



## AGENDA

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, December 2, 2013**, at 6:30 PM , in the Cheryl Selman Room, Ground Floor Level, at the Charles C. Mason Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

With the exception of item A-1, the Board of Education reserves the right to take up any agenda item in any order regardless of how items are listed.

This is an open, public meeting held in accordance with the Open Meeting Laws of the State of Oklahoma. The purpose of this meeting is to conduct the business of the School District. As the elected representatives of the School District voters and school patrons, the School Board members will be making decisions concerning the operation of the School District. Persons desiring to address the Board concerning items not on the agenda must submit a written request form, available from the Clerk of the School Board, at least seven days prior to each meeting. Statements to the School Board by members of the public are limited to five minutes each.

**A. OPENING EXERCISES**

- A-1. Call to order and confirm that a quorum of the Board is present.
- A-2. Flag salute led by the Hale High School JROTC under the direction of Major Mike Maguffe.
- A-3. Remind those wishing to address the Board, sign with the clerk -- 5-minute limit.
- A-4. Motion and vote to adopt the Agenda.

**B. RECOGNITION OF VISITORS**

**C. SPECIAL PRESENTATIONS/AWARDS/RESOLUTIONS**

- C-1. Superintendent's special presentations and awards.

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

<u>Regular Meeting</u>	<u>Special Meeting</u>
November 18, 2013	November 14, 2013

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

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

**G. INFORMATION AGENDA**

**H. STAFF REPORTS**

**I. BOARD MEMBER REPORTS/CONCERNS**

**J. CITIZENS' COMMENTS**

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

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

- L-1. Receive Superintendent's written recommendation for the dismissal of Kathy Boen from the Tulsa School District and vote on motion to set a hearing date, time and place to take action on said recommendation and to authorize the Clerk of the Board of Education to notify Kathy Boen of the hearing date, time and place. If relevant the Board will consider and vote to accept any employee resignations that have been submitted since the last Board of Education meeting.
  
- L-2. Receive Superintendent's written recommendation for the dismissal of Rosalind Parker from the Tulsa School District and vote on motion to set a hearing date, time and place to take action on said recommendation and to authorize the Clerk of the Board of Education to notify Rosalind Parker of the hearing date, time and place. If relevant the Board will consider and vote to accept any employee resignations that have been submitted since the last Board of Education meeting.

**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 December 16, 2013 at 6:30 p.m. in the Cheryl Selman Room at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

**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 DEPUTY SUPERINTENDENT, DR. KIM DYCE**

**Recommendations submitted by Lead Secondary Instructional Leadership Director, Dr. Oliver Wallace**

**E-1.** RECOMMENDATION: Approve routine secondary field trips.

RATIONALE: Board Policy 3314 requires that all out-of-state field/study trips and travel have prior authorization by the Board of Education.

**E-2.** RECOMMENDATION: Amend item E-13 of the October 21, 2013, Agenda to change the dates from June 2-12, 2014, to May 26-June 6, 2014 for Edison Preparatory School students to travel to Milan, Venice, Florence, Assisi, Rome, Pompeii, Sorrento, and Capri, Italy, to participate in the "Best of Italy" trip.

COST: There is no cost to the District. Students will pay Education First Tours directly.

RATIONALE: There was a conflict with Edison Preparatory School's schedule necessitating a need to change the dates of travel.

**E-3.** RECOMMENDATION: Enter into a contract with Music Theater International to provide The Pajama Game Broadway Musical for Edison Preparatory High School March 6-8, 2014.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$2,020

FUND NAME/ACCOUNT: Edison's School Activity Fund #520

RATIONALE: Participation in this type of theatrical production is limited for students unless offered through high school music programs. The students will strengthen as a performance team by honing musical and theatrical skills in a collaborative setting and focusing on a quality performance, thus providing a quality experience for all.

**E-4.** RECOMMENDATION: Enter into a lease agreement with the Mabee Center for the Basketball Tournament of Champions to be held December 26, 27, and 28, 2013.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: \$30,000

FUND NAME/ACCOUNT: Athletics' Activity Fund #536

RATIONALE: The Mabee Center will lease the arena, mezzanine, pressroom, dressing

rooms, practice gym, north lobby, entrances, exits, and parking lots for the sole purpose of the Tournament of Champions. The teams will be given opportunities to interact with students, parents and faculty members from around the country giving them a diverse experience.

- E-5.** RECOMMENDATION: Enter into a contract with New Team LLC, d/b/a Team Enterprises to provide athletic sponsorship benefits during the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: There is no cost to the District.

RATIONALE: New Team LLC insures a minimum of \$7,500 to be paid to the Athletics Department in exchange for attendance at designated athletic events for the purpose of conducting promotional and marketing activities.

**Recommendations submitted by Lead Elementary Instructional Leadership Director, Dr. Phyllis Lovett**

- E-6.** RECOMMENDATION: Enter into a contract with America's Foundation for Chess, First Move, to provide First Move curriculum services for 13 elementary schools (to be determined) during the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$2,275

FUND NAME/ACCOUNT: General Fund/applicable site account.

RATIONALE: First Move is a two-year program taught one hour a week in the classroom by classroom teachers. It was designed so that anyone, regardless of chess knowledge, could successfully implement the curriculum. First Move meets math, writing, social studies and science standards for second- and third-grade students. It is deemed a valuable use of classroom time by 94 percent of America's Foundation for Chess current teachers.

**Recommendations submitted by Chief Academic Officer, Ms. Tracy Bayles**

- E-7.** RECOMMENDATION: Enter into a contract with the Tulsa City County Health Department to administer the Dinosaur School Program utilizing a specialized curriculum to teach primary grade students social skills, development tasks and self-regulation skills during the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: There is no cost to the District.

RATIONALE: The Dinosaur School Program is a school health program that will be offered to two classes of Remington Elementary students: (1) eight students in prekindergarten-kindergarten, and (2) eight students in first and second grades. Teachers will refer students who have exhibited challenges in classroom behavior in order to acquire social skills and behavior management skills which will promote academic success.

**E-8.** RECOMMENDATION: Enter into an agreement with Tulsa City County Library (TCCL) to work cooperatively to provide District students with increased access to public library resources and services from this time forward. The District and TCCL will develop a system to create public library accounts for all District students, linked to their district library accounts, resulting in access to all TCCL digital resources and services in addition to those provided through the District school libraries, December 2, 2013 - June 30, 2014.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: There is no cost to the District.

REQUISITION NUMBER: 41300651

RATIONALE: Often District students lack access to TCCL services for various reasons including expired or lost public library cards or inability to travel to the public library to activate accounts. Thus, some students cannot access public library digital research products and services like Homework Help Now! This project would establish TCCL accounts for all District students. TCCL account information will eventually be linked to District library system information allowing students to jointly search both the public and school library collections for information and resources.

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

**E-9.** RECOMMENDATION: Revise School Board policies as listed.

2110	Reports of Child Abuse/Neglect
2112	Corporal Punishment
2113	Hazing
7102	Transportation Services
7311	Use of Metal Detectors

RATIONALE: The revised policies add language to further define District expectations for students, staff, and patrons in compliance with state law.

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

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

- E-10.** RECOMMENDATION: Purchase a DVR and camera system, including software, hardware, installation and training, from Seon Systems Sales, Inc., Coquitlam, BC, Canada, for the Transportation Department.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$600,000

FUND NAME/ACCOUNT: Bond Technology Fund, 31-1215-2730-506520-000-000000-000-12-003

REQUISITION NUMBER: 11406565

RATIONALE: This will provide software, equipment training and installation for Transportation's new DVR camera system to be outfitted on all buses.

- E-11.** RECOMMENDATION: Approve deduct Change Order Number One to McIntosh Services, Inc. for boiler replacement at various sites.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: The total deduction is \$14,156.52

REQUISITION NUMBER: 41300619

RATIONALE: The equipment cost was reduced from due to better pricing from the manufacturer.

- E-12.** RECOMMENDATION: Correct the supplemental agreement with Greg Helms approved on the January 7, 2013, Agenda, item E-12, to provide architectural services at the McBirney bus facility.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed approximately \$51,000 (an increase of \$21,000 which is seven percent of the total construction cost already encumbered)

FUND NAME/ACCOUNT: Building Fund, 21-0221-4400-503320-000-000000-000-12-137-T0150

REQUISITION NUMBER: 11404964

RATIONALE: The price increase was the result of additional requirements by the City of Tulsa.

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

- E-13.** RECOMMENDATION: Pay Urban Schools Human Capital Academy, Inc. c/o The Monitor Group for up to four District leaders to participate in the Urban Schools Human Capital Academy during the 2013-2014 school year.

