



## AGENDA

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, December 16, 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 Washington High School JROTC under the direction of Major Phillip Courtin.
- 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>
December 2, 2013	December 11, 2013

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

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

**G. INFORMATION AGENDA**

**H. STAFF REPORTS**

**I. BOARD MEMBER REPORTS/CONCERNS**

**J. CITIZENS' COMMENTS**

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

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

**M. NEW BUSINESS**

Consideration and possible action on any matter which could not have been reasonably foreseen prior to the legal time deadline for posting of the agenda for this meeting.

**N. ANNOUNCEMENTS**

The next regular scheduled meeting of the Board of Education will be held on Monday, January 6, 2014, 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: 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 where the senior class comes together to celebrate and promote school spirit.

**E-3.** 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.

**E-4.** 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 Schools 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: Clinton Middle School, Eugene Field Elementary School, Kendall-Whittier Elementary School, Rogers College Junior High School, Rogers College High School, Sequoyah Elementary School, and Webster High School.

**E-5.** 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.

**E-6.** 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.

**E-7.** 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**

**E-8.** RECOMMENDATION: Approve routine elementary 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-9.** 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**

- E-10.** 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.

- E-11.** 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**

**E-12.** 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 consideration. It has been an effective program for other school districts and the District wishes to pilot the program.

**E-13.** 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**

- E-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.

- E-15.** 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.

**E-16.** 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**

**E-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.

**E-18.** RECOMMENDATION: Approve routine staffing items.

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

**E-19.** 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.

**E-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.

**E-21.** 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)

REQUISITION NUMBER: 11407531

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.

**E-22.** RECOMMENDATION: Enter into a one-year agreement with The New Teacher Center to codesign and copresent a customized induction and professional development program for first and second year assistant principals with the Teacher Leader Effectiveness (TLE) leadership coaches.

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. 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.

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

**E-23.** 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.

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

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

- F-1.** 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. 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: Renew the contract with the University of Tulsa to provide clinical rotation experiences for Athletic Training and Exercise, and Sports Science students at various District 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: There is no cost to the District.

RATIONALE: The University of Tulsa students will work under the supervision of designated athletic trainers and instructors with the District and the University of Tulsa. Students will bring with them current research and best practices in the field of Exercise and Sports Science.

- G-2.** RECOMMENDATION: Enter into a contract with the Stockley Event Center to provide a room for Rogers College High School's senior prom, April 26, 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 \$4,500

FUND NAME/ACCOUNT: Rogers' School Activity Fund #864

RATIONALE: The senior prom provides a safe environment for seniors to celebrate the completion of 12 years of school.

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

**G-3.** RECOMMENDATION: Enter into a contract with Resources 4 Classroom Learning, Inc., Bixby, Oklahoma, serving as project manager for the iPD grant from January 2014, through June 2014, and to work with the District's iPD team to facilitate the work outlined in the iPD grant awarded by the Bill and Melinda Gates Foundation.

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 \$75,000

FUND NAME/ACCOUNT: iPD Grant Fund, 11-0084-2340-503200-000-000000-000-05-093-0084

REQUISITION NUMBER: 11405851

RATIONALE: Resources 4 Classroom Learning, Inc. will support Phase I grant deliverables, and assist in development of iPD Grant, Phase II. Phase II deliverables include assisting grant writer; scheduling, planning, and conducting meetings of grant team members; communication and collaboration with grant consultant Kelly Montes De Oca; and participation in iPD Grant meetings.

**G-4.** RECOMMENDATION: Enter into a contract with Kelly Montes De Oca, Altadena, California, for consulting services from January 2014, through June 2014, to work with the District's iPD team to facilitate the work outlined in the iPD grant awarded by the Bill and Melinda Gates Foundation.

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 \$35,000

FUND NAME/ACCOUNT: iPD Grant Fund, 11-0084-2340-503200-000-000000-000-05-093-0084

REQUISITION NUMBER: 11405869

RATIONALE: Ms. Montes De Oca's expertise will support grant deliverables, guide team action planning and grant development, provide feedback on iPD implementation, engage in collaboration with the iPD team, and serve as liason between the District and the Bill and Melinda Gates Foundation.

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

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

**G-5.** RECOMMENDATION: Correct item E-19 of the October 7, 2013, Agenda for the library addition at Lindbergh Elementary School. The bid package numbers are as follows.

