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

A teacher who determines that a third grade student is unable to meet the reading competencies required for completion of third grade shall, after consultation with the parent or guardian of the student, recommend that the promotion of the student to the fourth grade be contingent upon the participation in and successful completion of the required reading competencies at a summer

academy or other program. If the student does not participate in the summer academy or other program or does not successfully complete the reading competencies in the summer academy or other program, the student shall be retained in the third grade.

Mid-Year Promotion of Retained Third Graders

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

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

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

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

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

EMERGENCY PROCEDURES PLAN

PURPOSE: To define guidelines to respond to natural or man-made disasters and emergencies.

These guidelines, will be reviewed annually and revised as needed and will be placed in the current Emergency Procedures Plan maintained by each site.

The guidelines will address incidents that include, but not limited to, the following:

Accident/Serious Illness	Intruder/Lock-Down
Atmospheric Chemical Release	Student Endangerment
Bomb Threats	Student Runaway/Abduction
Child Abuse	Suicide Intervention
Death of a Student or Staff Member	Tornados/Severe Weather
Fire	

Issued (as regulation): November 1982

Adopted (as policy): July 2004

Revised: June 2013

SUPPORTING INFORMATION

CONSENT ITEM E-14

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
Director of Constituent and Student Services-ESC/ Chief of Staff <i>Annual Budget Impact:</i> \$67,400 min. – \$101,200 max. <i>Funding Source:</i> 11-0000-2340-501110-000-000000-107-16-077	EL-6 12 Months	Provide assistance to District constituents to resolve problems effectively and identify opportunities for systems improvement. Oversee support to schools and departments in the areas of crisis management, student discipline, student services, District policy and procedures, and parental and community concerns. Work under the direction of the Chief of Staff. Work in response to requests from the Deputy Superintendent and the Chief Human Capital Officer, to investigate, resolve and document constituent or employee complaints and issues as they arise internally or from the community.
Coordinator, Gifted and Talented-ESC/ Teaching and Learning <i>Annual Budget Impact:</i> \$40,600 min. – \$70,000 max. <i>Funding Source:</i> 11-0000-2340-501110-251-000000-109-06-070	EL-1 12 Months	Plan, implement, evaluate and support all Gifted and Talented (G/T) services. Work collaboratively with principals, G/T site coordinators and teachers to develop an annual District professional development plan designed specifically to meet the learning needs of G/T staff, classroom teachers and administrators. Serve as the chairperson of the District G/T Advisory Committee and be responsible for the planning and convening of all G/T committee Meetings. Monitor and expend G/T budgets in accordance with established local and state policies and procedures. Complete annual state Gifted and Talented report, budget development, revisions to state-approved plan and certification of accuracy of G/T student database and files. Conduct routine audits of school-based G/T services. Serve as an advocate for the needs of G/T students in a professional and appropriate manner. Prepare annual staff allocation for G/T staff subject to approval by the Assistant Superintendent of Teaching and Learning.

NOTE: This position to be effective July 1, 2013.

Position Creations and Deletions - Continued

Delete:

Position	Salary/Grade	Duties
<p>Coordinator, Gifted and Talented – ESC/ Teaching and Learning</p> <p><i>Annual Budget Impact:</i> \$39,176 min. – \$58,849 max.</p> <p><i>Funding Source:</i> 11-0000-2340-501110-251-000000-109-06-070</p>	<p>EL-1 190 days</p>	<p>Plan, implement, evaluate and support all Gifted and Talented (G/T) services. Work collaboratively with principals, G/T site coordinators and teachers to develop an annual District professional development plan designed specifically to meet the learning needs of G/T staff, classroom teachers and administrators. Serve as the chairperson of the District Gifted and Talented Advisory Committee and be responsible for the planning and convening of all G/T committee meetings. Monitor and expend G/T budgets in accordance with established local and state policies and procedures. Complete annual state Gifted and Talented report, budget development, revisions to state-approved plan and certification of accuracy of G/T student database and files. Conduct routine audits of school-based G/T services. Serve as an advocate for the needs of G/T students in a professional and appropriate manner. Prepare annual staff allocation for G/T staff subject to approval by the Assistant Superintendent of Teaching and Learning.</p>
<p>Coordinator for American History Grant- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$32,900 min. – \$56,271 max.</p> <p><i>Funding Source:</i> 11-7751-2212-501110-100-540000-211-05-093-7751</p>	<p>Teacher's Salary Schedule 200 days</p>	<p>Provide leadership, professional development, and support for US History teachers who participate in grant activities; monitor and submit required grant implementation updates and reports; develop and align budget to grant activities and monitor expenditures.</p>
<p>NOTE: This position being deleted due to the conclusion of the Teaching American History Grant.</p>		

Position Creations and Deletions - Continued

Delete:

Position	Salary/Grade	Duties
<p>District Turnaround Officer- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$72,700 min. – \$109,100 max.</p> <p><i>Funding Source:</i> 11-5370-2330-501110-494-000000-110-05-710-5370</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	<p>EL-7 12 Months</p>	<p>Serve as the chief administrative officer responsible for the management, evaluation, and improvement of the instruction, instructional resources, student support, and operations for the participating schools. Act as the District, state, and community liaison. Provide transformational leadership in helping each of the schools in creating and managing a safe, supportive and positive learning environment. Coordinate the development, implementation, and continual evaluation of curriculum, instructional programs, and support activities. Support the development of professional learning community teacher and leader teams that are integral to the turnaround process. Work actively with principals, District leaders, and the Turnaround Partner to determine effective instructional practices. Oversee the development and implementation of special education and student support programs and services and ensures timely delivery, documentation, and associated reporting. Other duties as assigned by Turnaround Partner or Superintendent.</p>