COST: Not to exceed \$25,000

FUND NAME/ACCOUNT: Civic Donors Grant Fund, 11-0844-2340-503200-100-000000-000-05-093-0844

RATIONALE: Partially funded by the Bill and Melinda Gates Foundation, the Urban Schools Human Capital Academy is focused on the development of central office leaders with human resources/human capital responsibilities. The Academy works with teams from human capital divisions as well as principal supervisors and other District leaders to help them implement best practices in human capital functions targeted at improving teacher and principal quality and supporting education reform. Continued participation in the Academy provides the District with resources such as toolkits for process improvement, technical assistance from a dedicated human capital expert to assist with implementation, and two annual conferences/learning sessions.

- E-14.** RECOMMENDATION: Enter into an agreement with Cameron University 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.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: There is no cost to the District.

RATIONALE: The agreement will allow the District to partner with area universities in 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.

- 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.



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

**ITEMS LISTED BELOW SUBMITTED BY DEPUTY SUPERINTENDENT, DR. KIM DYCE**

**Recommendations submitted by Lead Secondary Instructional Leadership Director, Dr. Oliver Wallace**

**F-1.** RECOMMENDATION: **Postfact** approval to renew an agreement with the Asia Society to continue Washington High School's status as a member of the Hanban-Asia Society Confucius Classrooms Network, an international partnership dedicated to building the field of Chinese language teachers and learning in American schools, September 1, 2013, to August 31, 2014.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: There is no cost to the District.

RATIONALE: This will be Washington's fifth year to participate in the program. The renewal agreement was received from the Asia Society in November 2013 causing the item to be postfact.

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

**F-2.** RECOMMENDATION: Issue warrants to Tulsa County in the amount of \$587,209.61; Osage County in the amount of \$70,131.82; Creek County in the amount of \$13,430.27; and Wagoner County in the amount of \$257.69 for the District's share of visual inspection cost for the 2013-14 school year.

COST: \$671,029.39

FUND NAME/ACCOUNT: General Fund, 11-0000-2518-508700-000-000000-000-08-098

REQUISITION NUMBER: 11406534; 11406535; 11406532; and 11406538

RATIONALE: The District is required by statute and a court decision to pay its prorated share of any visual inspection budget the County Excise Board approves for the County Assessor's office. The following amounts were paid to these counties in 2012-2013.

Tulsa County	\$572,880.31
Osage County	\$66,436.18
Creek County	\$11,123.04
Wagoner County	\$241.82

**G. INFORMATION AGENDA**

**ITEMS LISTED BELOW SUBMITTED BY DEPUTY SUPERINTENDENT, DR. KIM DYCE**

**Recommendations submitted by Lead Secondary Instructional Leadership Director, Dr. Oliver Wallace**

- G-1.** RECOMMENDATION: Enter into a contract with the Campbell Hotel to host Nathan Hale High School's annual senior prom, May 3, 2014.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: \$2,000

FUND NAME/ACCOUNT: Hale's School Activity Fund #864

RATIONALE: The senior prom is a tradition at Nathan Hale High School. The senior class comes together in an elegant setting to celebrate and promote school spirit.

- G-2.** RECOMMENDATION: Enter into a contract with the Greenwood Cultural Center to host and provide services for Washington High School's winter formal, February 22, 2014.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$2,505

FUND NAME/ACCOUNT: Washington's School Activity Fund #573

RATIONALE: The winter formal is an annual event that Washington High School has held for the past 14 years. Approximately 600 to 800 students attend.

- G-3.** RECOMMENDATION: Enter into an agreement with Communities in Schools National Office, Communities in Schools of Kansas, the George Kaiser Family Foundation, the Charles and Lynn Schusterman Family Foundation and Community Action Project of Tulsa County, Inc. to collaboratively implement the Communities in School model in certain District schools beginning in January 2014 as part of the Growing Together Initiative, subject to annual renewal by all parties and appropriations each year.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: There is no cost to the District.

RATIONALE: Communities in Schools establishes collaborations between service agencies, corporations, foundations, the community, and schools to effectively address both the academic and nonacademic resources and services needed by at-risk youth in order for them to attain a quality education. Collaborations are formed with reputable community-based agencies in order to bring comprehensive services (e.g., tutoring, mentoring, after-

school programs, assistance with accessing food, clothing, and school supplies, parent involvement activities, English as a Second Language programs, health services, etc.) onto the school campus to help address the needs of students. As part of the Growing Together Initiative, implementation during the second semester of the 2013-2014 school year would take place at the following sites: Sequoyah Elementary School, Eugene Field Elementary School, Clinton Middle School, Webster High School, Kendall-Whittier Elementary School, Rogers College Junior High School and Rogers College High School.

- G-4.** RECOMMENDATION: Enter into a contract with Village Tours and Travel, LLC, Oklahoma City, Oklahoma, to provide one charter bus to transport approximately 60 Edison Middle School students to Orlando, Florida, to participate in the All American Music Festival from May 29-June 4, 2014.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$16,000

FUND NAME/ACCOUNT: Edison's School Activity Fund #566

RATIONALE: The All American Music Festival has provided Edison Preparatory Middle School Chorus students with the most memorable opportunity to learn how to function as a team in new and exciting ways.

- G-5.** RECOMMENDATION: Enter into an agreement with Stephens Media Group (The Sports Animal) to provide airtime for the Basketball Tournament of Champions on December 26, 27, and 28, 2013.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: \$2,000

FUND NAME/ACCOUNT: Athletics' Activity Fund #536

RATIONALE: The District's Athletics Department will provide The Sports Animal (Stephens Media) with access to the tournament presidential suite for talent and radio sponsors, signage and banners in the arena, full page ad in the program, ten all access passes for sponsors and talent, press conference acknowledgement, live public address announcement for each game, and on live ten-second public announcement for radio sponsors.

- G-6.** RECOMMENDATION: Enter into a contract with the Clarion Hotel to host McLain High School's annual prom, May 2, 2014.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: \$4,200

FUND NAME/ACCOUNT: McLain's School Activity Fund #864

RATIONALE: The senior prom is a tradition at McLain High School. The seniors come together in an elegant setting to celebrate and promote school spirit.

**Recommendations submitted by Lead Elementary Instructional Leadership Director, Dr. Phyllis Lovett**

- G-7.** RECOMMENDATION: Enter into an agreement with Movie Licensing USA of St. Louis, Missouri, to provide a public performance site license for Wright Elementary School.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: \$375

FUND NAME/ACCOUNT: Wright's School Activity Fund #623

RATIONALE: The license will cover Wright's entire school building for unlimited showings for student rewards, holiday parties, last day of school activities, in-between testing, and indoor recess. The license includes teachers, parent groups, before- and after-school programs as well as anyone using the school facility.

**Recommendations submitted by Chief Academic Officer, Ms. Tracy Bayles**

- G-8.** RECOMMENDATION: Enter into a contract with Greg Tang of Creative Smarts, Inc., Cambridge, Maryland, to provide Common Core Math training for elementary teachers during the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$12,000

FUND NAME/ACCOUNT: Professional Development Fund, 11-3110-2213-503200-271-000000-000-06-044

REQUISITION NUMBER: 11407101

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

- G-9.** RECOMMENDATION: Enter into an agreement with Oklahoma State Assistive Technology Act Program (hereinafter referred to as ABLE Tech) to provide District personnel with training in the area of assistive technology for students with disabilities for the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the

appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: There is no cost to the District.

REQUISITION NUMBER: 41300656

RATIONALE: ABLE Tech has a contract with the Oklahoma State Department of Education to provide a multiyear training and technical assistance project to teach educators about the innovative field of assistive technology, accessible instructional materials, accommodation ideas, and universal design for learning to increase educational success and readiness for students with disabilities in all grade levels, including transition-age students. This assistance will allow assistive technology team access to the newest information in the field in order to benefit our students.

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

- G-10.** RECOMMENDATION: Accept the Comprehensive Annual Financial Report which includes the independent audit report of Cole & Reed, Certified Public Accountants, P.C. for the fiscal year ending June 30, 2013.

RATIONALE: Oklahoma law requires school districts to have an audit performed each year and be accepted by the Board of Education. The Comprehensive Annual Financial Report is the reporting standard for governmental financial reporting. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit included examining evidence supporting the amounts and disclosures in the combined financial statements. The audit also included assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall combined financial statement presentation.

- G-11.** RECOMMENDATION: Enter into an agreement with The Public Group LLC, Provo, Utah, to administer the online sale of selected surplus items.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: There is no cost to the District.

REQUISITION NUMBER: 41300657

RATIONALE: The handling cost will be deducted from the gross sales. The Public Group will host the online ad and administer the sale, then remit monthly to the District. This will provide another avenue of disposal for our consideration. It has been an effective program for other school districts and the District wishes to pilot the program.

- G-12.** RECOMMENDATION: Amend the contract with Kim Collier of Educational Consulting Services approved on September 16, 2013, Agenda, item E-9, for the period of December 17, 2013, through June 30, 2014, to include technical assistance and professional development activities to the administration and faculty of Burroughs Elementary during the 2013-2014 school year.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$158,200 (an increase of \$3,200)

FUND NAME/ACCOUNT: General Fund, 11-5118-2213-503200-494-000000-000-05-135-5118.