1A	Sitework	Crossland Construction	\$219,000
1B	Concrete	Howard-Estruct LLC	\$204,000
1C	Precast	Crossland Construction	\$294,000
1D	Demolition	Ark Wrecking	\$16,600
1E	Masonry & Reinforcing Steel	Brazeal Masonry	\$134,800
1F	Structural Steel	Crossland Construction	\$74,500
1G	Casework	Mayco Fixture Co. LLC	\$16,775
1H & I	Roofing	Briggs Rainbow Bldg. Inc.	\$86,400
1J	Aluminum Glass	Advantage Glass	\$102,900
1K	Door Assemblies	Builders Supply	\$48,100
1L	Gypsum Board Assemblies	Green Country Interiors	\$65,520
1M	Flooring and Wall Tile	Architectural Flooring	\$31,170
1N & O	Epoxy Flooring	Vale Painting	\$12,460
1P	Specialty Items	Felix Thomson	\$4,860
1Q	Window Treatments	Contract Drapery and Blinds	\$1,445
1R	Plumbing	Omni Mechanical	\$27,000
1S	Heating & Air Cond.	American Air Conditioning	\$65,900
1T	Electrical	2 J's Electric	\$77,490

**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 \$1,820,000 (no change from the original agenda item)

**FUND NAME/ACCOUNT:** 2013B Library Fund, 3B-1522-4700-504500-000-000000-000-12-275-CM042

**REQUISITION NUMBER:** 11405414

**RATIONALE:** The library addition at Lindbergh Elementary School is part of the 2010 bond issue.

**G-6.** RECOMMENDATION: Increase Change Order Number One to All American Fire Systems, Inc. for renovations at ECDC Bunche.

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 \$56,861

FUND NAME/ACCOUNT: 2014A Bond Fund

RATIONALE: Additional work was necessary to accommodate a new fire sprinkler system.

**G-7.** RECOMMENDATION: Enter into a contract with the lowest responsible bidder for the new HVAC and roofing at Central High 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: Not to exceed \$7,000,000

FUND NAME/ACCOUNT: This project is contingent upon the sale and receipt of the 2014A bond funds.

RATIONALE: This is part of the 2010 bond issue.

**G-8.** RECOMMENDATION: Approve Supplement Number Seven with Allied Engineering for engineering services for pool renovations at various sites, fire sprinklers at various sites, and the Bunche facility renovation.

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 cost will be seven percent of the total construction costs.

FUND NAME/ACCOUNT: This project is contingent upon 2014A bond funds.

RATIONALE: The pool renovation is part of the 2010 bond issue. The fire sprinklers are part of the 2013 Technology bond. The Bunche renovation is part of Phase IV of Project Schoolhouse.

**G-9.** RECOMMENDATION: Purchase NetApp storage hardware, software, and installation services from Presidio Corporation, Greenbelt, Maryland, for storage area network (SAN) expansion, as specified.

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 \$36,443.70

FUND NAME/ACCOUNT: Bond Fund, 31-1172-2580-506530-000-000000-000-02-026

REQUISITION NUMBER: 11407985

RATIONALE: The expansion provides the storage necessary to consolidate several physical servers into a more efficient virtualized environment.

**G-10.** RECOMMENDATION: Purchase blade server hardware, associated software, and technical training from Dell, Inc., Round Rock, Texas, for the District's virtualized data center server environment, as specified.

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 \$222,693.74

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

REQUISITION NUMBER: 11407991

RATIONALE: This will increase the District's data center server capacity for school application servers and provide future growth by refreshing aging hardware and software in order to create a more efficient virtualized environment.

**G-11.** RECOMMENDATION: Purchase 69 white fleet vehicles from the most responsive and responsible offeror(s) as listed below for the Transportation Department.

Danny Beck Chevrolet	\$55,197.00
Bob Moore	\$180,142.00
Jim Glover	\$347,139.05
Bob Hurley GMC	\$74,148.00
Bob Hurley Ford	\$870,619.00
3 units To Be Determined NTE	\$72,755.00

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 1,600,000

FUND NAME/ACCOUNT: 2013B Bond Fund, 3B-1222-2650-507610-000-000000-000-12-003

REQUISITION NUMBER: 11403840

RATIONALE: The purchase provides new replacement vehicles utilized by District personnel and is part of the 2010 bond issue.

**G-12.** RECOMMENDATION: Approve Decrease Change Order Number One to Trigon General Contractors and Construction Managers, Inc., for the Memorial-LaFortune stadium/concession building.

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: Decrease of \$43,005.25

RATIONALE: Original allowances were not used during the construction project.

**G-13.** RECOMMENDATION: Approve a resolution fixing the amount of Combined Purpose Bonds, Series 2014A to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the Clerk of the Board to give notice of said sale as required by law; and approving other matters related to the issuance of the District's Combined Purpose Bonds, Series 2014A.

COST: This is contingent upon the successful sale and receipt of the 2014A bond funds.

RATIONALE: The sale of bonds approved as part of the 2010 voter referendum will allow the District to proceed with projects as outlined in the District's Bond Book. The resolution authorizes the issuance of \$10,700,000 in building bonds (Proposition No. 1) and \$140,000 in classroom learning material bonds (Proposition No. 4). The 2014A Bonds in the aggregate amount of \$10,840,000 would be sold on February 3, 2014, and approved/awarded at the Board of Education's February 3, 2014, meeting, with proceeds made available to the District on or about March 17, 2014. Upon issuance of these bonds, there would be \$121,160,000 in bonds remaining to be sold from the 2010 authorization.

**G-14.** RECOMMENDATION: Approve an agreement with Hilborne & Weidman to serve as Bond Counsel on the District's Combined Purpose Bonds, Series 2014A.

COST: This is contingent upon the successful sale and receipt of the 2014A bond funds.