Delete:

Position	Salary/Grade	Duties
<p>Data Coordinator- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$54,100 min. – \$81,100 max.</p> <p><i>Funding Source:</i> 11-5370-2213-501110-494-000000-211-05-530-5370</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	<p>EL-3 12 Months</p>	<p>Provide site-based training on use and collection of data what will be used to inform instructional decisions. Facilitate the collaboration between teachers, teams, and parents in the use of relevant data to drive instructional practices. Serve as data manager for the site principals and as a data liaison between the Transformational Coaches and the District Turnaround Office. Maintain an efficiently operating system for the Transformational Reform design so that is available for use by teachers and school leadership at all sites involved in the 1003g Grant. Provide reports, as required, to the Principal, Turnaround Office, or Turnaround Partner. Participate fully in professional development and facilitate the transformation of research-based data into useful tools for integration into the transformation reform process.</p>

Delete:

Position	Salary/Grade	Duties
<p>Data Integration and Virtual Remediation Director- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$54,100 min. – \$81,100 max.</p> <p><i>Funding Source:</i> 11-5370-2213-501110-494-000000-211-05-530-5370</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	EL-3 12 Months	Provide guidance and support for implementation of a virtual extended blended learning remedial opportunity for freshmen at risk at each SIG school site, targeting remediation prior to failure that impacts graduation rate. Track students at risk and place into remedial contexts for immediate resolution of deficit areas. Implement extended learning contracts at each designated SIG school to enroll and monitor student remedial placements. Engage parents of students at risk students through personal oral and written communications with contractual commitment to designated remedial processes. Address remedial needs of junior high students to provide for positive vertical transitions for increased success in high school settings.
<p>School Transformation and Turnaround Officer, Secondary- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$67,400min. – \$101,200 max.</p> <p><i>Funding Source:</i> 11-5410-2213-501110-100-000000-211-05-093-5410</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	EL-6 12 Months	Assure the effective implementation of the school improvement plan that includes measurable long-term goals and short-term objectives as well as aligned strategies, activities, milestones, professional development plans, and budgets. This will be accomplished through quarterly reviews with school leadership teams. Facilitate the assessment of areas of need based on the Oklahoma Nine Essential Elements Performance Indicator and Rubrics. Provide professional development to principals and teachers on using the data from benchmark/formative assessments to inform instruction. Provide professional development and ongoing support with a focus on strategies and activities on improving daily instruction. Provide followup and coaching activities to principals, leadership teams, professional learning communities, and teachers that are designed to ensure effective implementation of District/school learning goals.

Position Creations and Deletions - Continued

Delete:

Position	Salary/Grade	Duties
<p>School Transformation and Turnaround Officer, Elementary-ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$67,400min. – \$101,200 max.</p> <p><i>Funding Source:</i> 11-5410-2213-501110-100-000000-211-05-093-5410</p> <p>NOTE: This position being deleted due to the conclusion of the School Improvement Grant.</p>	<p>EL-6 12 Months</p>	<p>Assure the effective implementation of the school improvement plan that includes measurable long-term goals and short-term objectives as well as aligned strategies, activities, milestones, professional development plans, and budgets. This will be accomplished through quarterly reviews with school leadership teams. Facilitate the assessment of areas of need based on the Oklahoma Nine Essential Elements Performance Indicator and Rubrics. Provide professional development to principals and teachers on using the data from benchmark/formative assessments to inform instruction. Provide professional development and ongoing support with a focus on strategies and activities on improving daily instruction. Provide follow-up and coaching activities to principals, leadership teams, professional learning communities, and teachers that are designed to ensure effective implementation of district/school learning goals.</p>
<p>Director of AP Incentive Grant- ESC/Federal Programs and Special Projects</p> <p><i>Annual Budget Impact:</i> \$67,400min. – \$101,200 max.</p> <p><i>Funding Source:</i> 11-7752-2330-501110-252-000000-110-05-093-7752</p> <p>NOTE: This position being deleted due to the conclusion of the AP Incentive Grant.</p>	<p>EL-6 12 Months</p>	<p>Work closely with both Project high schools and middle schools by supervising and supporting their AVID programs, Summer AP camps, online AP coursework, vertical alignment activities, professional training and recruitment activities. Meet regularly with the Project faculty to identify their needs, answer questions and provide information regarding the Project strategies and outcomes. Develop a marketing plan to be used by Project middle and high school counselors, as well as AVID site coordinators, featuring effective strategies for identifying students capable of performing AP level work and enrolling them in AP courses. Design strategies to educate parents of Project middle school and high school students about what the AP program is and how it works, as well as what its benefits, demands and requirements are. Monitor the progress of the Project by collecting and analyzing the relevant data and will identify any gaps and weaknesses in the implementation of the Project, including course availability, student readiness and equity gaps among key demographic groups of students. Identify any needs to modify or supplement Project activities in order to meet the specified goals and performance measures of the Project.</p>

Position Creations and Deletions - Continued

Delete:

Position	Salary/Grade	Duties
<p>GIS Analyst- Transportation</p> <p><i>Annual Budget Impact:</i> \$33,800 min. – \$50,600 max.</p> <p><i>Funding Source:</i> 11-0000-2720-501210-000- 000000-609-03-003</p>	<p>BL-4 12 Months</p>	<p>Write guidelines and procedures for department concerning routing and geographical information system (GIS). Design and develop maps, graphs, charts, and other reports from GIS. Manage GIS layers, develop new databases, complete GIS assessments, and generate maps. Utilize GPS units and be familiar with the interoperability between hardware and software. Plot areas and students based on geographic location and generate maps according to District areas.</p>

