



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Tuesday, January 21, 2014**, at 6:30 PM, in the Cheryl Selman Room, Ground Floor Level, at the Charles C. Mason Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

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

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

A. OPENING EXERCISES

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

B. RECOGNITION OF VISITORS

C. SPECIAL PRESENTATIONS/AWARDS/RESOLUTIONS

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

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

Regular Meeting
January 6, 2014

E. CONSENT AGENDA – Motion and vote on recommendation.

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

G. INFORMATION AGENDA

H. STAFF REPORTS

I. BOARD MEMBER REPORTS/CONCERNS

J. CITIZENS' COMMENTS

K. SUPERINTENDENT’S REPORTS/PRESENTATIONS

L. OTHER NON-ROUTINE ITEMS REQUIRING BOARD ACTION

M. NEW BUSINESS

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

N. ANNOUNCEMENTS

The next regular scheduled meeting of the Board of Education will be held on Monday, February 3, 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 Scissortail Media, Norman, Oklahoma, as the event photographer for Edison's senior prom, April 18, 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 \$850

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

RATIONALE: The photo booth opportunity has been held in years past and has provided students with a photographic memory of the senior prom. It is intended to promote a sense of togetherness for the Class of 2014.

E-3. RECOMMENDATION: Enter into a contract with Clarion Inn to host East Central High School's JROTC Military Ball, February 28, 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 \$2,500

FUND NAME/ACCOUNT: JROTC Student Activity Fund #564

RATIONALE: The JROTC Military Ball is part of the JROTC Program of Instruction.

E-4. RECOMMENDATION: Enter into a contract with the Tulsa Historical Society to host Webster High School's annual 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: \$1,500

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

RATIONALE: The senior prom is a tradition at Webster High School where the senior class comes together to celebrate and promote school spirit.

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

E-5. RECOMMENDATION: Amend the contract with Darlene Merry, education leadership consultant, approved on the July 1, 2013, Agenda, item E-20, to include additional executive leadership coaching and consulting through 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: Not to exceed \$135,000 (an increase of \$30,000)

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

REQUISITION NUMBER: 41300524

RATIONALE: The addition to the contract will allow for continued coaching, support, and development of key leadership roles with a focus on Leadership Sustainability.

E-6. RECOMMENDATION: Approve an update to the District's Revised Charter School Collaboration Compact.

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.

RATIONALE: A compact between the District and the charters authorized by the District provides a vision and structure for collaboration, planning, interaction, and mutual learning. This update was developed to better highlight current successes, and incorporate some new areas of potential collaboration such as collocation, enrollment, professional development and blended learning.

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

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

E-7. RECOMMENDATION: Correct the funding source approved on the September 16, 2013, item F-1, to pay Hilborne and Weidman, Tulsa, Oklahoma, for services rendered in connection with the Series 2013B and 2013C bond sale in the amount of \$40,000,000.

COST: There is no additional cost to the District.

FUND NAME/ACCOUNT: 2013B Technology Bond/3B-1219-2511-503300-000-000000-000-12-037.

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

E-8. RECOMMENDATION: Correct the funding source approved on the September 16, 2013, Agenda, item F-2, to pay Municipal Financial Services, Edmond, Oklahoma, for services rendered in connection with the Series 2013B and 2013C bond sale in the amount of \$40,000,000.

COST: There is no additional cost to the District.

FUND NAME/ACCOUNT: 2013B Technology Bond/3B-1219-2511-503300-000-000000-000-12-037

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

E-9. RECOMMENDATION: Amend the contract with Ricoh USA, Inc. approved on the June 3, 2013, Agenda, item E-18, Service Order Number One and Service Order Number Two, to purchase fax infrastructure and add details governing the services provided for the management of the Print Center at the Education Service Center and the Managed Print Services project Districtwide.

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: No additional cost to the District.