REQUISITION NUMBER: 11407274

RATIONALE: The services will provide technical assistance, professional development, classroom coaching, and continuous improvement design support to administration and faculty in order to achieve identified school and District strategic goals.

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

- G-13.** RECOMMENDATION: Purchase an Enterprise Backup and Archive solution from Presidio Corporation, Greenbelt, Maryland, for the Information Technology Department in accordance with the terms and conditions of the Request for Proposal.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Approximately \$217,434.94

FUND NAME/ACCOUNT: Bond Fund, 31-1173-2580-506530-000-000000-000-02-026

REQUISITION NUMBER: 11407465

RATIONALE: The enterprise backup system currently in production has reached its capacity. The vendor has rendered it obsolete, so it cannot be upgraded and, therefore, must be replaced. An Enterprise Backup and Archive system is crucial to the protection of data vital to the operations of the District, and the selected solution will provide long-term flexibility for increasing capacity and functionality as required.

- G-14.** RECOMMENDATION: Approve a supplemental agreement with Greg Helms to provide architectural services at the former Mayo facility and the former ECDC Bunche facility.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: The total fee will be approximately seven percent of the total construction cost.

FUND NAME/ACCOUNT: The total cost will be paid from the applicable bond fund and is contingent upon sale and receipt of the 2014A bond funds.

RATIONALE: Repurposing the existing facilities at Mayo and Bunche will be part of Project Schoolhouse IV and will be paid from the 2010 bond issue.

**G-15.** RECOMMENDATION: Purchase a secure web gateway solution from DirSec, Inc., Broomfield, Colorado, for the Information Technology Department in accordance with the terms and conditions of the Request for Proposal 14018.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$175,000

FUND NAME/ACCOUNT: Bond Fund 3C-1176-2580-507330-000-000000-000-02-026 (\$130,258.08); and Bond Fund 31-1173-2580-506530-000-000000-000-02-026 (\$44,741.92)

REQUISITION NUMBER: 11407469

RATIONALE: The new secure web gateway solution will ensure regulatory compliance with Children's Internet protection Act (CIPA) and scale to support ever increasing throughput requirements for Internet access.

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

**G-16.** RECOMMENDATION: Enter into an agreement with Awareity, Inc. for the license and use of software services for administration and staff for the MOAT (Managed Ongoing Awareness and Trust) Vault platform, design to deliver key District information in an electronic format.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$14,395

FUND NAME/ACCOUNT: General Fund, 11-0000-2572-504440-000-000000-000-04-041 (\$12,794); and Restricted General Fund, 11-6980-2213-50440-239-000000-000-05-066-6980 (\$1,600)

RATIONALE: Awareity provides a comprehensive tool for delivering key District policies, guidelines, strategies, checklists, and other sensitive information that individuals need to do their jobs and make better decisions. Several departments currently use Awareity, including Student Services and the TIPS system for incident reports, management and intervention. The agreement will expand use to all District employees for the remainder of the 2013-2014 school year.

**G-17.** 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 department budget.

**G-18.** RECOMMENDATION: Enter into a one-year agreement with TNTP (formerly known as The New Teacher Project) to provide calibration and feedback training to the District's assistant principals. TNTP expert evaluators and feedback specialists will work with up to 50 assistant principals on their teacher observation/feedback skills. This contract pertains to a strategy funded by the new School Leadership Program Grant.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$200,000

FUND NAME/ACCOUNT: School Leadership Program Grant, 11-7789-2573-503600-000-000000-000-05-093-7789

RATIONALE: TNTP will provide intensive, high-quality, personalized support to assistant principals to improve the ability to observe and provide accurate, actionable and effective feedback to teachers based on the Tulsa Model. This work leverages and expands upon the District's existing Great Teaching/Great Feedback program that currently provides nonevaluative feedback to teachers using TNTP's trained and certified expert raters. The Great Teaching/Great Feedback program for assistant principals will use video recordings and virtual coaching to provide assistant principals with an expert assessment of whether they observe, rate and provide feedback to teachers in an accurate and effective manner. TNTP coaches will use this information to provide one-on-one counsel and support assistant principals on individual areas of strengths/opportunities for development.

**G-19.** RECOMMENDATION: Enter into a one-year agreement with The New Teacher Center to co-design and co-present a customized induction and professional development program for first and second year assistant principals with the Teacher Leader Effectiveness (TLE) leadership coaches. The contract pertains to a strategy funded by the new School Leadership Program grant.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$55,000

FUND NAME/ACCOUNT: School Leadership Program Grant, 11-7789-2573-503600-000-000000-000-05-093-7789

RATIONALE: The District will contract with the New Teacher Center (NTC) to collaborate in the development and delivery of a customized induction and professional development program for first and second year assistant principals. As part of the program, the New Teacher Center will provide extensive training to novice assistant principals in monthly cohort meetings and also use the train-the-trainer model to build the capacity of the TLE leadership coaches to the deploy the program and accelerate the transition of assistant principals to effective instructional leaders.

**G-20.** RECOMMENDATION: Enter into a one-year agreement with McREL to provide supplemental training on the McREL Balanced Leadership Modules in a train-the-trainer format. The contract pertains to a strategy funded by the new School Leadership Program Grant.



FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$5,085

FUND NAME/ACCOUNT: School Leadership Program Grant, 11-7789-2573-503600-000-000000-000-05-093-7789

RATIONALE: Using a train-the-trainer model, McREL will ensure that the TLE leadership coaches have the capacity to deconstruct and thoroughly coach assistant principals and principals in the responsibilities outlined in the McREL Leadership Framework, the evaluation framework for all school leaders in the District.

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

- G-21.** RECOMMENDATION: Enter into a contract with York Electronics, Inc., Tulsa, Oklahoma, to provide site building inspections of District fire alarms and fire suppression equipment, in accordance with the terms and conditions of the Request for Proposal (RFP), December 17, 2013, through June 30, 2014, with two annual renewal options.

FURTHER RECOMMEND: The attorneys for the School District prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the District.

COST: Not to exceed \$46,000

FUND NAME/ACCOUNT: Building Fund, 21-0000-2660-504300-000-000000-000-17-049

REQUISITION NUMBER: 11406865

RATIONALE: All public school buildings are required by state law to have an annual certified fire inspection. The District does not have certified licensed personnel to provide this service.

**SUPPORTING INFORMATION**

**CONSENT ITEM E-1**

**ROUTINE SECONDARY FIELD TRIPS**

<b>SCHOOL/ PARTICIPANTS</b>	<b>NUMBER OF STUDENTS/ PARENTS/ STAFF</b>	<b>PURPOSE OF TRAVEL AND LOCATION</b>	<b>TRAVEL DATES</b>	<b>NUMBER SCHOOL DAYS MISSED</b>	<b>TRAVEL COST AND FUNDING SOURCE</b>
Washington High School/International Baccalaureate Visual Art students	Students: 12 Parents: 2 Staff: 1	Visit art museums, art schools and visual art employers – New York City, New York.	February 1-5, 2014	3 days	No cost to the District/Trip will be funded by students and paid directly to the travel agency by parents.
Central High School/Vocal Music Students	Students: 30 Parents: 0 Staff: 3	Listen, observe, critique, and sing for the university's Vesper Choir students - Pine Bluff, AR	December 8, 2013	0 days	Not to exceed \$2,000 to the District/Central's Vocal Music Activity Fund # 566

## **SUPPORTING INFORMATION**

### **INFORMATION ITEM E-9**

### **POLICIES/REGULATIONS**

TULSA PUBLIC SCHOOLS

Policy 2110

#### **REPORTS OF CHILD ABUSE/NEGLECT**

**PURPOSE:** To comply with Oklahoma law requiring reports of child abuse/neglect.

Oklahoma law requires every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services. Reports shall be made to the Department of Human Services Hotline.

Any person, who knowingly and willfully fails to promptly report suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and, upon conviction, shall be guilty of a misdemeanor. Any person with prolonged knowledge of ongoing child abuse or neglect who knowingly and willfully fails to promptly report such knowledge may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a felony. For the purposes of this paragraph, "prolonged knowledge" shall mean knowledge of at least six (6) months of child abuse or neglect. Any person who knowingly and willfully makes a false report or a report that the person knows lacks factual foundation may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who, in good faith and exercising due care, reports suspected child abuse or neglect, or who allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

Established by Law

Legal Reference: 10A O.S. 1-2-101

Cross Reference: Oklahoma School Law Sec 1152 Reports of Child Abuse

Revised:

## CORPORAL PUNISHMENT

**PURPOSE:** To prohibit corporal punishment.

Corporal punishment is defined by Oklahoma law as ordinary force for discipline of children including, but not limited to, spanking, switching, or paddling.