Create:

Position	Salary/Grade	Duties
<p>District Language Interpreter- ESC/Federal Programs and Special Projects (2 positions)</p> <p><i>Annual Budget Impact:</i> \$61,692 min. – \$83,574 max.</p> <p><i>Funding Source:</i> 11-0847-2199-501210-410- 000000-328-05-093-0847</p>	<p>CA-14 \$14.83/hr. to \$20.09/hr. 12 Months</p>	<p>Provide interpretation and translation services. Receive and schedule requests for language assistance services, including parent conferences. Maintain records of language assistance services provided. Maintain district list of staff approved to provide language assistance services. Maintain records of interpreter testing and scores. Administer translation competency testing. Maintain records of translator testing and scores. Develop and present training to district staff on language assistance services requirements and regulations. Assist staff in accessing language assistance services. Develop and present training to district staff and volunteers approved to provide language assistance services on ethics, confidentiality, legal regulations, and role of interpreters and translators. Maintain records of all trainings and attendance. Collaborate with community providers to develop language assistance resources. Maintain inventory of interpretation equipment. Deliver and pick-up interpretation equipment as scheduled.</p>

SUPPORTING INFORMATION

CONSENT ITEM E-15

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Brown, Shelley	8/15/13	B-12	\$ 38,020.00	Teacher-Disney/Grade1 Return from leave
Chorette, Cherilyn	4/28/13	B-7	3,042.61	Teacher-Patrick Henry/ Special Education Rate: \$35,700.00 Return from leave
Davis, Terri	4/01/13	M-26	10,527.05	Teacher-ECDC Reed/Pre-K Rate: \$52,936.00 Return from leave
Ezinga, Andrea	1/07/13	B-5	17,450.00	Teacher-Disney/Grade 1 Rate: \$34,900.00 Return from leave
Fleming, Betsy	5/16/13	B-9	396.59	Teacher-East Central/ Foreign Language Rate: \$34,900.00 Return from leave
Kungu, Rosemary	5/08/13	M-4	1,617.09	Teacher-Hawthorne/Pre-K Rate: \$35,576.00 Return from leave
McClellan, Diahanne	2/19/13	M-15	14,151.95	Teacher-Key/Grade 6 Rate: \$42,216.00 Return from leave
McGrew, Heather	8/19/13	B-2	33,700.00	Teacher-Anderson/ Gifted and Talented Return from leave
Ramos, Elizabeth	1/07/13	B-6	17,650.00	Teacher-Rogers College High/Language Arts Rate: \$35,300.00 Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Shelton, Margaret	2/04/13	BL-5	\$ 16,712.90	Community School Coordinator-Celia Clinton Rate: \$42,630.00 Return from leave
Watkins, Janice	3/25/13	D28-35	12,788.86	Counselor-Hawthorne Rate: \$56,271.00
Webb-Dossett, Amy	5/16/13	B-3	376.14	Teacher-Lanier/ Kindergarten Rate: \$33,100.00 Return from leave
Woodfin, Linda	5/14/13	M30-28	1,330.55	Teacher-Kerr/Grade 6 Rate: \$58,544.00 Return from leave
Support (Hourly):				
Arismendi, Glenda	5/13/13 5/16/13	MT-1	\$ 8.07	Child Nutrition Services (CNS) Assistant-Jones
Calvert, Audrey	4/15/13 5/16/13	MT-3 I-CI	10.95	CNS Cook II-Marshall Return from leave
Cook, Michael	5/06/13 6/30/13	MT-9	12.94	Plumbing Apprentice- Maintenance Return from leave
Ford, Henry Jr.	5/13/13 6/30/13	MT-3	8.94 .44	Custodian-Plant Operations Shift differential
Hasan, Hasan	5/02/13 6/30/13	MT-6	11.13 .30	Bus Driver Team Driver Return from leave
Jennings, Topeka	4/29/13 5/16/13	MT-NS	7.72	Site Assistant-Patrick Henry/Before and Aftercare Return from leave
Lee, Teresa	5/06/13 5/16/13	IS-10	14.69	MD Paraprofessional- Kendall Whittier Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Livingston, Leonard Jr.	8/20/13 5/28/14	MT-4	\$ 9.35	Bus Driver Trainee
McArter, Jennifer	5/13/13 5/16/13	MT-4	10.70	Bus Driver Trainee
Morrison, Hazel	4/29/13 5/16/13	MT-1	8.61	CNS Assistant-Academy Central
Ostrander, Memory	6/03/13 6/30/13	CA-11	15.14	Purchasing AP Technician- ESC/ Purchasing
Pimentel Marquez, Erika	5/13/13 6/30/13	MT-3	8.94 .44	Custodian Shift differential
Ray, Connie	5/13/13 6/30/13	CA-3	9.89	Clerk-McLain Return from leave
Sanders, Sherry	8/20/13 5/28/14	MT-4	9.35	Bus Driver Trainee
Seals, Gearald	5/06/13 6/30/13	MT-15 3-CI	20.67	Master craftsperson- Transportation Return from leave
Stamper, Denzil III	5/06/13 6/30/13	MT-3	8.94 .44	Custodian-Key Shift differential
Taylor, Edwina	4/18/13 6/11/13	CA-3 4-CI	13.92	Clerk-Washington Return from leave
Tucker, Meika	8/20/13 5/28/14	MT-4	9.35	Bus Driver Trainee
Williams, Nehru	8/20/13 5/28/14	MT-4	10.70	Bus Driver Trainee
Williams, Russell	5/09/13 6/30/13	MT-3	8.94 .44	Custodian-Plant Operations Shift differential
Winstone, Gary	5/13/13 6/30/13	TS-9 1-CI	20.22	Electronic Technician- Maintenance Return from leave