FUND NAME/ACCOUNT: Technology Bond Fund, 3C-1178-2580-503400-000-000000-000-02-03-037

REQUISITION NUMBER: 41300593

RATIONALE: The amendment to Service Order Number One will benchmark a service-level agreement for the Print Center that was to be determined after a minimum of 90 days of operation. The amendment to Service Order Number Two will a) provide for centralized fax infrastructure for all sites at a cost of \$83,325.18, b) provide customizations determined necessary for the online order entry portal at a cost of \$5,000.00 and c) expand the selection of equipment and maintenance available to meet the various operational needs identified throughout the District after the Managed Print Services project was initiated. The total cost of \$88,325.18 was previously approved by the Board on June 3, 2013, item E-18, as part of the original \$3,700,000 for the Managed Print Services program implemented with Ricoh.

E-10. RECOMMENDATION: Enter into a contract for a compressed natural gas (CNG) compressor with ancillary components and installation from Tulsa Gas Technologies, Tulsa, Oklahoma, for the Transportation Department at the McBirney location.

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 \$180,000

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

RATIONALE: The Henry Belmon Sustainability Award will provide \$60,000 in funding for the project reducing the Bond expenditure to approximately \$120,000. The repair and replacement will ensure adequate fuel capabilities for the District's transportation fleet.

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

E-11. 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-12. RECOMMENDATION: Approve routine staffing items.

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

E-13. RECOMMENDATION: Renew the contract with the University of Oklahoma's Professional Development and Leadership Academy to provide training for the District's first- through third-year principals and early childhood administrators.

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 \$50,000

FUND NAME/ACCOUNT: The Foundation for Tulsa Schools

RATIONALE: Research supports the need for continued training to support new principals in the role as the instructional leader. Each cohort session will address aspects of school leadership, aligned to the strategic objectives of the District and leading change. Each of the segments will support the transition of leaders to impact student achievement. The leadership cohort will meet up to eight times prior to June 30, 2014.

E-14. RECOMMENDATION: Renew the memorandum of understanding (MOU) with Teach For America (TFA) to allow the District to interview and select, if appropriate, up to two individuals participating in the TFA leadership fellowship program for employment in key District-level leadership positions during the 2014-2015 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: No cost to the District

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

E-15. RECOMMENDATION: Amend item E-31, approved on the July 15, 2013, Agenda to increase the contract amount and correct the recommendation to read as follows: Enter into a contract with Soar To Success, LLC, principal Linda Foutch, for both Teacher Model Assist (TMA) and Quality Experiences Supporting Teacher (QUEST) services from July 15, 2013, through June 30, 2014, to recruit, hire, train and supervise retired teachers who will serve as feedback and support intervention specialists for teachers for all schools.

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: Total cost not to exceed \$310,000 (an increase of \$100,000)

FUND NAME/ACCOUNT: Title II Fund, 11-5410-2573-503600-000-000000-000-05-093-5410

REQUISITION NUMBER: 41300501

RATIONALE: The QUEST and TMA models will facilitate focused and customized professional development for teachers, including coaching, monitoring, and classroom observations with constructive feedback. These programs align professional development and feedback to the Tulsa Model and support the District's TLE work. They are both voluntary programs. The QUEST program follows a more prescriptive and intensive protocol for supporting teachers as its purpose is to assist teachers who need more intensive interventions and monitoring. The support provided through the TMA services is more varied and customized to the needs and requests of the school principal. Individual teachers and teams of teachers may be considered for TMA support, and the assistance is available regardless of evaluation scores.

E-16. RECOMMENDATION: Correct the account number for item F-7 of the January 6, 2014, Agenda for the agreement with TNTP (formerly known as The New Teacher Project) to provide the District with technical assistance and support in the areas of teacher recruitment, selection and placement.

FUND NAME/ACCOUNT: Civic Donors Grant Fund/11-0157-2571-503200-000-000000-000-05-093-0157

RATIONALE: The wrong account number was inadvertently submitted on the original Agenda item.