Corporal punishment is prohibited in the District. No student shall be subject to this form of punishment by teachers, administrators, students, or other school personnel. Employees may use reasonable and necessary physical force to protect persons or property.

The Superintendent or designee will develop appropriate regulations that include effective discipline as an alternative to corporal punishment. These regulations shall be incorporated into the Behavior Response Plan to be reviewed annually by the Board.

Adopted: November 1982

Revised:

Legal Reference: Title 21 O.S., 844

Title 70 O.S., 6-113.1, 114

Policy Resolution - American Bar Association, July 1985

## HAZING

**PURPOSE:** To prohibit hazing.

Hazing constitutes unethical and unacceptable conduct that will not be tolerated in Tulsa Public Schools.

**Definition/Description:** Hazing is defined by state law to be "...an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization...."

Endangering the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, low-point beer, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include, but not be limited to, any activity except those authorized by law which would subject the individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, or forced conduct which could adversely affect the mental health or dignity of the individual.

Hazing will be dealt with as outlined in the Behavior Response Plan, and law enforcement will be notified for possible legal consequences. In addition, students involved in hazing incidents may forfeit their privilege to participate in extra-curricular activities such as athletics, band, cheerleading, and others for the remainder of their career in Tulsa Public Schools.

Adopted: October 2001

Revised:

Legal References: Oklahoma State Law Title 21 § 1190

## TRANSPORTATION SERVICES

PURPOSE: To provide for student and District transportation services.

Student Bus Services

All elementary students living within the legal boundaries of the District legally enrolled and living 1½ miles from their home school and all secondary students living within the legal boundaries of the District legally enrolled and living 2 miles from their home school may be transported from their home designated bus stops to school and returned. School transportation will be subject to all federal and state laws and local ordinances. Eligibility for transportation will be determined according to policy by the Transportation Office.

The District may provide transportation for specifically designated schools and programs as determined by the Superintendent or designee.

Federal law requires the District to provide transportation for special needs students and students transferring from home schools through the “No Child Left Behind Act” (NCLB). Bus service for a student transferring from one school attendance area to a “school of choice” in another school attendance area will not be provided. In accordance with the regulations of the State Board of Education, school bus usage will be restricted to the transportation of students, except that a sponsoring adult or adult supervisor(s), where necessary, may be transported with such students.

A student may become ineligible for bus service by violating conduct regulations. A list of student conduct regulations will be posted on each bus. Some offenses could result in disciplinary action as outlined in the *Behavior Response Plan*. All revocations and reinstatements for bus service will be handled through the school principal.

The Transportation Office will conduct a study of bus routes in each school area to determine the fastest, most economical route to transport students. Bus routes in each school area will be arranged so as to equalize, as nearly as possible, the length of routes and busloads, and to provide for the full use of buses. Centralized stops will be utilized so that each eligible elementary student will have a stop within 1½ miles walking distance from the student’s home and each eligible secondary student will have a stop within 2 miles walking distance from the student’s home. Transfers may be made from one bus to another to provide the best overall transportation system when safe and economical. Once the official route has begun, stops shall be made only to take on, discharge or transfer students. Students will not be put off the bus until they reach their destination.

Students transferring from one school attendance area to another school attendance area will furnish their own transportation.

### Courtesy Transportation

Courtesy transportation may be provided in certain situations such as determined by the Superintendent or designee. One example of courtesy transportation may include unusual hazards that make walking to school unsafe. Hazards include, but are not limited to: no sidewalks, no crosswalks, railroad crossings, no crossing guards, drainage ditches, and dense traffic/arterial streets. Also, specifically designated schools and programs will have transportation provided in the same manner as a home school when designated by the Superintendent or designee.

### Special Use of School Buses

School buses may be used by class groups for field trips where transportation is required and properly authorized. School buses may also be used for transporting kindergarten children and vocational-technical students to and from school, and for transporting athletic teams, band members and some small band instruments used in games, parades and other school-related functions. Trips will be arranged so as not to interfere with regular daily bus routes.

### Nonschool Use of Buses

School buses may be used for nonschool purposes but will only be considered if the use does not interfere with school uses.

Adopted: November 1982  
Revised:  
Legal Reference: Title 70 O.S., 9-101

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### USE OF METAL DETECTORS

**PURPOSE:** To establish a procedure for the use of metal detectors.

The District authorizes use of metal detectors, including but not limited to, wands, hand-held detectors or scanners, and magnetometers for the purpose of prohibiting weapons brought to school in violation of the District policies, procedures and Behavior Response Plan. Metal detectors may be utilized in any of the District schools or facilities. This will include the use of metal detectors at school-sponsored athletic events involving both students and the general public.

Signs will be posted outside school buildings and other District facilities to notify students/persons they are subject to scanning by a metal detector in order to enter the building.

Adopted: December 1997

Revised:

Cross Reference: 2602, Student Searches



**SUPPORTING INFORMATION**

**CONSENT ITEM E-15**

**ROUTINE STAFFING ITEMS**

**ELECTIONS**

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Browning, Yovanda	11/25/13	BL-5	\$ 26,125.83	Supervisor of Mail Services-ESC/Materials Management Rate: \$43,878.00 Return from leave
Coates, Jennifer	10/23/13 5/29/14	B-0	24,488.07	Teacher-Bell/Grade 3 Rate: \$32,900.00
Deckard, Tina	11/12/13 5/29/14	B-15	26,717.22	Teacher-Cooper/Grade 4 Rate: \$40,190.00
Dudley, Jennifer	8/19/13 5/29/14	M-0	33,956.00	Teacher-Mitchell/ELD
Edward, Donna	8/19/13	M-17	44,406.00	Teacher-Jones/Grade 3 Return from leave
Evans, Taylor	8/19/13 5/29/14	B-0	32,900.00	Teacher-Columbus/ Grade 6
Foshee, Betty	8/19/13 5/29/14	B-0	32,900.00	Teacher-Lee/Grade 2
Fowler-Haughey	8/19/13 5/29/14	B-7	35,700.00	Teacher-Lee/Pre-K
Gaines, Sarah	8/19/13 5/29/14	B-0	32,900.00	Teacher-Bell/ Kindergarten
Gilliam, Tammy	8/23/13 5/29/14	B-7	34,691.53	Teacher-Hawthorne/Pre-K Rate: \$35,700.00
Graham, Dax	8/19/13 5/29/14	M-1	34,366.00	Teacher-Cooper/PE