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

- G-15.** RECOMMENDATION: Approve an agreement with Hilborne & Weidman to serve as Bond Counsel on the District's Technology Equipment Bonds, Series 2014B.

COST: This is contingent upon the successful sale and receipt of the 2014A bond funds.

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

- G-16.** RECOMMENDATION: Approve an agreement for registrar and paying agent services with BOKF, NA dba Bank of Oklahoma on the District's Combined Purpose Bonds, Series 2014A.

COST: This is contingent upon the successful sale and receipt of the 2014A bond funds.

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

- G-17.** RECOMMENDATION: Approve an agreement for registrar and paying agent services with BOKF, NA dba Bank of Oklahoma on the District's Technology Equipment Bonds, Series 2014B.

COST: This is contingent upon the successful sale and receipt of the 2014A bond funds.

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



**G-18.** RECOMMENDATION: Approve a resolution fixing the amount of Technology Equipment Bonds, Series 2014B to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the Clerk of the Board to give notice of said sale as required by law; and approving other matters related to the issuance of the District's Technology Equipment Bonds, Series 2014B.

COST: This is contingent upon the successful sale and receipt of the 2014A bond funds.

RATIONALE: The sale of bonds approved as part of the 2013 voter referendum will allow the District to proceed with projects as outlined in the District's Technology Plan. The resolution authorizes the issuance of \$7,160,000 in technology equipment bonds. The 2014B Bonds in the aggregate amount of \$7,160,000 million would be sold on February 3, 2014 and approved/awarded at the Board of Education's February 3, 2014, meeting, with proceeds made available to the District on or about March 17, 2014. Upon issuance of these bonds, there would be \$20,840,000 in bonds remaining to be sold from the 2013 authorization, of which approximately \$5 million is for sprinkler systems and security system upgrades.

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

**G-19.** 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-20.** RECOMMENDATION: Renew the contract with the Value-Added Research Center/Wisconsin Center to provide education research for value-added data analysis through June 30, 2014.

COST: Not to exceed \$75,000

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

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

**G-21.** RECOMMENDATION: Enter into an additional statement of work with Battelle For Kids to develop and produce combined teacher and leader evaluation measure reports for the 2013-2014 school year based upon the input and direction of the TLE Office and stakeholder input, including teachers and principals. The reports will be for information only. The new statement of work will also require that Battelle for Kids develop and implement an online, personalized onboarding site for new employees.

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 \$86,000

FUND NAME/ACCOUNT: Civic Donor Funds, 11-0844-2340-503200-100-000000-000-05-093-0844

RATIONALE: By entering into this agreement, the District will provide teachers and leaders experience in understanding and learning from combined (multiple) measure reports in a no-stakes context. This advance knowledge and experience is necessary to support the District's transition into teacher and leader evaluation formulas based on multiple measure in the future. It will also allow the TLE office with an opportunity to identify and troubleshoot measurement and communication challenges. The onboarding website also covered by this new Statement of Work will allow District employees with better and more efficient access to necessary Human Capital and other onboarding information, freeing up induction time for more substantive job training and improving employee transition to District employment.

**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>NUMBE R SCHOOL DAYS MISSED</b>	<b>TRAVEL COST AND FUNDING SOURCE</b>
Edison High School/Boys and Girls Soccer Team	Students: 46 Parents: 0 Staff: 4	Regular Season Soccer game – Springdale, Arkansas	March 13-14, 2014	2	Not to exceed \$925/ Edison's Activity Fund #552
Washington High School/Varsity Cheerleading Team	Students: 20 Parents: 0 Staff: 2	National Cheer Association (NCA) Competition – Dallas, Texas	January 23-27, 2014	3	Not to exceed \$10,000 / Washington's Cheer Booster Club
Washington High School/Speech and Debate	Students: 1 Parents: 0 Staff: 1	Montgomery Bell Round Robin Invitational Tournament/Nashville, Tennessee	January 2-6, 2014	1	No Cost to the District

**CORRECTIONS TO PREVIOUSLY APPROVED ITEMS**

**December 2, 2013 Agenda, page 18 - Correct dates of travel**

<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.	January 25-29, 2014	3 days	No cost to the District/Trip will be funded by students and paid directly to the travel agency by parents.

**SUPPORTING INFORMATION**

**CONSENT ITEM E-8**

**ROUTINE ELEMENTARY 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>
Eisenhower International School/Fifth Grade Students	Students: 12 Parents: 0 Staff: 2	Study Abroad Program Trip/Amiens, France	January 18- February 8, 2014	14 days	No cost to the District.