E-17. RECOMMENDATION: Enter into a contract with Emily Hall-Hutton to provide consultation and program coordination services related to various District initiatives from January 22, 2014, through 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: Not to exceed \$30,000

FUND NAME/ACCOUNT: General Fund, 11-0000-2340-503100-000-000000-000-04-041

REQUISITION NUMBER: 11409053

RATIONALE: As the District continues to evolve into a performance-oriented organization, there is a need for project management expertise and technical assistance to ensure District initiatives are completed on schedule and within the specified budget. The consulting services in the contract will provide additional project coordination support for executive-level projects that require extensive cross-departmental planning, comprehensive reporting, and monitoring.

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

E-18. RECOMMENDATION: Name the new Memorial field house the Memorial Veterans Arena.

COST: There is no cost to the District.

RATIONALE: The ad hoc committee met to consider naming the new field house at Memorial High School and voted unanimously to recommend naming the new field house the Memorial Veterans Arena. It is direct, to the point, easily understandable, multipurpose in nature and perpetuates the name as a tribute to all veterans.

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: Enter into a contract with Tulsa Officials of Oklahoma Association, Tulsa, Oklahoma, to provide services to District Athletics by providing basketball game officials as needed from January 21, 2014, through 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: Not to exceed \$40,000

FUND NAME/ACCOUNT: General Fund, 11-0000-2199-503430-000-000000-000-16-068.

REQUISITION NUMBER: 11408917

RATIONALE: The contract will allow the District to pay officials in a more timely manner by making one payment each month to the officials' association. When fully integrated this will allow the District to issue four checks for the entire basketball season encompassing November, December, January and February. The officials' association will handle all payroll considerations which currently are being processed through the District. Simply stated, the contract will streamline the District's ability to pay officials in a more efficient manner and reduce the amount of work by school personnel. Contract negotiations and terms were recently completed which resulted in delay getting the item submitted for Information.

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

- F-2.** RECOMMENDATION: Pay certified staff (to be named), who meet the State Department of Education criteria and who have received National Board Certification, an annual bonus based on funds provided by the state and subject to lawful withholdings. Bonuses are to be paid by the State Department of Education through the District's payroll service.

COST: There is no cost to the District.

RATIONALE: The Internal Revenue Service regulations require that the money be paid through individual Districts.

- F-3.** RECOMMENDATION: Pay certified staff (to be named) who have received National Board Certification (NBC) and meet all eligibility requirements but are currently holding non-teaching positions an annual bonus based on funds provided by the District and subject to lawful withholdings.

COST: The total cost to be determined based on number the of eligible non-teaching staff.

RATIONALE: These individuals are not eligible to receive bonuses under state funding because they are non-classroom teachers. Historically we have paid a number of non-classroom teachers who held the NBCT certification. Our philosophy has been that the District benefits from their expertise even if they are not teaching in a classroom.

G. INFORMATION AGENDA

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

Recommendations submitted by Chief Academic Officer, Ms. Tracy Bayles

- G-1.** RECOMMENDATION: Amend item E-16 of the August 7, 2013, Agenda to increase the amount of the purchasing agreement with Sebastian Lantos LLC to provide language assistance services of interpretation and translation from July 1, 2013, to June 30, 2014.

COST: Not to exceed \$62,000 (an increase of \$35,000)

FUND NAME/ACCOUNT: ELL Fund, 11-0847-2199-503300-000-000000-000-05-093-0847

REQUISITION NUMBER: 11317710

RATIONALE: Due to the increase in requests for language interpretation and translation services, additional funds must be allocated to meet the increased needs for language assistance in compliance with the District's Resolution Agreement with the Office of Civil Rights.

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

- G-2.** RECOMMENDATION: Purchase two new passenger cars for use as campus police vehicles from Bob Hurley Ford, LLC, Tulsa, Oklahoma, for the Campus Police Department.

COST: \$44,782

FUND NAME/ACCOUNT: Campus Police Federal Grant Fund, 11-7768-2650-507600-000-000000-000-05-093-7768

REQUISITION NUMBER: 11408887

RATIONALE: This federal grant provides for the purchase of cars for the Campus Police to supply officers with the ability to complete mobile patrolling and response to calls for service.