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Graves, Angela	8/19/13 5/29/14	B-0	\$ 32,900.00	Teacher-Bell/Grade 6
Gunselman, Carol	8/23/13 5/29/14	M-4	34,767.45	Teacher-McKinley/Art Rate: \$35,576.00
Guthrie, Melissa	8/19/13 5/29/14	B-0	32,900.00 1,645.00	Teacher-Kerr/ Special Education
Haight Maddox, Jacqueline	8/23/13 5/29/14	B-0	30,282.95	Teacher-Mark Twain/ Grade 5 Rate: \$32,900.00
Hallmark, Christina	8/19/13 5/29/14	B-0	32,900.00	Teacher-Hawthorne/ Grade 5
Hargrove, Theresa	8/19/13 5/29/14	M-4	35,576.00	Teacher-McClure/Reading
Harkin, Bridget	8/19/13 5/29/14	B-0	32,900.00	Teacher-McClure/Grade 3
Hayes, Barbara	11/11/13	M30-28	37,696.00	Counselor-ECDC Porter Rate: \$56,544.00 Return from leave
Hendricks, Ivy	8/19/13 5/29/14	B-0	32,900.00	Teacher-Disney/Grade 2
Hendricks, Rose	8/19/13 5/29/14	B-0	32,900.00	Teacher-Disney/Grade 4
Holweg, Patricia	8/19/13 5/29/14	B-5	34,900.00	Teacher-Hawthorne/Pre-K
Horton, Rachel	8/19/13 5/29/14	M-0	33,956.00	Teacher-Lindbergh/ Enrichment, ELD
Irvine, Stephanie	8/19/13 5/29/14	B-0	32,900.00	Teacher-Bell/Grade 1
Jones, Margie	12/02/13	BL-A	12,308.85	Child Nutrition Services (CNS) Manager-Anderson Rate: \$20,286.00 Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Kaiser, Robert	8/19/13 5/29/14	B-0	\$ 32,900.00	Teacher-Cooper/Grade 4
Kemp, Stacey	8/19/13 5/29/14	B-5	34,500.00	Teacher-McKinley/Grade 1
Kerpan, Sherri	8/19/13 5/29/14	M60-20	49,335.00	Counselor-McClure
Kuss, Thomas	10/31/13 5/29/14	B-0	23,366.48	Teacher-Wright/Grade 3 Rate: \$32,900.00
Kyser, Whitney	8/22/13 5/29/14	B-0	32,900.00	Teacher-Lee/Grade 5
Lee, Alicia	8/20/13 5/29/14	B-0	32,713.07	Teacher-McClure/Grade 1 Rate: \$32,900.00
Lewis, William	11/01/13 5/29/14	B-0	23,179.56 1,158.98	Teacher-McKinley/ Special Education Rate: 32,900.00
Maher, Diana	8/19/13 5/29/14	B-0	32,900.00	Teacher-Cooper/ Kindergarten
Manduano, Lindsey	10/01/13	B-3	28,127.68	Teacher-Washington/ Spanish Rate: \$34,100.00 Return from leave
Margwarth, Paige	8/19/13 5/29/14	B-4	34,500.00	Teacher-Salk/Grade 6
McAdow, Matthew	8/19/13 5/29/14	B-0	32,900.00	Teacher-Bell/Art
McCleary, Melissa	8/19/13 5/29/14	B-0	32,900.00	Teacher-Mitchell/Grade 5
McCondichie, Joi	11/12/13 5/29/13	M-2	23,118.14 1,155.91	Teacher-McLain Seventh Grade Academy/ Special Education Rate: \$34,776.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
McGraw, Zandra	8/19/13 5/29/14	B-16	\$ 40,800.00	Teacher-Hoover/Art
Miller, Caroline	8/19/13 5/29/14	M-1	33,956.00	Teacher-Patrick Henry/ Pre-K
Monson, Michael	11/14/13 5/29/14	B-3	22,281.25	Teacher-Rogers/History Rate: \$34,100.00
Nguyen, Amber	8/19/13 5/29/14	B-1	33,300.00	Teacher-McKinley/ Grade 5
Parkhurst, Samuel	8/19/13 5/29/14	B-0	32,900.00	Teacher-Zarrow/Music
Payne, Loni	8/21/13 5/29/14	B-0	31,636.37	Teacher-Zarrow/Music Rate: \$32,900.00
Peer, Jessica	8/19/13 5/29/14	B-0	32,900.00	Teacher-Hawthorne/ Grade 5
Pelosi, Haley	8/19/13 5/29/14	B-0	32,900.00	Teacher-Disney/ Grade 2
Phillips, Amber	8/19/13 5/29/14	B-0	32,900.00	Teacher-Lanier/ Grade 3
Pugh, Katherine	8/19/13 5/29/14	M-0	33,956.00	Teacher-Mitchell/Grade 1
Reininger, Shawna	8/19/13 5/29/14	B-0	32,900.00	Teacher-McClure/ Kindergarten
Richardson, Cassidy	8/19/13 5/29/14	B-0	32,900.00	Teacher-Mitchell/ Grade 1
Robb, Jacqueline	8/19/13 5/29/14	M-7	36,796.00	Teacher-Cooper/ Grade 1
Roblyer, Andie	11/04/13	M-13	27,995.36	Counselor-Memorial Rate: \$40,286.00 Return from leave
Rowland, Jocelyn	8/19/13 5/29/14	B-2	37,300.00	Teacher-Grimes/Music

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Roy, Wynonna	8/19/13 5/29/14	B-6	\$ 35,300.00	Teacher-Kerr/Grade 6
Rucinski, Allison	8/19/13 5/29/14	B-0	32,900.00	Teacher-Robertson/Grade 3
Schmitt, Anna	8/19/13 5/29/14	B-0	32,900.00	Teacher-McClure/Grade 1
Schreckengast, Paige	8/19/13 5/29/14	B-0	32,900.00	Teacher-McClure/Grade 2
Scott, Kimberly	8/23/13 5/29/14	B-0	32,157.27	Teacher-Mitchell/Grade 1 Rate: \$32,900.00
Socholotuk, Kathryn	11/04/13 5/29/14	B-14	27,514.26	Teacher-Hamilton/Grade 3 Rate: \$39,370.00
Suender, Stephanie	11/13/13	B-0	21,561.58	Teacher-Robertson/ Kindergarten Rate: \$32,900.00 Return from leave
Urbonas, Sheila	8/19/13 5/29/14	B-21	45,130.00 2,256.50	Teacher-Bell Special Education
Villa, Patiance	8/19/13 5/29/14	B-0	32,900.00 1,645.00	Teacher-McKinley/ Special Education
Wallen, Mary	8/19/13 5/29/14	B-0	32,900.00	Teacher-Kerr/Grade 5
Weaver, Isaiah	11/18/13 5/29/14	B-0	21,123.30	Teacher-McLain Seventh Grade Academy/Reading Interventionist, AVID Rate: \$32,900.00
Welch, Angela	8/21/13 5/29/14	B-3	33,712.50	Teacher-McKinley/Grade 4 Rate: \$34,100.00
Wells, Tammy	8/19/13 5/29/14	B-0	32,900.00	Teacher-Lewis and Clark/ Grade 1
White, Jeffrey	8/23/13 5/29/14	M-22	49,199.83	Teacher-Grimes/Grade 4 Rate: \$50,344.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Whiteley, Kelly	8/19/13 5/29/14	B-7	\$ 35,700.00	Teacher-Patrick Henry/ Grade 5
Whiteley, Lacey	8/19/13 5/29/14	B-0	32,900.00	Teacher-Robertson/Grade 3
Whittenburg, Hannah	10/29/13	B-8	26,045.76	Teacher-Grissom/Grade 4 Rate: \$36,300.00 Return from leave
Wilson, Alicia	10/07/13	B-2	27,036.16	Teacher-Wright/Grade 4 Rate: \$33,700.00 Return from leave
<b>Support (Hourly):</b>				
Alberty, Dana	9/30/13 5/28/14	MT-1	9.11	CNS Assistant-McLain
Aldrich, Justin	11/04/13 6/30/14	TS-9	16.17	PC Technician-ESC/ISS
Allen, Chris	10/14/13 6/30/14	MT-10	13.75	Head Custodian-Memorial Jr. High Return from leave
Anaya, Rafaela	10/31/13 6/30/14	MT-3	10.17 .51	Custodian-Plant Operations Shift differential
Appleby, Marcus	10/04/13 5/28/14	IS-3	10.34	Teacher Assistant (TA)- Grimes
Aul, Norma	11/25/13 5/28/14	MT-1	8.90	CNS Assistant-Grimes
Baker, Mark	12/09/13 5/28/14	TS-3	12.00	Campus Security Officer- ESC/Campus Police
Baker, Teresa	11/11/13 5/28/14	MT-1	8.90	CNS Assistant-Key
Bates, Janet	11/04/13 6/30/14	MT-3	10.68 .53	Custodian-Plant Operations Shift differential

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Bledsoe, Sarah	11/18/13 5/28/14	IS-6	\$11.64	TA-Mark Twain Return from leave
Carnley, Amber	11/07/13 5/28/14	IS-3	9.21	TA-Celia Clinton
Chesson, Lotis	11/11/13 5/28/14	MT-1	8.74	CNS Assistant-Patrick Henry
Coleman, Steven	12/02/13 6/30/14	MT-4	9.63	Grounds Laborer-Grounds
Cordova, Soyla	11/06/13 6/30/14	MT-3	9.21 .46	Custodian-Educare III Shift differential
Dicken, Aida	11/13/13 5/28/14	IS-6	10.81	TA-Jones
Dixon, Matthew	11/06/13 6/30/14	MT-3	9.21 .46	Custodian-Plant Operations Shift differential
Dunbar, Marcus	11/06/13 6/30/14	MT-3	9.21 .46	Custodian-Plant Operations Shift differential
Farinella, Robert	11/18/13 5/28/14	MT-6	10.72	Bus Driver Trainee
Hicks, Carolyn	11/11/13 5/28/14	MT-1	8.74	CNS Assistant-Salk
Hollaway, Daniel	11/18/13 6/30/14	TS-9	17.08	PC Technician-ESC/ISS
Jones, Daniel	11/04/13 5/28/14	IS-6	10.81	TA-Hawthorne
Jones, Nykoa	10/28/13 5/28/14	MT-6	11.52	Bus Driver Return from leave
Leonard, Brian	11/18/13 5/28/14	MT-4	9.63	Bus Driver Trainee
McCoy, Eric	12/03/13 6/30/14	MT-8	12.15	Grounds Journeyperson- Grounds