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Berkstresser, Sean	Teacher-East Central/ Social Studies B-1	6/03/13	33,300.00	3,690.90	Human Capital Talent Specialist-ESC/ Human Capital BL-3 Rate: \$42,000.00
Hahn, DaNell	Speech Pathologist- Eisenhower M-13 3/5 Time	8/19/13	24,171.60 1,208.58 3,000.00	32,228.80 1,611.44 3,000.00	4/5 Time Special Education Certification of Clinical Competency
Harl, Juliana	Speech Pathologist- Jones M-2 2/5 Time	8/19/13	13,910.40 695.52 2,000.00	20,859.60 1,042.98 2,000.00	3/5 Time Special Education Certification of Clinical Competency
Hudson, Kristin	Counselor-Kerr B-1	8/15/12	33,300.00	34,366.00	Salary book correction M-1
Kidd, Danielle	Psychologist- Burbank M-1	8/15/12	34,366.00 5,093.00	35,384.00 5,093.00	M30-1 Psychologist
Knepper, Karen	Psychologist- Burbank M-1	8/15/12	34,366.00 5,093.00	35,384.00 5,093.00	M30-1 Psychologist
Ollar, William	Teacher-Carver/ Vocational Ed M-8	7/01/13	37,406.00 2,289.00	37,406.00	STEM Specialist- ESC/College and Career Readiness Vocational Ed
Yirsa, Mary	Teacher-Mark Twain/Grade 1 B-4	8/01/11	34,500.00	34,900.00	Salary book correction B-5

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Support (Hourly):					
Bibb, Sharon	Clerk-Patrick Henry CA-3	4/16/13 5/16/13	\$ 11.49	\$ 13.11	MD Paraprofessional- ECDC Reed IS-10
Brown, Tina	Clerk-Memorial CA-3 1-CI 170 days	2/21/13 6/11/13	12.13	12.13	195 days
Collins, Pernecia	Bus Driver Trainee MT-6	5/10/13 5/16/13	10.70	10.70 .15	Bus Driver Lead
Collins, Pernecia	Bus Driver MT-6	5/13/13 5/16/13	10.70 .15	10.70	Bus Driver Lead
Diaz, Monica	Site Assistant- Lanier MT-NS 5hrs/day	2/01/13 5/16/13	7.25	7.25	8hrs/day
Johnson, Shari	CNS Cook II- Webster MT-3	5/13/13 5/16/13	10.37	11.30	CNS Assistant Manager-Clinton
Jones, Nykoa	Bus Driver MT-6	5/10/13 5/16/13	11.52	11.52 .30	Bus Driver Special Needs
Lumpkin, Tawania	Bus Driver MT-6 6hrs/day	5/10/13 5/16/13	10.56	10.56	8hrs/day
McCullough, Crystal	Bus Driver Trainee MT-4	5/10/13 5/16/13	10.70	10.70 .15	Bus Driver Lead MT-6
Montero, Rafael	Bus Driver Trainee MT-4	4/25/13 5/16/13	9.35	10.70	Bus Driver MT-6
Pratt, Ajuania	Bus Driver MT-6 2-CI	10/31/12 6/30/13	14.28 .30	15.61	Craftsperson- Transportation MT-10 2-CI Special needs

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Support (Hourly):					
Switzer, Andrea	CNS Assistant- Lindbergh MT-1	5/13/13 5/16/13	\$ 8.65	\$ 9.43	CNS Cook II-Kerr MT-4
Trout, Michelle	HC Finisher II- ESC/Human Capital CA-10 I-CI	6/03/13 6/30/13	17.17	18.51	Administrative Secretary-ESC/ Human Capital CA-12 I-CI
Valencia, Hector	Custodian- ECDC Reed MT-3	5/13/13 6/30/13	11.12	12.01	Head Custodian- Skelly MT-5
Wells, Darin	Bus Driver MT-6 6hrs/day	5/10/13 5/16/13	10.72 .15	10.72 .15	Bus Driver Lead MT-6 8hrs/day
Williams, Russell	Custodian-Plant Operations MT-3	5/17/13 6/30/13	8.94 .44	9.75	Assistant Head Custodian-Memorial MT-5 Shift differential
Williams, Tolbert	Bus Driver MT-6 6hrs/day	5/10/13 5/16/13	10.56	10.56	8hrs/day