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

- G-3.** RECOMMENDATION: Purchase furniture from KI, Green Bay, Wisconsin, for the McBirney Transportation 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: Not to exceed \$60,000

FUND NAME/ACCOUNT: Bond Fund, 3B-1210-4700-504500-000-000000-000-137-T0150

RATIONALE: Refurbishing the McBirney Transportation building is part of the 2010 bond issue.

- G-4.** RECOMMENDATION: Correct item E-11 of the November 18, 2013, Agenda, to name the vendor for a new video system for the Selman Room at the Education Service Center to be All Media Intergration LLC, Broken Arrow, Oklahoma.

COST: Not to exceed \$120,000 (no change in the original contract amount)

FUND NAME/ACCOUNT: Building Fund, 21-0221-4700-504500-000-000000-000-08-037

REQUISITION NUMBER: 11404184

RATIONALE: A change in the vendor is necessary due to not being able to come to agreement on contract terms with the original vendor. The existing video equipment is out dated and in need of repair.

- G-5.** RECOMMENDATION: Approve Deduct Change Order Number Nine with Crossland Construction for the library addition at Lindbergh 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: The total deduction is \$112,061.

RATIONALE: The library addition at Lindbergh Elementary is part of the 2010 bond issue. The original contract was approved on the October 7, 2013, Agenda, item E-21 in the amount of \$1,820,000.

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

- G-6.** RECOMMENDATION: Approve a memorandum of understanding (MOU) with YMCA GO Club of Tulsa to provide an extended summer school program for kindergarten through fifth-grade students enrolled at Skelly, Anderson, Wright, and Robertson elementary schools for a total of 200 students at each site for the 2014 summer school session.

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. The District will include the use of District space at each site and the sharing of data collected for evaluation purposes. The YMCA will cover the entire cost to offer the program free to students.

RATIONALE: The District and the YMCA have collaborated to offer GO Club programs for several years. The programs are currently serving students at McClure and Jackson elementary schools as an extended day offering. Children who are healthy and feel better about individual safety and well-being have a better chance to do well in each grade and complete high school. GO Club staff will utilize the CATCH Kids Club after-school curriculum. This coordinated approach will help children adopt healthy dietary and physical activity behaviors by positively changing the health environments of recreational programs, schools, and home. The results from the project will help in better understanding out-of-school time programs and the impact on children and their success in school.

- G-7.** RECOMMENDATION: Authorize payment to the education survey provider Panorama Education for the purchase of survey services, specifically tabulation, analysis and reporting of student perception and teacher perception surveys.

COST: Not to exceed \$13,200

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

RATIONALE: The external expert and vendor will allow the District to provide teacher perception data and reporting, as well as student perception data, to all District leaders. The services will provide information vital to improving professional practices and complying with other academic measures (OAM) mandates of Senate Bill 2033.

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

G-8. RECOMMENDATION: Revise the District Strategic Plan to include an update in the Core Goal area of Student Achievement.

RATIONALE: This update will serve to strengthen and clarify District objectives with the expectation of optimizing educational opportunities and advantages for every student across the District.

SUPPORTING INFORMATION

CONSENT ITEM E-1

ROUTINE SECONDARY FIELD TRIPS

SCHOOL/ PARTICIPANTS	NUMBER OF STUDENTS/ PARENTS/ STAFF	PURPOSE OF TRAVEL AND LOCATION	TRAVEL DATES	NUMBER SCHOOL DAYS MISSED	TRAVEL COST AND FUNDING SOURCE
Edison High School/ Edison Varsity Pom	Students: 19 Parents: 14 Staff: 1	National Dance Team and International All Star Championship, Kissimmee, Florida	January 30-February 5, 2014	5	Not to exceed \$17,100/Edison's Booster Club
Washington High School/Washington Pom Dancers	Students: 11 Parents: 0 Staff: 1	National Dance Team and International All Star Championship, Kissimmee, Florida	January 31-February 4, 2014	3	Not to exceed \$18,562/Washington's Booster Club