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
McGee, Derrika	11/25/13 5/28/14	MT-1	\$ 8.90	CNS Assistant-Jones
Mullins, Keonta	10/28/13 5/28/14	MT-1	8.63	CNS Assistant-McKinley
Palmer, Yolanda	11/11/13 5/28/14	MT-6	11.04	Bus Driver Return from leave
Pierce, Cynthia	11/11/13 5/28/14	IS-6	11.30	TA-Lindbergh Return from leave
Rader, Robbi	11/06/13 5/28/14	IS-6	10.81	TA-Columbus
Rodriguez, Cynthia	11/04/13 5/28/14	IS-3	9.21	TA-Owen
Rodriguez, Patricia	11/11/13 5/28/14	MT-1	8.90	CNS Assistant-Skelly
Rushing, Ava	11/20/13 5/28/14	IS-6	12.11	Paraprofessional-Gilcrease Return from leave
Shelby, Bertie	11/05/13 6/11/14	IS-6	12.28	TA-Marshall
Smiles, Beverly	11/11/13 5/28/14	MT-1	9.39	CNS Assistant-McLain
Stafford, Alexandria	11/04/13 5/28/14	IS-6	10.81	Parateacher-Eisenhower
Vargas, Eduardo	10/21/13 6/30/14	MT-7	11.23	Head Custodian-Eliot Return from leave
Vess, Joshua	11/18/13 6/30/14	CA-6	11.05	Virtual School Systems Coordinator-TLA f.e.
Weaver, Zenaida	11/25/13 5/28/14	MT-1	8.74	CNS Assistant-Lanier
Wells, DeAnn	11/05/13 5/28/14	MT-6	11.12	Bus Driver Trainee



ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Bowen, Jennifer	TA-McKinley IS-6	11/13/13 6/30/14	\$ 11.64	\$ 11,190.04	Teacher-Gilcrease/ ELD Half-Time Rate: \$33,956.00
Iervolino, Stephanie	TA-Bell IS-6	8/19/13 5/29/14	10.97	32,900.00 1,645.00	Teacher-Bell/ Special Education B-0
Jones, Jamario	Parateacher- Monroe IS-6	11/08/13 5/29/14	11.13/hr.	11,122.44	Teacher-Monroe/ELD B-0 Half-Time Rate: \$32,900.00
Kalbe, Dana	Teacher- Hawthorne/ Academic Engagement M-16	8/20/13	42,936.00	46,485.00	M60-16
Mills, Matthew	PC Technician- ESC/ISS TS-9	11/13/13	15.70/hr.	24,412.21	Application Support Analyst-ESC/ISS BL-5 Rate: \$39,000.00
Pruitt, Latricia	Interim LTI Coordinator- Tulsa Met B-24	8/19/13	49,630.00  2,481.50 1,973.92	60,819.35	LTI Coordinator- Tulsa Met BL-08 Rate: \$69,827.00 Alternative Education Additional days
Trebonik, Marie	Teacher-Wright/ ELD M-10 Half-Time	9/30/13	16,472.35	14,974.90	M-11 Rate: \$38,986.00

ADJUSTMENTS – Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Support (Hourly):					
Barnett-Shook, Sandy	CNS Assistant- Mayo MT-1 7hrs/day	11/11/13 5/28/14	\$ 8.61	\$ 8.61	CNS Assistant- Memorial Jr. High MT-1 6hrs/day
Boone, Mindy	Culinary Coordinator-ESC MT-9	11/25/13 5/29/13	12.74	11.68	CNS Assistant Manager-Webster MT-6
Eisenach-Caudle, Diane	Bus Driver Trainee MT-4	11/19/13 5/28/14	9.63	10.72 .30	Bus Driver Special Needs
Gonzales, Linda	CNS Assistant- Grimes MT-1	11/25/13 5/28/14	8.74	9.35	CNS Cook I – Grimes MT-2
Gutierrez, Raquel	Custodian-Wright MT-3	11/11/13 6/30/14	9.58 .47	9.58	Custodian-Project Accept Shift differential
Henson, Charlotte	Custodian-Lanier MT-3 1-CI	11/04/13 6/30/14	11.16 .53	12.01	Head Custodian- Lanier MT-5 1-CI Shift differential
Ingram, Thomas	Grounds Journeyperson- Grounds MT-8	11/11/13 6/30/14	11.23	12.02	Grounds Lead Grounds MT-9
Jackson, Glenn	TA-Cooper IS-6	11/05/13 5/28/14	10.81	13.10	ED Paraprofessional- Cooper IS-10
Jewell, Michael	Head Custodian- Hale Jr. High MT-10	11/18/13 6/30/14	13.18	14.10	Carpentry Craftsperson- Maintenance MT-11
Lutz, Danny	Plumber Lead- Maintenance MT-15	9/17/13 6/30/14	17.05	19.00	Salary Book Correction Credit for Experience

ADJUSTMENTS – Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Santizo Lopez, Emily	Custodian-Plant Operations MT-3	10/28/13 6/30/14	\$ 9.21 .46	\$ 9.21	Custodian-TLA Shift differential
Taylor, Sakina	Principal's Secretary- McKinley CA-8	11/18/13 6/04/14	12.90	11.62	Clerk-Sequoyah CA-3
Upman, Belva	CNS Assistant- Patrick Henry MT-1 5.5hrs/day	11/11/13 5/28/14	9.37	9.37	6hrs/day
Walker, John	Bus Driver MT-6	11/13/13 5/28/14	12.10	12.10 .30	Bus Driver Special Needs
Wilson, Terlisha	Bus Driver Trainee MT-4	11/04/13 5/28/14	9.63	10.72	Bus Driver MT-6
Winn, Flordeliza	CNS Assistant- Salk MT-1	11/11/13 5/28/14	8.78	9.39	CNS Cook I – Salk MT-2

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
<b>Certificated/Administrative</b>			
:			
Bowen, Kristen	12/02/13	Teacher-Lee/Grade 1	Maternity
Brown, Laura	11/15/13	Teacher-Hawthorne/ Grade 2	FMLA
Buescher, Candyce	11/11/13	Teacher-Jackson/ Grade 3	Personal illness
Carter, LaSasha	11/14/13	CNS Manager-KIPP	Maternity
Craig, Tina	11/18/13	Teacher-MacArthur/ELD	Personal illness
Feathers, Jason	11/13/13	Teacher-Kendall Whittier/Grade 6	FMLA
Kemp, Stacey	12/02/13	Teacher-McKinley/ Grade 1	Personal illness
Kinkead, Sheila	12/15/13	Teacher-Rogers/ Foreign Language	Maternity
Lamb, Rhiannon	1/06/14	Teacher-Kendall Whittier/Kindergarten	Maternity
Lyle, Kari	11/13/13	Teacher-Mitchell/ Gifted and Talented	Maternity
Rad, Katherine	12/11/13	Teacher-Rogers/Fine Arts	Personal illness
Reese, Carol	12/05/13	Terminal I Manager- Transportation	Personal illness
Rice, Randall	10/14/13	Teacher-Hale Jr. High/Language Arts	Personal illness
Slocum, Michelle	1/06/14	Staff Accountant-ESC/ Accounting	Personal illness
Thompson, Annette	11/21/13	Staff Development Teacher-Hale	Personal illness
Youngberg, Jennifer	11/01/13	Principal Intern- Lewis and Clark	Maternity

LEAVES OF ABSENCE - Continued

Name	Effective Date	Assignment	Reason
<b>Support (Hourly):</b>			
Duran, Ma Teresa	10/29/13	CNS Assistant-Cooper	Personal illness
Fannin, Rita	8/18/13	Head Custodian-Wright	Personal illness
Johnson, Jerald	11/01/13	Custodian-Clinton	Personal illness
Lancaster, Mary	11/08/13	Paraprofessional-Skelly	Personal illness
Lopez, David	11/02/13	Parent Involvement Facilitator-Lewis and Clark	Personal illness
McBride, Tracy	11/13/13	CNS Assistant-Skelly	Personal illness
Mejia, Maria	11/11/13	CNS Assistant-Kendall Whittier	Personal illness
Nunnally, Mary	10/20/13	Head Custodian-Park	Personal illness
Ousley-Burks, Wakel	11/04/13	Autism Paraprofessional- East Central Jr. High	FMLA
Roberts, Patricia	10/23/13	Paraprofessional- Lindbergh	FMLA
Thompson, Agnes	10/28/13	Paraprofessional-McLain	Personal illness
Walton, Cathy	9/18/13	Administrative Secretary- Curriculum and Instruction	FMLA
Wilson, Linda	11/14/13	Clerk-Key	Personal illness

## RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Green, Cheree'	11/18/13	Teacher-Burroughs/Special Education
Henley, Colby	12/20/13	Teacher-Kerr/PE
Hensley, Lana	11/07/13	Counselor-Burroughs
Phillips, Denise	11/18/13	Teacher-Clinton/Art
Zellers, Rhonda	11/08/13	Teacher-Hoover/Kindergarten
<b>Support (Hourly):</b>		
Beckley, Davon	11/11/13	Custodian-Disney
Bell, Gloria	11/15/13	Campus Security Officer-Edison
Briggs, Sara	11/30/13	Clerk-Mitchell
Brooks, Allen	11/08/13	Custodian-Lewis and Clark
Butts, Valery	10/31/13	Custodian-Whitman
Carlson, Henry	8/22/13	TA-MacArthur
Gaines, Latasha	9/03/13	Bus Driver
Landeros, Nancy	11/08/13	CNS Assistant-Edison
Millan, Gabriella	5/16/13	TA-Bell
Mondragon, Brenda	10/17/13	Clerk-Sequoyah
Murillo, Julio	11/13/13	Custodian-Skelly
Powell, Sara	11/01/13	Virtual School Systems Coordinator-TLA
Price, Melinda	11/26/13	CNS Assistant-Bell
Wilson, Calvin	11/01/13	Custodian-Carnegie