## SUPPORTING INFORMATION

### CONSENT ITEM E-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/</b> Constituent and Student Services</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><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><b>Student Services Coordinator, Elementary-ESC/Constituent and Student Services</b></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><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><b>Student Services Coordinator, Secondary -ESC/Constituent and Student Services</b></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>
<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>		

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 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 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> 11-0000-2340-501210- 000-000000-604-14-022		

**SUPPORTING INFORMATION**

**CONSENT ITEM E-18**

**ROUTINE STAFFING ITEMS**

**ELECTIONS**

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Balthis, Jamie	12/02/13	B-2	\$ 20,181.92	Teacher-Carver/Science Rate: \$33,700.00 Return from leave
Boyles, Deborah	1/06/13	EL-5	38,499.31	Principal Coach-ESC/ Teacher and Leadership Effectiveness Former Employee (f.e.) Rate: \$79,000.00
Hertensteiner, Mark	8/19/12 5/29/14	B-0	32,900.00	Teacher-Central/Chemistry
Johnson, Warren	12/02/13 5/29/14	M-19	27,419.07	Teacher-Springdale/Grade 5 Rate: \$45,526.00
Parker, Rosalind	12/02/13	B-8	21,738.98	Teacher-Columbus/Grade 2 Rate: \$36,300.00 Return from leave
Smith, Demenda	12/04/13 5/29/14	B-5	20,622.73	Teacher-Academy Central/ Grade 2 Rate: \$34,900.00 (f.e.)
Teegarden, Asriel	12/02/13 5/29/14	B-11	22,651.48	Teacher-Lee/Grade 1 Rate: \$37,610.00 f.e.
Tipton, Jessica	12/03/13 5/29/14	B-0	19,627.84	Teacher-Penn/Pre-K Rate: \$32,900.00
Washington, Adaira	12/02/13	BL-B	12,289.34	CNS Manager-Hamilton Return from leave Rate: \$20,793.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Support (Hourly):</b>				
Clem, Dennis	11/20/13 6/30/14	MT-3	\$ 9.21	Custodian-Mayo
Davis, Olive	11/25/13 5/28/14	MT-1	8.74	Child Nutrition Services (CNS) Assistant-Skelly
Fazzini, Patricia	11/25/13 5/28/14	IS-6	12.28	Paraprofessional-OSU Medical Center
Flanary, Leigh	12/02/13 6/11/13	IS-6	10.81	Teacher Assistant (TA)- Eugene Field
Foresman, Rhonda	8/22/13 5/28/14	IS-3	9.49	TA-Hoover
Gaulden, Gina	11/19/13 5/28/14	IS-6	10.81	TA-Anderson
Hawkins, Keithon	12/09/13 5/28/14	MT-4	9.63	Bus Driver Trainee
Johnson, Andrew	12/02/13 6/30/14	TS-9	16.18	PC Technician-ESC/ Information Technology
Little, Holly	12/02/13 5/28/14	IS-6	10.81	Parateacher-Mayo
McBride, Tracy	12/02/13 5/28/14	MT-1	8.73	CNS Assistant-Skelly Return from leave
Medina, Yesica	12/02/13 6/30/14	MT-3	9.36	Custodian-Hawthorne Return from leave
Paul, Glenna	12/04/13 5/30/14	CA-3	10.68	Clerk-Cooper
Ramirez Vaquez, Karla	11/20/13 6/30/14	MT-1	9.21 .46	Custodian-Plant Operations Shift differential
Rodriguez Guzman, Vicente	11/25/13 6/30/14	MT-3	\$ 9.21 .46	Custodian-Whitman Shift differential

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Sandoval Garcia, Manuel	11/20/13 6/30/14	MT-3	\$ 9.21 .46	Custodian-Lewis and Clark Shift differential
Seaborough Wells, Alisha	11/22/13 6/30/14	MT-3	9.21 .46	Custodian-McLain Shift differential
Simmons, Marisa	12/05/13 5/28/14	IS-6	10.81	Paraprofessional-Webster
Smith-Stearns, D'Juania	9/20/13 5/28/14	IS-6	10.81	TA-TRAICE Academy
Suarez, Arnita	12/02/13 5/28/14	MT-2	9.80	CNS Cook I-Memorial Return from leave
Walton, Cathy	11/19/13 6/30/14	CA-12	17.30	Administrative Secretary- Curriculum and Instruction Return from leave
Wilson, Brittany	12/02/13 5/28/14	MT-1	8.91	CNS Assistant-Burroughs Return from leave
Yang, Seng	11/25/13 5/28/14	MT-6	10.72	Bus Driver



ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Andrews, Stephanie	Student Services Coordinator, Elementary- ESC/Constituent and Student Services EL-2	12/17/13	\$ 59,676.00	\$ 35,076.95	Safe Schools Student Services Coordinator, Elementary-ESC/ Constituent and Student Services EL-3 Rate: \$65,644.00
Austin, Judy	Traveling Manager A-CNS BL-A	11/16/13	17,954.00	12,746.00	CNS Manager-Carver BL-B Rate: \$20,108.00
Johnson, Shari	Traveling Manager A-Child Nutrition Services BL-A	11/16/13	19,086.00	14,250.66	CNS Manager A- Lindbergh BL-B Rate: \$21,376.00
Khattab, Marsha	Staff Development Teacher-Mitchell M-7	8/19/13	36,796.00  1,831.00	36,796.00	Teacher-Mitchell/ Grade 4 Staff Development
Koontz, Marilyn	Counselor- Rogers M60-30	8/19/13	60,175.00 1,831.00 1,548.50	60,175.00 1,831.00	Counselor-Lee Counselor Additional days
Myers, Molly	TA-Lindbergh IS-6	8/19/13	10.81	32,900.00	Teacher-Lindbergh/ Kindergarten B-0
Roper, Kristina	Teacher- Robertson/ Grade 4 B-4	8/19/13	34,500.00	34,500.00 1,725.00	Teacher-Robertson/ Special Education