CORRECTION TO PREVIOUSLY APPROVED ITEMS

December 2, 2013 Agenda, page 18 - Correct dates of travel (travel had to be rescheduled due to inclement weather)

SCHOOL/ PARTICIPANTS	NUMBER OF STUDENTS/ PARENTS/ STAFF	PURPOSE OF TRAVEL AND LOCATION	TRAVEL DATES	NUMBER SCHOOL DAYS MISSED	TRAVEL COST AND FUNDING SOURCE
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	January 19, 2014	0 days	Not to exceed \$2,000 to the District/Central's Vocal Music Activity Fund # 566

SUPPORTING INFORMATION

CONSENT ITEM E-11

POSITION CREATIONS/DELETIONS

Administrative/Certificated Positions

Create:

Position	Salary/Grade	Duties
Executive Director of Special Services-ESC/ Chief Academic Officer	XP-2 12 Months	Provide support for school staff related to developing appropriate programming for students with disabilities. Collaborate with all stakeholders. Manage budget responsibly in order to provide for student needs.
<i>Annual Budget Impact:</i> \$ 97,700 min. – \$ 146,500 max.		
<i>Funding Source:</i> 11-0000-2212-501110- 239-000000-109-06-066		

Delete:

Director of Special Services-ESC/ Chief Academic Officer	EL-6 12 Months	Provide support for school staff related to developing appropriate programming for students with disabilities. Collaborate with all stakeholders. Manage budget responsibly in order to provide for student needs.
<i>Annual Budget Impact:</i> \$ 69,400 min. – \$ 104,200 max.		
<i>Funding Source:</i> 11-0000-2212-501110- 239-000000-109-06-066		

Administrative/Certificated Position Creations - Continued

Create:

Position	Salary/Grade	Duties
<p>Science, Technology, Engineering, and Math (STEM) Specialist- ESC/College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 48,000 min. – \$ 72,000 max.</p> <p><i>Funding Source:</i> 11-4210-2213-501700- 333-000000-210-05-093- 4210</p>	<p>EL-1 12 Months</p>	<p>Use state and national math/science standards to strengthen Career and Technology. Implement education programs to increase student academic achievement and close the gaps among all student populations. Coordinate, compile, and implement Oklahoma Department of Career and Technology Education (ODCTE) Academic Standards as related to Science, Technology, Engineering and Math (STEM) areas. Represent the CCR office locally and on a national level in professional STEM organizations. Provide STEM leadership and content knowledge. Provide technical assistance to instructors and other staff, in promising practices in STEM education. Identify and document science, technology, engineering and math concepts. Manage multiple projects. Coordinate, facilitate, and assist in implementing new and innovative STEM curriculum. Share information concerning exemplary practices, instructional strategies, and resources for STEM integration in Career and Technology Education. Engage in state and system initiatives. Work with student organizations in order to promote STEM fields of study; Work with state and national student competitions such as Technology Student Association (TSA), Health Occupations Student Association (HOSA), Future Farmers of America (FFA), First Lego League (FLL), First Robotics/Real World Design Challenge to promote STEM fields of study. Oversee purchase requests made by STEM/Agriculture and Health teachers. Aid and facilitate processing and inventorying orders, managing program resources, and facilitating on going needs assessments, and work with and aid Site based leadership with all Career Tech Education programs.</p>

Administrative/Certificated Position Creations - Continued

Delete:

Position	Salary/Grade	Duties
<p>Science, Technology, Engineering, and Math (STEM) Specialist-ESC/ College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 42,246 min. – \$ 73,541 max.</p> <p><i>Funding Source:</i> 11-4210-2213-501700- 333-000000-210-05-093- 4210</p>	<p>Teacher's Salary Schedule 12 Months</p>	<p>Provide leadership and management to the STEM, Health, and Agricultural programs. Implement Project Lead the Way curriculum and testing. Assist teachers with CareerTech student organizations. Assist teachers with grants and technology. Assist with CareerTech inventory and requisitions (orders). Assist with professional development. Represent the College & Career Readiness Department with advisory groups.</p>

Create:

Position	Salary/Grade	Duties
<p>College and Career Readiness Transition Specialist-ESC/ College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 48,000 min. – \$ 72,000 max.</p> <p><i>Funding Source:</i> 11-4210-2213-501700- 333-000000-210-05-093- 4210</p>	<p>EL-1 12 Months</p>	<p>Supervise Business, Marketing, and Information Technology Education (BMITE) programs. Train and support teachers/staff through Teachers As Advisors (TAA) programs. Build and maintain partnerships with philanthropic community. Build and maintain relationships with business and industry partners. Actively participate within committees within the School District and outside of the School District that support TAA and College and Career Readiness. Provide technical assistance to teachers and staff. Maintain inventory of office staff and Career Tech programs that are supervised within the District. Coordinate Volunteer Opportunities across the District to allow business and industry opportunities to coach/mentor students. Partner/coordinate with business and industry to develop student field trip that allow job shadowing and work experience opportunities. Coordinate Business Professionals of America (BPA) activities with secondary schools. Collaborate with departments within Tulsa Public Schools to effectively implement TAA throughout secondary schools. Train TAA building coordinators within secondary schools.</p>

Administrative/Certificated Position Creations - Continued

Delete:

Position	Salary/Grade	Duties
<p>College and Career Readiness Transition Specialist-ESC/ College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 42,246 min. – \$ 73,541 max.</p> <p><i>Funding Source:</i> 11-4210-2213-501700- 333-000000-210-05-093- 4210</p>	<p>Teacher’s Salary Schedule 12 Months</p>	<p>Work with the Executive Director of High Reform to build relationships with colleges and universities so that students of the District can start enrolling in more concurrent classes. Develop additional programs at the middle schools to help students transition into high school. Every effort will be made to lower the dropout rate and improve the College attendance rate.</p>
<p>Career Guidance Senior Specialist-ESC/ College and Career Readiness</p> <p><i>Annual Budget Impact:</i> \$ 42,246 min. – \$ 73,541 max.</p> <p><i>Funding Source:</i> 11-4120-2120-501100- 334-000000-203-05-093- 4210</p>	<p>Teacher’s Salary Schedule 12 Months</p>	<p>Research career guidance materials and assessment in print and electronic formats. Provide career guidance information for teachers and students. Promote career guidance activities in all Career and Technology classes. Coordinate individual career plans at secondary schools. Provide leadership to Family and Consumer Science (FACS) teachers. Provide leadership to align courses to the sixteen national Career Clusters. Attend regional and state FACS meetings.</p>

Administrative/Certificated Position Creations - Continued

Create:

Position	Salary/Grade	Duties
<p>Human Capital Administrative Specialist-ESC/Human Capital</p> <p><i>Annual Budget Impact:</i> \$33,301 min. – \$45,157 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210- 000-000000-615-04-041</p>	<p>CA-15 \$16.01/hr. to \$21.71/hr. 12 Months</p>	<p>Responsible for the completion and submission of all Human Capital Board of Education agenda items, monitor all board actions for accurate submission and ensure timely submission of all agenda items. Monitor and track all unemployment related matters and provide timely notification of issues related to unemployment. Update vacancies on District website. Compile data for US Department of Labor turnover survey. Complete loan forgiveness forms for current and past employees; respond to years of service requests from outside districts. Assist in the operation of the Human Capital Department. Maintain department records, filing systems and computer database applications as required. Maintain office equipment and inventory cabinets in an orderly manner for department use. Provide timely, accurate and customer serviced administrative support within the Human Capital Department.</p>

Delete:

Position	Salary/Grade	Duties
<p>Administrative Secretary-ESC/Human Capital</p> <p><i>Annual Budget Impact:</i> \$28,954 min. – \$39,062 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210- 000-000000-615-04-041</p>	<p>CA-12 \$13.92/hr. to \$18.78/hr. 12 Months</p>	<p>Serve as secretary with minimal direction and maintain an efficiently operational office. Receive and screen callers in a professional, polite and tactful manner; give assistance on the operations of the office; refer callers to other employees, officials or departments when warranted. Assist with file maintenance. Maintain office equipment and inventory cabinets in an orderly manner for department use.</p>

Position Creations/Deletions – Continued

As part of Phase III of Project Schoolhouse and the opening of the new Enrollment Center these allocations are to be deleted from the 2014-2015 staffing plan: Registrars at the Middle Schools eight (8) 195-day positions; High Schools nine (9) 12-month positions; Alternative Education one (1) 195-day position at TRAICE, as well as two (2) 181-day clerks at elementary schools with more than 1,000 students. These changes will then be reflected in the staffing plan for FY 15.