TERMINATIONS

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Hafemann, Donald	11/15/13	Carpentry Craftsperson-Maintenance
Mecom, Natausha	10/07/13	TA-East Central

## SUBSTITUTE AND TEMPORARY ELECTIONS

### Substitute Teachers

Anderson, Noel  
Azar, Alessandra  
Bair, Jesse  
Bennett, Christopher  
Busch, Marcus  
Bush, Marcus  
Caballero, Nurian  
Chancey, Leonard  
Cox-Roberts, Robin  
Eckhardt, Tara  
Elam, Sherell  
Everidge, Barbara  
Everidge, Barbara  
Figueroa, Stacey  
Garland Johnson, Rachel  
Garrison, April  
Henderson, Aaron  
Holloway, Delisha  
Kelly, Earnestine  
Lawson, Andre  
McCasland, Jon-Patrick  
McCoy, Austin  
Mead, Amanda  
Means, Joe  
Perry, Jennifer  
Scott, Brent  
Smith, Demenda  
Stevens, Shain  
Thomas, Erika  
Wadsworth, Justine  
Ward, Marietta

### Social Services Specialist

Ward, Chantele

### Tutors

Brown, Dana Kay  
Clark, Joanna  
Vaughn, Rosemary  
Moses, Anita

### Health Assistant

Brown, Kimberly

### CNS

Ames, Melynda  
Arumugan-Pillai, Sankara  
Billingsley, Keiah  
Burns, Jacob  
Cohens, Stephani  
Pitts, Lisa  
Vanbuskirk, Deloris  
Yarbrough, Vickie

### DRS Student Workers

Alexander, Tyler  
Arroyo, Stephany  
Lopez, Kaytlin  
Membrilla, Marco  
Roberson, Myesha  
Ross, Derrick  
Smith, Lewana  
Whitson, Destiny  
Wimberly, Dumaria  
Wimberly, Hannah

### Adjunct Teachers

East Central – 13-11-000-1000-501930-820-330000-201-07-710

Qinton Kelley, Instrumental Music @ \$1,500, August 31, 2013 – May 24, 2014

Hale – 13-11-000-1000-501930-820-330000-201-07-661

Robert Banks, 8<sup>th</sup> Grade Basketball @ \$1,145, September 1, 2013 – May 24, 2014

Monroe – 13-11-000-1000-501930-820-330000-201-07-663

Bonesha Bruner, 7<sup>th</sup> Grade Basketball @ \$1,145, September 1, 2013 – May 24, 2014

Bonesha Bruner, 8<sup>th</sup> Grade Basketball @ \$1,145, September 1, 2013 – May 24, 2014



SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Carver Middle School Video – 81-2227-1000-506810-100-000000-000-07-515

Pay certified staff Lincoln Cochran a total not to exceed \$500 to edit and produce a digital video about Carver Middle School.

Edison Cross Country – 81-2132-1000-501700-800-330000-346-07-537

Pay Edison Preparatory HS teacher Larry Cagle a total not to exceed \$500 to serve as Middle School Cross Country Coach for the 2013-2014 school year.

McLain High Learning - 11-0000-2199-501800-000-000000-322-07720

Pay McLain support staff VanSheika Brown and LaTina Busby @ their current hourly rate of pay (total not to exceed \$120) for four hours to take high school seniors on a field trip to Infinite Scholars held in Tulsa, Oklahoma, on Saturday, October 19, 2013.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

**September 16, 2013, Agenda, page 58 – Correct assignment and amount**

Adjunct Teachers

McLain Jr. High – 13-11-000-1000-501930-820-330000-201-07-662

David Harris, 7<sup>th</sup> and 8<sup>th</sup> Grade Basketball @ \$2,290, September 1, 2013 – May 25, 2014

## SUPPORTING INFORMATION

### INFORMATION ITEM G-17

### POSITION CREATIONS/DELETIONS

#### Certificated/Administrative

#### **Create:**

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
<b>Safe Schools/Student Services Coordinator, Elementary-ESC/</b> Constituent and Student Services  <i>Annual Budget Impact:</i> \$ 55,700 min. – \$ 83,500 max.  <i>Funding Source:</i> 11-0000-2340-501110-000-000000-108-14-020	EL-3 12 Months	Provide leadership necessary to ensure positive learning environments, through the implementation of necessary support in the areas of counseling, intervention/prevention, alcohol/drug prevention and crisis/violence management services for all elementary school students within Tulsa Public Schools. Collaboration with administration, teachers, parent constituents and law enforcement.
<b>Safe Schools/Student Services Coordinator, Secondary-ESC/</b> Constituent and Student Services  <i>Annual Budget Impact:</i> \$ 55,700 min. – \$ 83,500 max.  <i>Funding Source:</i> 11-0000-2340-501110-000-000000-108-14-022	EL-3 12 Months	Provide leadership necessary to ensure positive learning environments, through the implementation of necessary support in the areas of counseling, intervention/prevention, alcohol/drug prevention and crisis/violence management services for all secondary school students within Tulsa Public Schools. Collaboration with administration, teachers, parent constituents and law enforcement.

Certificated/Administrative Position Creations and Deletions - Continued

**Delete:**

Position	Salary/Grade	Duties
<p><b>Safe Schools Coordinator-ESC/ Constituent and Student Services</b></p> <p><i>Annual Budget Impact:</i> \$ 55,700 min. – \$ 83,500 max.</p> <p><i>Funding Source:</i> 11-0000-2340-501110-000-000000-110-14-022</p>	<p>EL-3 12 Months</p>	<p>DRC, crisis response, bullying investigator for District, coordination of counseling programs; coordination of professional development for elementary school counselors; management of TIPS system; management of DK system for Counselors P.D., management of DK for DRC and SSRC</p>
<p><b>Student Services Coordinator, Elementary-ESC/Constituent and Student Services</b></p> <p><i>Annual Budget Impact:</i> \$ 51,700 min. – \$ 77,500 max.</p> <p><i>Funding Source:</i> 11-0000-2340-501110-000-000000-108-14-020</p>	<p>EL-2 12 Months</p>	<p>Assist the Associate Superintendent for Elementary Schools and provide the leadership necessary to ensure the implementation of necessary support services for all elementary school students within Tulsa Public Schools service area.</p>
<p><b>Student Services Coordinator, Secondary -ESC/Constituent and Student Services</b></p> <p><i>Annual Budget Impact:</i> \$ 51,700 min. – \$ 77,500 max.</p> <p><i>Funding Source:</i> 11-0000-2340-501110-000-000000-108-14-022</p>	<p>EL-2 12 Months</p>	<p>Assist the Associate Superintendent for Secondary Schools and provide the leadership necessary to ensure the implementation of necessary support services for all secondary school students within Tulsa Public Schools service area.</p>

Certificated/Administrative Position Creations and Deletions - Continued

**Create:**

Position	Salary/Grade	Duties
<p><b>Homeless Liaison/ Parent Involvement Assistant- ESC/Federal Programs and Special Projects</b></p> <p><i>Annual Budget Impact:</i>                      \$39,000 min. –                      \$58,600 max.</p> <p><i>Funding Source:</i>                      11-5118-2194-501210-494-                      000000-322-05-093</p>	<p>BL-5 12 Months</p>	<p>Ensure that children and youth in homeless situations are identified and served through coordinating activities with other local entities agencies and Tulsa Public Schools staff. Ensure children and youth in homeless situations enroll and have full and equal opportunity to succeed in school. Coordinate with transportation and child nutrition personnel to arrange for services for homeless children and youth. Facilitate enrollment for homeless children and coordinate with schools. Ensure that families, children and youth in homeless situation receive educational services and social services for which they are eligible and referral to health, mental health, dental and other appropriate services. Ensure that parents and guardians in homeless situations are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children. Monitor homeless tutoring program. Coordinate with state homeless coordinators, community and school personnel responsible for the provision of education and related services to children and youth in homeless situations. Serve as the District’s Homeless Liaison Assistant to effectively implement the McKinney Vento Act that serves 3,000 Tulsa Public Schools students. Assist with other staff in facilitating program advisory committee to assure proper representation of the Parent Involvement programs. Collaborate with other staff in facilitating program advisory committee to assure proper representation of the federal programs. Describe the school responsibility for instruction and parent responsibility for support. Involve parents in the development of a written parent involvement plan and evaluate annually. Other duties as assigned by Coordinator of Parent Involvement/Homeless Education and Director of Title I.</p>