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Sams, Jennifer	Teacher-McLain Seventh Grade Academy/ Science, ELD M-0	9/23/13	\$ 33,956.00	\$ 30,919.55	M60-0 Rate: \$36,005.00
Schwier, Jana	Counselor- Phoenix Rising M-23	8/15/13	49,436.00 2,471.80 1,831.00 1,926.00	49,436.00 2,471.00 1,831.00 2,752.00	Counselor-Phoenix Rising Alternative Education Counselor Additional days (Correcting number of days)
Sligar, Judy	Teacher- Robertson/Art, Special Education M60-21	8/19/13	51,755.00 1,219.63	51,755.00 2,587.75	Teacher-Robertson/ Special Education (Half time special ed to full time) M60-21
Whitsel, Tenna	Student Services Coordinator, Secondary-ESC/ Constituent and Student Services EL-2	12/17/13	77,151.00	43,999.54	Safe Schools Student Services Coordinator, Secondary-ESC/ Constituent and Student Services EL-3 Rate: \$82,342.00
<b>Support (Hourly):</b>					
Ackley, Gail	Parateacher- Mayo IS-6 6hrs/day	12/22/13 5/28/14	\$ 10.81	\$ 10.81	8hrs/day
Akaruwiese, Stephanie	Bus Driver Trainee MT-4	10/23/13 5/28/14	9.63	10.72	Bus Driver MT-6
Armstrong, Carla	Assistant Head Custodian- McLain MT-8 3-CI	11/18/13 6/30/14	16.46	17.66	Head Custodian- Hale Jr. High MT-10 3-CI

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Black, Deborah	Benefits Specialist-ESC/ Human Capital CA-9	12/17/13 6/30/14	\$ 14.48	\$ 15.78	Benefits Specialist- ESC/Human Capital CA-12
Brown, Patricia	Site Assistant- Key/Before and After Care MT-A 5hrs/day	11/18/13 5/28/14	10.10	10.10	6hrs/day
Clifton, Lela	HC Finisher I- ESC/Human Capital CA-9 1-CI	12/17/13 6/30/14	17.13	18.63	HC Specialist-ESC/ Human Capital CA-12 1-CI
DeShone, Kelli	Custodian- Educare II MT-3	11/18/13 6/30/14	11.47  .57	12.39  .62	Assistant Head Custodian-Central MT-5 Shift differential
Ferguson, Michelle	HC Finisher I- ESC/Human Capital CA-9 3-CI	12/17/13 6/30/14	17.98	19.46	HC Specialist-ESC /Human Capital CA-12 3-CI
Gul, Afsheen	CNS Assistant- McClure MT-1	11/25/13 5/28/14	8.91	9.62	CNS Cook II-McClure MT-3
Izett, Sharon	Benefits Specialist-ESC/ Human Capital CA-9 1-CI	12/17/13 6/30/14	15.30	16.63	Benefits Specialist- ESC/Human Capital CA-12 1-CI
Jackson, Clara	Principal's Secretary- Whitman CA-8 3-CI	11/26/13	17.13	17.13	Principal's Secretary- McKinley
Johnson, Barbara	HC Finisher I- ESC/Human Capital CA-9	12/17/13 6/30/14	13.91	15.16	HC Specialist-ESC/ Human Capital CA-12

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Keen, Rogena	HC Finisher I- ESC/Human Capital CA-9 1-CI	12/17/13 6/13/14	\$ 14.43	\$ 15.56	HC Specialist-ESC/ Human Capital CA-12 1-CI
Lawrence, Sandy	CNS Assistant- Edison MT-1	12/16/13 5/29/14	8.74	9.44	Clerk-Edison CA-3
Mason, Sharon	HC Finisher I- ESC/Human Capital CA-9	12/17/13 6/30/14	13.94	15.19	HC Specialist-ESC/ Human Capital CA-12
McLafferty, Michael	TA-Hale IS-3	12/04/13 5/28/14	9.21	13.11	Autism Paraprofessional- Hamilton IS-10
Miller, Phylena	HC Finisher II- ESC/Human Capital CA-10 2-CI	12/17/13 6/30/14	17.95	19.48	HC Substitute Specialist-ESC/ Human Capital CA-13 2-CI
Moss, Edith P.	HC Finisher I- ESC/Human Capital CA-9 5-CI	2/17/13 6/30/14	18.72	20.18	HC Specialist-ESC/ Human Capital CA-12 5-CI
Redfearn, Amber	Bookkeeper- ESC/Treasurer's Office CA-12	12/17/13 6/30/14	17.24	18.75	Bookkeeper-ESC/ Treasurer's Office CA-15
Sims, Colleen	TA-Disney IS-3 6hrs/day	8/22/13 5/28/14	9.49	9.49	7hrs/day
Smith, Rita	HC Finisher I- ESC/Human Capital CA-9 2-CI	12/17/13 6/30/14	15.80	17.13	HC Specialist-ESC/ Human Capital CA-12 2-CI