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
Certificated/Administrative:			
Davison, Donnie	5/01/13	Teacher-Celia Clinton/ Enrichment	Personal illness
Ellington, Victoria	5/08/13	Librarian-Penn	FMLA
Hinson, Robert	5/03/13	Teacher-McLain/ Special Education	FMLA
Nowotny, Tracie	4/04/13	Teacher-Springdale/ELL	Personal illness
Robinson, Linda	2/26/13	Teacher-Hamilton/ Special Education	Personal illness
Smith, Rachel	5/02/13	Teacher-Sequoyah/ Grade 5	Maternity
Steele, Lisa	4/23/13	Teacher-Thoreau/ Special Education	Maternity
Wilson, Alicia	8/15/13	Teacher-Wright/Grade 4	Maternity
Support (Hourly):			
Allen, Thomasina	4/10/13	CNS Assistant-Celia Clinton	Personal illness
Boyd, Courtney	8/01/13	CNS Assistant-Owen	Maternity
Cooper, Linda	5/03/13	Clerk-Memorial	Personal illness
Darling, Cleo	4/23/13	CNS Assistant-Disney	Personal illness
Landazuri, Griselda	5/17/13	Custodian-ECDC Reed	Personal illness
Lucas, Karen	4/25/13	Bus Driver-Transportation	Personal illness
Roper, John	5/06/13	Bus Driver-Transportation	FMLA
Stuart, Lori	8/15/13	Paraprofessional-Eliot	Further Study
Summerlin, Ronald	5/06/13	Sheet Metal Lead- Maintenance	Personal illness
Wilson, James	5/08/13	CNS Lead-Maintenance	Personal illness

RETIREMENTS

Name	Effective Date	Assignment
Certificated/Administrative:		
Alden, Leslie	5/17/13	Teacher-Rogers/Art
Baston, Susan	6/19/13	Principal-McClure
Henderson, Michael	7/01/13	Applications Programmer-ESC/ISS
Huggins, Suzette	6/30/13	District Turnaround Officer-ESC/Office of the Superintendent
Kennon, Brenda	6/13/13	Teacher-Key/Grade 1
Lowery, Charles	7/01/13	SIG Credit Recovery Teacher-East Central
Reagor, Shirley	8/01/13	Teacher-TRAICE/Alternative
Satterfield, Johnnie	5/28/13	Counselor-Rogers
Support (Hourly):		
Tottress, Barbara	6/28/13	Secretary-Plant Operations

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Ballard, Fanny	7/01/13	Psychologist-Burbank
Bloch, Julie	5/17/13	Teacher-Hamilton/Grade 1
Butcher, Steven Sr.	5/17/13	Counselor-Thoreau
Dalto, April	5/17/13	Teacher-Rogers/Science
Descher, Sherelle	5/17/13	Teacher-Memorial Jr. High/Language Arts
Eason, Barbara	5/22/13	CNS Manager B - Carver
Eaton, Thomas	6/17/13	Social Services Specialist-Chouteau
Fox, Kathryn	5/17/13	Teacher-Hale/Science
Greenberg, Samantha	6/01/13	Teacher-Central Jr. High/Science
Hanna, Julianne	5/17/13	Teacher-Hale/Art
Hoskins, Tracy	6/04/13	Teacher-Hale/Technology
McQuary, Christian	6/04/13	Teacher-Kendall Whittier/Pre-K
Parker, Rachael	5/17/13	Teacher-Hale Jr. High/Language Arts
Peadon, Morgan	5/13/13	Nutrition Educator-Child Nutrition
Racher, Erin	5/17/13	Teacher-Hamilton/Pre-K
Rosenburg, Ariel	6/06/13	Teacher-McLain/Science
Rowland, Julie	7/01/13	Psychologist-Burbank
Schneider, Daniel	5/17/13	Teacher-Remington/Grade 4
Scully, Neely	5/20/13	Teacher-Penn/Kindergarten
Shilot, Randal	5/17/13	Teacher-Math/McLain
Solano, Noemi	5/17/13	Teacher-Hale/Science
Steele, Lisa	5/17/13	Teacher-Thoreau/Special Education

RESIGNATIONS - Continued

Name	Effective Date	Assignment
Strawn, Erin	5/17/13	Teacher-Hale/Science
Walker, Nakita	5/09/13	CNS Manager-Clinton
Walker, Roderick	7/01/13	Psychologist-Burbank
Warden, Dianne	5/17/13	Teacher-Continuation School/Alternative
Worth, Pamela	7/12/13	Teacher-MacArthur/Special Education
Support (Hourly):		
Barnard, Barbara	5/31/13	Clerk-ESC/Payroll
Blagrave, Michelle	5/16/13	CNS Assistant-MacArthur
Boyd, Elizabeth	4/22/13	Teacher Assistant (TA)-Hawthorne
Case, Kassandra	6/03/13	Site Assistant-Mark Twain
Desrosiers, Sasha	5/16/13	Paraprofessional-Emerson
Echols, Dewey Jr.	5/16/13	Parateacher-Monroe
Exendine, Tami	5/31/13	Health Assistant-Marshall
Hannaford, Shelly	6/30/13	Principal's Secretary-Carnegie
Hatfield, Jennifer	6/14/13	TA-McKinley
Hill-Jones, Morgan	5/16/13	CNS Assistant-Clinton
Lawson, Janitha	5/17/13	TA-Sequoyah
Liebenow, Katherine	5/03/13	TA-Mitchell
McBee, Brenda	6/30/13	Clerk-Cooper
Pickens, Keith	5/06/13	Custodian-ECDC Bunche
Short, Sarah	5/16/13	Autism Paraprofessional-Clinton
Stake, Jene	5/14/13	Bus Driver Trainee

RESIGNATIONS - Continued

<u>Name</u>	<u>Effective Date</u>	<u>Assignment</u>
Waite, John	5/07/13	TA-Celia Clinton
Walker, Jacqueline	5/17/13	Bus Driver
Wallace, Brandy	5/20/13	Bus Driver Trainee
Walton, Aquila	5/16/13	TA-Emerson
Wofford, Kevin	5/02/13	Bus Driver
Yang, Seng	5/02/13	Bus Driver
Ziegler, Brian	5/16/13	Paraprofessional-Disney

TERMINATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Assignment</u>
Support (Hourly):		
Compton, Rexwana	5/16/13	Custodian-Hale Jr. High

SUBSTITUTE AND TEMPORARY ELECTIONS

Adjunct Teachers

Manduardo, Lindsey
Palace, Gwen

Interpreter

Snyder, Lindsey

Paraprofessional

Newton, Susan

Teacher Assistant

Adkins, Linda

Clerks

Hannaford, Shelly
Hightower, Vickie
Reid, Barbara
Reynolds, Margaret

Bus Driver Trainees

Livingston, Leonard Jr.
Sanders, Sherry
Tucker, Meika
Williams, Nehru

CNS

Hendrixson, Linda
Hernandez, Sondra

Edison – 11-0000-1000-501920-100-330000-210-12-068

Philip Barkley, assistant boys soccer @ \$1,202 March 1, 2013 to May 10, 2013

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Campus Police Extra Duties - 21-0000-2660-50-1800-000-000000-409-17-049

Pay certified personnel @ \$11.95/hr. (total not to exceed \$15,000) to work on a part-time basis within the Master Control and Communications Center for the Campus Police Department. Shifts will be primarily on the weekends, holidays and periods when school is out of session.

Celia Clinton – 11-0000-2194-501210-000-000000-322-07-145

Fawwna Robinson, support staff, @ \$0.50/primary assignment hours worked, for serving as site interpreter 5/16/13 to 06/03/13.

Clinton and Webster Professional Development- 11-0590-2213-501700-000-113000-210-05-530-0590 11-0590-2213-501700-000-000000-210-05-740-0590

Pay certified instructional personnel, to be named @ \$18/hr. (total not to exceed \$11,500) to attend professional development provided by Talent Development as part of the Growing Together initiative.

Elementary and Middle Assistant Principal—11-3080-2213-501700-100-000000-210-05-XXX-3080

Pay up to 22 elementary and middle school Assistant Principals, to be named, for three days of TLE training outside of contract dates (June 6, 7 and 11).

Extended School Year Program – 11-6210-1000-501700-239-000000-000-05-066 - \$51,000
11-6210-2132-501700-239-000000-000-05-093 - \$4,400
11-6210-2152-501700-239-000000-000-05-066 - \$4,400
11-6210-2135-501700-239-000000-000-05-066 - \$8,000
11-6210-1000-501800-239-000000-000-05-066 - \$74,400
11-6210-2410-501800-239-000000-000-05-066 - \$1,700

Pay Special Education staff, to be named listed below (total not to exceed \$144,150) to provide an extended school year (ESY) educational program for identified students on an Individual Educational Plan (IEP), June 17, 2013 through July 12, 2013.

Lead Teachers - \$25/hr.

Teachers - \$23/hr.

Nurses - \$23/hr.

Speech Pathologists - \$23/hr.

Occupational Therapist – @ their current hourly rate of pay

Physical Therapist – @ their current hourly rate of pay

Paraprofessionals – @ their current hourly rate of pay

Secretary – @ their current hourly rate of pay

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

April 1, 2013, Agenda, page 21 – Correct salary/grade and annual budget impact

Create:

Position	Salary/Grade	Duties
Data Analyst, Growing Together-ESC/ Associate Superintendent	BL-4 12 Months	Support the Growing Together Initiative efforts with data collection, analytical competency, database management, and research development.
<i>Annual Budget Impact:</i> \$33,800 min. – \$50,600 max.		
<i>Funding Source:</i> 11-0590-501210-0000- 000000-305-05-093-0590		

April 22, 2013, Agenda, page 30 – Correct position effective date.

Create:

Position	Salary/Grade	Duties
Administrative Secretary-ESC/Human Capital	CA-12 12 Months	Serve as secretary with minimal direction and maintain an efficiently operated office. Receive and screen callers in a professional, polite and tactful manner; give assistance in 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.
<i>Annual Budget Impact:</i> \$28,101 min. – \$37,918 max.		
<i>Funding Source:</i> 11-0000-2572-501210- 000-000000-615-04-041		

NOTE: This position to be effective June 3, 2013.

SUPPORTING INFORMATION

INFORMATION ITEM G-22

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
Chief Academic Officer-ESC/ Deputy Superintendent <i>Annual Budget Impact:</i> \$ 90,900 min. – \$136,300 max. <i>Funding Source:</i> 11-0000-2340-501110-000- 000000-000-107-16-070	EL-10 12 Months	Has primary authority and accountability to implement a vertically-aligned curriculum and assessment system. Lead the educational performance of the District through a clear vision and strategic direction for the District's curriculum, instruction, and school improvement initiatives. Design and implement professional development that provides educators with understanding of instructional best practices. Articulate and ensure that the District's missions and goals are achieved as well as collaborating with other leaders around issues of instructional quality. Supervise Curriculum and Instruction, Professional Development to improve school achievement. Provide vision and strategic direction for the District's curriculum, instruction and school improvement initiatives, aligned with the long-term strategy to improve student achievement and narrow the achievement gap between racial, ethnic and economic groups. Build and lead a highly effective, innovative academic services department including re-envisioning the current team, roles and responsibilities as necessary. Reduce the variability in curricula, instruction, and assessment and implement a vertically-aligned curriculum and assessment system that includes the management of the roll out of Common Core Standards and consistent delivery of instruction aligned with key standards. Develop and monitor accountability systems and evaluation rubrics and leverage data to inform strategic direction. Collaborate with Instructional Leadership Directors, the Offices of Accountability, Human Capital, and other divisions and departments to ensure support to teachers and the effective delivery of instructional programs and services to all schools.