Certificated/Administrative Position Creations and Deletions - Continued

**Delete:**

Position	Salary/Grade	Duties
<p><b>Homeless Liaison Assistant-ESC/Federal Programs and Special Projects</b></p> <p><i>Annual Budget Impact:</i> \$27,600 min. – \$41,400 max.</p> <p><i>Funding Source:</i> 11-5118-2194-501210-494- 000000-322-05-093</p>	<p>BL-2 12 Months</p>	<p>Ensure that children and youth in homeless situations are identified and served through coordinating activities with other local entities agencies and Tulsa Public Schools staff. Ensure children and youth in homeless situations enroll and have full and equal opportunity to succeed in school. Coordinate with transportation and child nutrition personnel to arrange for services for homeless children and youth. Facilitate enrollment for homeless children and coordinate with schools. Ensure that families, children and youth in homeless situation receive educational services and social services for which they are eligible and referral to health, mental health, dental and other appropriate services. Ensure that parents and guardians in homeless situations are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children. Monitor homeless tutoring program. Coordinate with state homeless coordinators, community and school personnel responsible for the provision of education and related services to children and youth in homeless situations. Serve as the District’s Homeless Liaison Assistant to effectively implement the McKinney Vento Act that serves 3,000 Tulsa Public Schools students. Assist with other staff in facilitating program advisory committee to assure proper representation of the Parent Involvement programs. Other duties as assigned by Coordinator of Parent Involvement/Homeless Education and Director of Title I.</p>

Position Creations and Deletions

Support

**Create:**

Position	Salary/Grade	Duties
<b>Bookkeeper-ESC/ Treasurer's Office</b>  <i>Annual Budget Impact:</i> \$ 33,301 min. – \$ 45,157 max.  <i>Funding Source:</i> 11-0000-2313-501210-000- 000000-601-08-097	CA-15 \$16.01/hr. to \$21.71/hr. 12 Months	Responsible for Munis support to ESC and school personnel. Maintain revenue and expenditures for Gifts and Endowments. Reconcile Child Nutrition and Before and After Care revenue. Process accounts payable checks. Reconcile PaySchools online payment system.

**Delete:**

Position	Salary/Grade	Duties
<b>Bookkeeper-ESC/ Treasurer's Office</b>  <i>Annual Budget Impact:</i> \$ 28,954 min. – \$ 39,062 max.  <i>Funding Source:</i> 11-0000-2313-501210-000- 000000-601-08-097	CA-12 \$13.92/hr. to \$18.78/hr. 12 Months	Maintain revenue and expenditures for Gifts and Endowments. Reconcile Child Nutrition and Before and After Care revenue. Process accounts payable checks. Reconcile PaySchools online payment system.

Support Position Creations and Deletions - Continued

**Create:**

Position	Salary/Grade	Duties
<p><b>Human Capital</b>  <b>Substitute Specialist-ESC/Human Capital</b></p> <p><i>Annual Budget Impact:</i>                      \$ 30,243 min. –                      \$ 40,976 max.</p> <p><i>Funding Source:</i>                      11-0000-2572-501210-                      000-000000-337-04-041</p>	<p>CA-13                      \$14.54/hr. to                      \$19.70/hr.                      12 Months</p>	<p>Monitor and direct assignments of substitute teachers within the District. Responsible for the oversight of activities in the substitute office including maintenance of SubFinder system/input of all teacher and sub-teacher correct job assignment and coding information for proper fields. Responsible for organization and dissemination of all applications and other forms requested by customers for substitute teacher applicants. Organize and facilitate substitute workshops, training, meetings, and seminars. Facilitate and organize all substitute information for easy retrieval and being readily available to address substitute questions. Responsible for all input of Munis information regarding substitute employee hire, second assignments or after school assignments. Coordinate placements for student teachers and pre-interns. Interface with principals, universities and teachers in a positive manner. Secure fall/spring student teaching placements for universities. Secure fall/spring pre-intern/observation placements for universities. Maintain ongoing communications with schools and universities regarding intern teachers and upcoming recruitment events. Work with Special Education Services at the State Department to set up mandatory on-line training modules for long term special education substitutes.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Human Capital</b>  <b>Finisher II-ESC/Human Capital</b></p> <p><i>Annual Budget Impact:</i>                      \$ 26,333 min. –                      \$ 35,402 max.</p> <p><i>Funding Source:</i>                      11-0000-2572-501210-                      000-000000-337-04-041</p>	<p>CA-10                      \$12.66/hr. to                      \$17.02/hr.                      12 Months</p>	<p>Responsible for the oversight of activities in the substitutes office including maintenance of SubFinder system/input of all teacher and sub-teacher correct job assignment and coding information for proper fields. Responsible for organization and dissemination of all applications and other forms requested by customers for substitute teacher applicants. Organize and facilitate substitute workshops, training, meetings, and seminars.</p>

Support Position Creations and Deletions - Continued

**Create:**

Position	Salary/Grade	Duties
<p><b>Human Capital Specialist-ESC/Human Capital</b> (11 positions)</p>	<p>CA-12 \$13.92/hr. to \$18.78/hr. 12 Months</p>	<p>Manage all phases of the personnel hiring process for prospective employees, including candidate selection, background and eligibility verification, new-hire documentation, orientation, HRIS data entry, and employment contract preparation. Ensure active and inactive personnel files for employee groups are organized, accurate, up-to-date, and in compliance with applicable law and regulations. Is the primary HC point of contact for staffing position control and allocations and provide timely, accurate, and customer-friendly administration of processes relating to transfers, demotions, promotions, leaves of absence, disciplinary issues, other employment related processes, and processing association membership set up and withdrawal information, as well as responses to inquiries regarding such processes. Provide timely, accurate, and customer-friendly response to employment verification requests, credit checks, and reference checks. Work cooperatively and effectively with peers in the Payroll, Benefits, Federal Programs, Personnel, and other District offices for the benefit of internal and external customers. Assist HR peers with reporting and record keeping requirements as needed, as well as other customer service needs as may be necessary from time to time. Dependable, punctual attendance and completion of assigned projects and responsibilities. Assist HR peers in the performance of related duties and responsibilities as needed. Prepare and execute contracts to employees as they are hired. Ensure timely preparation, dissemination, and completion of all annual personnel performance evaluations. Follow up with all directors, principals, and others responsible for completing and returning annual performance evaluations. Distribute performance evaluations that contain a recommendation not to re-hire an employee or that are accompanied by a job target or other disciplinary documentation to the director of Support Personnel for review and action.</p>
<p><i>Annual Budget Impact:</i> \$ 318,490 min. – \$ 429,686 max.</p>		
<p><i>Funding Source:</i> 11-0000-2572-501210- 000-000000-337-04-041</p>		



Support Position Creations and Deletions - Continued

**Delete:**

Position	Salary/Grade	Duties
<b>Human Capital Finisher I-ESC/Human Capital</b> (11 positions)	CA-9 \$12.08/hr. to \$16.22/hr. 12 Months	Assist in all human capital functions to finalize all personnel transactions relating to transfers, trims and new teachers or supporting services employment.

*Annual Budget Impact:*  
\$ 276,390 min. –  
\$ 371,114 max.

*Funding Source:*  
11-0000-2572-501210-  
000-000000-337-04-041

**Create:**

Position	Salary/Grade	Duties
<b>Benefits Specialist - ESC/Human Capital</b> (2 positions)	CA-12 \$13.92/hr. to \$18.78/hr. 12 Months	Perform data input for health, dental, vision, and state life insurance on Munis and EGID systems. Assist new and current employees signing up for health dental, vision, and life insurance. Proctor for ParaPro and language test.

*Annual Budget Impact:*  
\$ 57,907 min. –  
\$ 78,125 max.

*Funding Source:*  
11-0000-2572-501210-  
000-000000-311-04-041

**Delete:**

Position	Salary/Grade	Duties
<b>Benefits Specialist - ESC/Human Capital</b> (2 positions)	CA-9 \$12.08/hr. to \$16.22/hr. 12 Months	Perform data input for health, dental, vision, and state life insurance on Munis and EGID systems. Assist new and current employees signing up for health dental, vision, and life insurance. Proctor for ParaPro and language test.

*Annual Budget Impact:*  
\$ 50,252 min. –  
\$ 67,476 max.

*Funding Source:*  
11-0000-2572-501210-  
000-000000-311-04-041

Support Position Creations and Deletions - Continued

**Create:**

Position	Salary/Grade	Duties
<b>Student Services Data Entry Specialist - ESC/Constituent and Student Services</b>	CA-5 \$10.04/hr. to \$13.37/hr. 12 Months	Receive, review and enter data into computer system or tracking database to establish procedures. Support the completion of state mandated reports through the collection of data found in various sources. Ensure accuracy of all data recorded and perform database maintenance functions in PowerSchool, TIPS, Department Webpage and Department Balanced Scorecard.
<i>Annual Budget Impact:</i> \$ 20,883 min. – \$ 27,810 max.		
<i>Funding Source:</i> 11-0000-2340-501110- 000-000000-110-14-022		