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Steele, Sandra	HC Finisher I- ESC/Human Capital CA-9 5-CI	2/17/13 6/30/14	\$ 19.13	\$ 20.63	HC Specialist-ESC/ Human Capital CA-12 5-CI
Tatic, Irmgard	HC Finisher I- ESC/Human Capital CA-9	12/17/13 6/30/14	15.13	16.49	HC Specialist-ESC/ Human Capital CA-12
Todd, Detri	Custodian- McLain MT-3	12/02/13 6/30/14	9.21  .46	11.23	Assistant Head Custodian-McLain MT-8 Shift differential
Welch, Jimmy	Bus Driver Trainee MT-4	10/23/13 5/28/14	9.63	10.72	Bus Driver MT-6

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT

Name	Effective Date	Site	Special Assignment	Amount
<b>Certificated/Administrative:</b>				
Barcellos, Keri	8/19/13	Hale JHS	Cheerleading sponsor-MS	\$ 2,060.00
Bridgeman, Elisa	8/19/13	Central HS	Department Chairperson	864.00
Brown, Clotel	11/15/13	McKinley	Breakfast Program Supervisor	482.18
Butler, Lisa	8/19/13	Edison HS	Cross Country - Assistant - Girls	1,000.00
Cadley, Wyatt E	8/19/13	McLain 7 <sup>th</sup> Grade Academy	Department Chairperson	452.00
Collins, Janell	8/19/13	McLain 7 <sup>th</sup> Grade Academy	Department Chairperson	452.00
Coonfield, Laurel	8/19/13	Webster	Department Chairperson	650.00
Davis, Denise	8/19/13	Central JHS	Team Leader	1,849.00
Donnell, Dorinda	8/19/13	Central HS	Department Chairperson	955.00
Gregory, Desiree	8/19/13	Central HS	Department Chairperson	476.00
Gregory, Lori	10/28/13	Park	Bus Duty	259.00
Hargrove, Amy	8/19/13	Rogers HS	Volleyball - Assistant - Girls	1,202.00
Harrington, Gale	8/19/13	McLain 7 <sup>th</sup> -Grade Academy	Department Chairperson	652.00
Hertensteiner, Mark	08/19/13	Central HS	Stagecraft - HS	1,109.00
	10/28/13	Central JHS	Stagecraft - MS	672.73

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
Hughes, William	8/19/13	Central HS	Department Chairperson	\$ 613.00
Jacobsen, Patricia	12/02/13	Wright	Special Education Lead-Elementary	626.42
Jones, Brian	8/19/13	Hale JHS	Basketball – 8th Grade – Girls	1,145.00
Jones, Jamar	8/19/13	Monroe	Student Council Sponsor - MS	1,109.00
	8/19/13	Monroe	Treasurer - MS	2,861.00
	8/19/13	Monroe	Football - Assistant - MS	1,098.40
Lacson, Jessica	8/19/13	McLain 7 <sup>th</sup> -Grade Academy	Department Chairperson	652.00
Louie, Jamar	8/19/13	McLain 7 <sup>th</sup> -Grade Academy	Basketball – 7th Grade - Boys	1,145.00
Manuel, Traci	8/19/13	Central JHS	Team Leader	1,465.00
Mccall, Katherine	8/19/13	Central HS	Department Chairperson	1,114.00
Mckinley, Kimberly	8/19/13	Central HS	Department Chairperson	652.00
Mclerran, Jamie	8/19/13	Central HS	Department Chairperson	1,029.00
Miller, Melissa	8/19/13	Jones	Double Section (8) - 8/8	1,144.00
Panchoo, Mohazobyn	8/19/13	Patrick Henry	Team Leader	1,011.00
Park, Phillip	8/19/13	Rogers HS	Intramural (2)	554.00
Phillips, Christina	8/19/13	Jones	Double Section (8) - 8/8	1,144.00
Roark, Douglas	8/19/13	Central JHS	Football - Assistant - MS	1,373.00
Schneider, Stephen	8/19/13	Central JHS	ID Team Leader - MS	1,849.00

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
Selking, Courtney	8/05/13	Mark Twain	Building Site Test Coord.	750.00
Smith, Andrew	8/19/13	Central HS	Department Chairperson	736.00
Smith, Gary	10/29/13	Hoover	Teacher-in-Charge - Elementary	826.22
Smith, Ronald	8/19/13	McLain 7 <sup>th</sup> Grade Academy	Department Chairperson	652.00
Ward, Bernadette	10/31/13	Rogers HS	Department Chairperson	567.47
Williams, Ann	8/19/13	Central JHS	Department Chairperson	692.00



SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
<b>Support:</b>				
Banks, Robert	9/25/13	Hale JHS	MS boys basketball 8th Grade	1,145.00
Birmingham, Holly	11/22/13	Central JHS	MS girls basketball 7th Grade	1,145.00
Buggs, Brian	9/21/13	McLain 7 <sup>th</sup> -Grade Academy	MS girls basketball 7th Grade	1,145.00
Clayton, Lela	11/06/13	Remington	Breakfast Program Supervisor	132.28
Gill, Michael	12/02/13	Key	Bus Duty	369.52
Mcclellan, Deborah	8/08/13	Gilcrease	Safety Patrol Sponsor Elementary	554.00
Miller, Janetta	8/08/13	Eugene Field	Breakfast Program Supervisor	500.00
Morgan, Quinton	8/22/13	McLain HS	Wrestling Assistant	2,142.00
Patrick, Glenn	10/21/13	Memorial JHS	MS girls basketball 8th Grade	1,145.00
Peppers, Stephanie	12/02/13	Grimes	Newspaper Sponsor - Elementary	278.25
Vess, Joshua W	11/18/13	TLA	Site Tech Contact - <or=to 400 Students	881.53
	11/18/13	TLA	Newspaper Sponsor - MS	220.86

## LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
<b>Certificated/Administrative:</b>			
Davis, Carolyn	11/15/13	Teacher-Hawthorne/ Kindergarten	Personal illness
Dietlin, Heather	11/24/13	Teacher-Owen/ Grade 4	Personal illness
Groshans, Mandi	12/16/13	Librarian-Owen	Maternity
McWhirt, Deborah	10/03/13	Staff Development Teacher-Kendall Whittier	Personal illness
Murdock, Cynthia	1/06/14	Social Services Specialist-Eugene Field	Maternity
Rhodes, Margaret	11/14/13	Teacher-Rogers College Jr. High/ English	Personal illness
Thompson, Judy	11/12/13	Counselor-Emerson	Personal illness
Vaughn-Harrison, Savanna	12/19/13	Teacher-Lindbergh/ Pre-K	Maternity
<b>Support (Hourly):</b>			
Black, Deborah	12/12/13	Benefit Specialist- ESC/Human Capital	Personal illness
Hamilton, Michael	12/02/13	Bus Driver	FMLA
McCane, Michelle	1/06/14	Clerk-Edison	Further Study
Murphy, Leah	12/09/13	TA-Marshall	Maternity
Rosales, Jannet	1/10/14	CNS Assistant-Skelly	Maternity
Wallace, John	11/15/13	Custodian- Remington	Personal illness
Wilson, Brittany	10/10/13	CNS Assistant- Burroughs	Maternity

## RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Bowen, Kristen	1/01/14	Teacher-Lee/Grade 1
Christi, Sophia	11/21/13	Traveling Manager-CNS
English, Lisa	11/22/13	Psychometrist-ESC/Special Education and Student Services
Fleming, Betsy	12/20/13	Teacher-East Central/English
Furch, James	6/30/14	Principal-Washington
McConkey, Kelly	11/15/13	Teacher-Penn/Grade 4
McGee, Kern	12/21/13	Teacher-Marshall/Reading Interventionist
Rudick, Gary	1/31/14	Police Chief-ESC/Campus Police Department
Urbonas, Sheila	11/21/13	Teacher-Bell/Special Education
Young, Deborah	11/26/13	Counselor-Skelly
<b>Support (Hourly):</b>		
Addington, Vickey	1/31/14	Clerk-Edison
Armstrong, Jarvis	11/27/13	Custodian-Skelly
Clark, Kathy	12/13/13	Clerk-Edison
Clough, Dawn	11/27/13	Bus Driver
Converse, Kimberly	11/11/13	TA-Park
Cortes, Anna	11/25/13	CNS Cook I – McClure
Cunningham, Etta	11/26/13	CNS Assistant-Chouteau
Fairnella, Robert	11/22/13	Bus Driver Trainee
Fields, Marvejean	12/21/13	Health Assistant-Street School
Gomez, Maribel	11/20/13	Custodian-Edison
Green, Shannon	9/30/13	Parent Involvement Facilitator-Key

RESIGNATIONS – Continued

<u>Name</u>	<u>Effective Date</u>	<u>Assignment</u>
Morales, Marie	11/08/13	Custodian-Plant Operations
Rasco, Michael	11/20/13	Paraprofessional-Webster
Robertson, Radiance	10/24/13	CNS Assistant-Kendall Whittier
Sixsmith, Jennifer	11/19/13	Autism Paraprofessional-Hamilton
Trimble, Jeanette	11/25/13	Associate Buyer-ESC/Materials Management
Whitley, Lakena	11/15/13	TA-Project Accept

RETIREMENTS

<u>Name</u>	<u>Effective Date</u>	<u>Assignment</u>
<b>Certificated/Administrative:</b>		
Bridges, Therese	1/01/14	Assistant Operations Manager-Child Nutrition

SUBSTITUTE AND TEMPORARY ELECTIONS

Substitute Teachers

Blalock, Victoria  
Brint, Mary  
Brown, Erin  
Ellison, Christina  
Foreman, John  
Mowery, Jeff  
Prado, Christina  
Rhoden, Steven  
Rodriguez, Jazz  
Romano, Alexander  
Rooney, Sean  
Snell, Karen  
Story, David  
Vazquez Gonzalez, Marco  
Watkins, Najla  
Watson, Matthew  
Winslow, Donald