Creations/Deletions - Continued

Create:

Position	Salary/Grade	Duties
<p>Elementary School Administrative Manager, Growing Together -Selected Growing Together Sites/Building Principal.</p> <p>(2 positions)</p>	<p>EL-1 210 days</p>	<p>Provide operational, logistical and school administrative support not directly connected to instruction or student learning. Ensure that the principal is able to spend the majority of his/her time on activities connected with instruction and student achievement. Specific duties may include: Assist the principal with budget oversight and management; provide support for timely completion of required District reporting and key administrative and compliance tasks. Ensure effective school and facilities operations. Manage master schedule and class coverage. Oversee communication to parents and families (i.e. newsletters, flyers, website, School Connects, emails, etc.); in collaboration with principal, help to oversee that the school improvement (WISE) managerial tasks are carried out with fidelity and in a timely manner. Monitor student attendance.</p>
<p><i>Annual Budget Impact:</i> \$ 93,200 min. – \$140,000 max.</p>		
<p><i>Funding Source:</i> 11-0590-2490-501210-100-000000-109-05-405-0590, 11-0590-2490-501210-100-000000-109-05-251-0590</p>		
<p>Secondary School Administrative Manager, Growing Together -Selected Growing Together Sites/Building Principal.</p>	<p>EL-2 210 days</p>	<p>Provide operational, logistical and school administrative support not directly connected to instruction or student learning. Ensure that the principal is able to spend the majority of his/her time on activities connected with instruction and student achievement. Specific duties may include: Assist the principal with budget oversight and management; provide support for timely completion of required District reporting and key administrative and compliance tasks. Ensure effective school and facilities operations. Manage master schedule and class coverage. Oversee communication to parents and families (i.e. newsletters, flyers, website, School Connects, emails, etc.); in collaboration with principal, help to oversee that the school improvement (WISE) managerial tasks are carried out with fidelity and in a timely manner. Monitor student attendance.</p>
<p><i>Annual Budget Impact:</i> \$ 50,200 min. – \$75,200 max.</p>		
<p><i>Funding Source:</i> 11-0590-2490-501210-100-000000-109-05-530-0590</p>		

Creations/Deletions - Continued

Create:

Position	Salary/Grade	Duties
<p>Lead Instructional Leadership Director (LILD), Elementary-ESC/ Deputy Superintendent</p> <p><i>Annual Budget Impact:</i> \$ 84,400 min. – \$126,600 max.</p> <p><i>Funding Source:</i> 11-0000-2340-501110- 000-000000-107-16-079</p>	<p>EL-9 12 Months</p>	<p>Assume all the responsibilities of an Instructional Leadership Director (ILD) as well as specific additional leadership support functions. LILDs are assigned a portfolio of schools (12-18) and will supervise, develop, support and oversee the principals of those schools, ensuring that the principals attain high levels of student growth and achievement. Inspire, provide thought-partnership, coaching, hold assigned principals accountable, and build the capacity of the principals to improve the conditions of teaching and learning in each of their schools. Provide leadership support for ILD Team. Coordinate and facilitate level ILD meetings to share problems of practice and best practices. Assist the Deputy Superintendent by serving as a senior “ambassador” or representative of Tulsa Public Schools leadership at public events, community meetings, and other gatherings of Tulsa Public Schools’ stakeholders. Articulate the school system’s mission, goals, accomplishments, needs and strategies to schools and communities. Facilitate the implementation and execution of special projects and assignments in collaboration with other ILDs, as directed by the Superintendent or Deputy Superintendent.</p>
<p>Lead Instructional Leadership Director (LILD), Secondary -ESC/ Deputy Superintendent</p> <p><i>Annual Budget Impact:</i> \$ 84,400 min. – \$126,600 max.</p> <p><i>Funding Source:</i> 11-0000-2340-501110- 000-000000-107-16-077</p>	<p>EL-9 12 Months</p>	<p>Assume all the responsibilities of an Instructional Leadership Director (ILD) as well as specific additional leadership support functions. LILDs are assigned a portfolio of schools (12-18) and will supervise, develop, support and oversee the principals of those schools, ensuring that the principals attain high levels of student growth and achievement. Inspire, provide thought-partnership, coaching, hold assigned principals accountable, and build the capacity of the principals to improve the conditions of teaching and learning in each of their schools. Provide leadership support for ILD Team. Coordinate and facilitate level ILD meetings to share problems of practice and best practices. Assist the Deputy Superintendent by serving as a senior “ambassador” or representative of Tulsa Public Schools’ leadership at public events, community meetings, and other gatherings of Tulsa Public Schools stakeholders. Articulate the school system’s mission, goals, accomplishments, needs and strategies to schools and communities. Facilitate the implementation and execution of special projects and assignments in collaboration with other ILDs, as directed by the Superintendent or Deputy Superintendent.</p>

Creations/Deletions - Continued

Create:

Position	Salary/Grade	Duties
Project Manager-ESC/ Teacher and Leader Effectiveness	BL-7 12 Months	Implement, manage, coordinate, and ensure successful and timely completion of Teacher Leader Effectiveness projects in coordination with multiple departments and perform other related assigned duties.