Tutor

Jones, Diane

CNS

Claiborne, Linda  
Davis, Destini  
Durbin Melanie  
Ledford, Judith  
Rodriguez-Zavala, Luz  
Torres, Nidia  
Villicana, Miriam

Rogers– 13-11-000-1000-501930-820-330000-201-07-730

Cherry Todd, Football @ \$3,335, September 1, 2013 – May 25, 2014

## SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

### Child Nutrition– 2-22-3850-3180-501800-700-000000-000-03-053

Pay traveling manager, a stipend of \$300 (total cost not to exceed \$7,500), for completing Manager-In-Training (M.I.T.) program which requires additional training and meeting requirements for the school year 2013-2014. Amount to be paid upon completion of the M.I.T. program and promotion to Traveling Manager.

### CAFÉ MANAGER ALTERNATIVE SITE STIPEND - 22-3850-3120-501210-700-000000-953-03-053

Pay Dawn Grigsby, a one time stipend of \$67.20 for managing the food production and distribution of food to adjunct or alternative program sites outside of their own school building for September 9, 2013, –September 30, 2013.

### Edison Football – School Activity Fund #536

Pay Dwayne Gardner a total not to exceed \$1,000 to provide coaching for Edison HS football during the school year 2013-2014.

### Honor Choir – 11-0000-1299-503200-100-000000-000-06-070

Pay Karen Miller certified staff a total not to exceed \$200 to serve as as piano accompanist for the Tulsa Public Schools Honor Choir on November 6, 2013. The Honor Choir involves students from all high schools.

### Memorial Football – School Activity Fund #536

Pay Daniel Martin and Ryan Reed \$1,250/each (total not to exceed \$2,500) to provide extra coaching duties for Memorial HS football from August to November 2013.

### Salk Extra Duties - 11-0000-1000-501920-100-105000-000-07-402

Pay Linda Curtis, Regina Lunsford, Jamie McCullough, Stephanie Mecom, and Rhonda Ratliff, certified teachers @ 884/each (total not to exceed \$4,420) to provide sponsorship and oversight for Artists In School and Any Given Child programs at Salk Elementary during the school year 2013-2014.

### Title II professional development - 11-5410-2213-501700-000-000000-000-05-093-5410 11-5410-2573-501700-000-000000-000-05-093-5410

Pay certified instructional staff on teacher contracts, to be named, @ \$23/hr. (total not to exceed \$50,000) to provide professional development outside of contract hours. Pay certified administrative staff (not on twelve-month or teacher contracts), @ their current hourly rate of pay (total not to exceed \$50,000) to provide professional development outside of contract hours.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

**December 2, 2013 Agenda, page 33 - Correct proposed contract amount and reason**

Adjustments

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Trebonik, Marie	Teacher-Wright/ ELD M-10 Half-Time	9/30/13	16,472.35	16,472.35	M30-10 Rate: \$39,444.00

**December 2, 2013 Agenda, page 35 - Correct proposed contract amount**

Adjustments

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Taylor, Sakina	Principal's Secretary- McKinley CA-8	11/18/13 6/04/14	12.90	12.47	Clerk-Sequoyah CA-3

**December 2, 2013 Agenda, page 36 - Correct effective date**

Leaves of Absence

Name	Effective Date	Assignment	Reason
Slocum, Michelle	1/02/14	Staff Accountant- ESC/Accounting	Personal illness

**December 2, 2013 Agenda, page 38 - Correct effective date**

Resignations

Name	Effective Date	Assignment
Price, Melinda	12/20/13	CNS Assistant-Bell

**SUPPORTING INFORMATION**

**INFORMATION ITEM G-19**

**POSITION CREATIONS/DELETIONS**

**Create:**

Position	Salary/Grade	Duties
<p><b>Human Capital Recruiter-ESC/Human Capital</b></p> <p><i>Annual Budget Impact:</i> \$ 49,300 min. – \$ 73,900 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210- 000-000000-109-04-041</p>	<p>BL-7 12 Months</p>	<p>Assess the District's staffing needs, formulate and implement a strategy to recruit instructional, administrative and support personnel to satisfy the District's needs. Counsel with certified employees and applicants concerning vacancies, certificates, evaluations, employment, transfer and terminations. Responsible for training and orientation for District employees. Work with Professional Development Office to develop programs of continuing education in the area of teacher evaluation.</p>
<p><b>Accounting Technician-ESC/Accounting</b></p> <p><i>Annual Budget Impact:</i> \$ 28,933 min. – \$ 37,232 max.</p> <p><i>Funding Source:</i> 11-0000-2511-501210- 000-000000-601-08-052</p>	<p>CA-11 \$13.91/hr. to \$17.90/hr. 12 Months</p>	<p>Perform physical inventory scans of equipment at all sites. Assist sites to resolve disposition exceptions. Train new Site Asset Managers. Verifies surplus work order. Prepare scan file for uploading into FACET</p>