Annual Budget Impact:
\$ 47,800 min. –
\$71,800max

Funding Source:
11-0844-2340-501210-
000-000000-109-05-093-
0844

Delete:

Position	Salary/Grade	Duties
Project Manager-ESC/ Teacher and Leader Effectiveness	BL-9 12 Months	Perform project management duties, including planning, prioritizing, coordinating, and controlling the analysis, design, implementation, documentation, testing and maintenance phases. Determine and assign delegates and deploy personnel and technical resources required to successfully complete projects on schedule and within budget, ensuring project objectives fulfilled. Provide guidance and assistance to project personnel and mentoring on project management methodology. Employ project planning and control for the development and maintenance of project schedules. Assess projects risk on a regular basis, taking appropriate action to ensure project objectives are timely and successfully met. Maintain and provide regular comprehensive status reports and project schedules. Conduct training needs analysis, interviewing and surveying to aid in planning training Programs. Meet business needs and assist in developing, implementing and providing training material.

Annual Budget Impact:
\$ 60,200 min. –
\$90,200 max

Funding Source:
11-0844-2340-501210-
000-000000-109-05-093-
0844

Creations/Deletions - Continued

Create:

Position	Salary/Grade	Duties
<p>CTE Program Specialist-ESC/ College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 46,600 min. – \$70,000 max</p> <p><i>Funding Source:</i> 11-4210-2120-501110- 330-000000-210-05-093- 4210</p>	<p>EL-1 12 Months</p>	<p>Coordinate development and effective delivery of curriculum for College and Career Readiness Programs Business, Marketing, Information Technology, and Family and Consumer Sciences. Provide support in technology purchases and maintenance. Support functions of CareerTech student organizations. Coordinate College and Career Advisory Council activities. Provide professional development and curriculum planning for common core and common technical core for programs.</p>

Delete:

Position	Salary/Grade	Duties
<p>Curriculum and Assessment Coordinator-ESC/ College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 46,600 min. – \$70,000 max</p> <p><i>Funding Source:</i> 11-4210-2120-501110- 330-000000-210-05-093- 4210</p>	<p>EL-1 12 Months</p>	<p>Oversee competency testing in all programs. Oversee curriculum development in all programs. Provide professional development to instructors. Facilitate the creation and maintenance of standards and benchmarks for all programs. Assist in expansion and improvement of programs. Prepare local, state, and federal reports. Conduct state and national certification assessments in programs. Assist instructors in preparing students to successfully transition from middle school to high school and on to post-secondary training, college, military, or career. Work with District and state employees to ensure proper management of programs. Explore additional funding opportunities for programs. Coordinate activities for student organizations. Assist instructors with technology recommendations, purchases, and maintenance.</p>

Creations/Deletions - Continued

Create:

Position	Salary/Grade	Duties
Warehouse Manager- ESC/Finance, Materials Management	BL-7 12 Months	Manage warehouse deliveries with a complex schedule matrix; manage, control and safeguard warehouse inventory; direct, supervise and schedule 29 employees; manage mailroom support for all District locations; execute auctions and surplus sales; manage all delivery routes to achieve efficiency; maintain comprehensive records for audit of receipts/deliveries; schedule special program/project distribution.
<i>Annual Budget Impact:</i> \$ 47,800 min. – \$71,800 max		
<i>Funding Source:</i> 11-0000-2523-501210- 000-000000-000-08-054		

Delete:

Position	Salary/Grade	Duties
Warehouse Supervisor- ESC/Finance, Materials Management	BL-4 12 Months	Organize and schedule deliveries, supervise 25 employees, maintain warehouse inventories, coordinate surplus sales, maintain comprehensive records of receipts/deliveries, handle distribution for program projects, manage deliveries and modify as volume fluctuates.
<i>Annual Budget Impact:</i> \$ 33,800 min. – \$50,600 max		
<i>Funding Source:</i> 11-0000-2523-501210- 000-000000-000-08-054		

Creations/Deletions - Continued

Create:

Position	Salary/Grade	Duties
<p>Director's Secretary - ESC/Teaching and Learning</p> <p><i>Annual Budget Impact:</i> \$ 24,394 min. – \$32,760 max</p> <p><i>Funding Source:</i> 11-0000-2212-501210- 000-00000-615-06-070</p>	<p>CA-9 \$11.73/hr. to \$15.75/hr. 12 Months</p>	<p>Serve as secretary supporting the employees working under the direction of the Office of Curriculum and Instruction. Work with minimal direction. Maintain an efficient operational office. Receive and screen callers in a professional, polite and tactful manner. General Office duties as assigned.</p>
<p>Director's Secretary - ESC/College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 24,394 min. – \$32,760 max</p> <p><i>Funding Source:</i> 11-5610-1000-501210-429- 105000-413-05-185-5610</p>	<p>CA-9 \$11.73/hr. to \$15.75/hr. 12 Months</p>	<p>Input approximately 1,200 requisitions annually for an almost \$2 million budget. Manage multiple federal grants (Carl Perkins, State CareerTech Funding, Lottery Grants, High Schools that Work, Carl Perkins Supplemental Grants, etc.) Compile several state and federal reports (CESI Enrollment, Salary and Teaching Schedules, High School Graduation, Follow-up, Form 2's, etc.). Manage daily office activity. Coordinate office staff. Assist teachers and staff as needed with travel and ordering.</p>

Delete:

Position	Salary/Grade	Duties
<p>Project Manager - ESC/College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 22,297 min. – \$29,744 max</p> <p><i>Funding Source:</i> 11-5610-1000-501210-429- 105000-413-05-185-5610</p>	<p>CA-7 \$10.72/hr. to \$14.30/hr. 12 Months</p>	<p>Input approximately 1,200 requisitions annually. Manage multiple federal grants. Compile several state and federal reports. Manage daily office activity. Assist teachers as needed with travel and ordering.</p>