Create:

Position	Salary/Grade	Duties
<p>Accountability Registrar-ESC/Accountability (14 positions)</p> <p><i>Annual Budget Impact:</i> \$ 306,342 min. – \$ 408,554 max.</p> <p><i>Funding Source:</i> 11-0000-2240-501210- 000-000000-614-16-058</p>	<p>CA-6 \$10.52/hr. to \$14.03/hr. 12 Months</p>	<p>Monitor and assist with the tracking of inactive students, encouraging their return. Send letters to the parents/guardians of truant students, students with poor attendance and students who have been exited from membership due to non-attendance. Monitor and assist with updating attendance records, exit codes, exit comments, truancy records, and other District reports. Communicate with parents/guardians and school personnel regarding attendance. Organize files and other records of communication, student attendance, court filing results, and other records. Prepare documents for court dockets. Monitor and assist school sites to ensure that all District and state regulations and guidelines are followed. Assist with the collection of all enrollment documents. Assist with the collection of student withdraw forms. Assist with monitoring the daily operations of the attendance and enrollment processes. Monitor and assist with cumulative records and student transcripts. Assist with the maintenance of the depository for active and inactive student records. Prepare and print all documents relating to student records. Provide timely information and referral services to internal and external customers about student records, attendance, transcripts, withdraw/homeschool options and/or alternative (innovative) education programs and services. Assist with ensuring that the Oklahoma State Department of Education student information system and applications are reviewed daily for data conflicts. Assist with the transfer process. Assist with the affidavit process. Perform other Accountability support functions as needed.</p>

Position Creations/Deletions – Continued

Create:

Position	Salary/Grade	Duties
<p>Accountability Registrar-ESC/Accountability (12 positions)</p> <p><i>Annual Budget Impact:</i> \$ 196,394 min. – \$ 262,642 max.</p> <p><i>Funding Source:</i> 11-0000-2240-501210- 000-000000-614-16-058</p>	<p>CA-6 \$10.52/hr. to \$14.03/hr. 195 days</p>	<p>Monitor and assist with the tracking of inactive students, encouraging their return. Send letters to the parents/guardians of truant students, students with poor attendance and students who have been exited from membership due to non-attendance. Monitor and assist with updating attendance records, exit codes, exit comments, truancy records, and other District reports. Communicate with parents/guardians and school personnel regarding attendance. Organize files and other records of communication, student attendance, court filing results, and other records. Prepare documents for court dockets. Monitor and assist school sites to ensure that all District and state regulations and guidelines are followed. Assist with the collection of all enrollment documents. Assist with the collection of student withdraw forms. Assist with monitoring the daily operations of the attendance and enrollment processes. Monitor and assist with cumulative records and student transcripts. Assist with the maintenance of the depository for active and inactive student records. Prepare and print all documents relating to student records. Provide timely information and referral services to internal and external customers about student records, attendance, transcripts, withdraw/homeschool options and/or alternative (innovative) education programs and services. Assist with ensuring that the Oklahoma State Department of Education student information system and applications are reviewed daily for data conflicts. Assist with the transfer process. Assist with the affidavit process. Assist with state reports: class size, accreditation, First Quarter Statistical Report, Annual Statistical Report, dropout, etc. Complete any trend data reports as assigned. Monitor and assist with the verification of the District retention list. Monitor and assist with the End of School Checkout. Perform other Accountability support functions as needed.</p>

Position Creations/Deletions – Continued

Delete:

Position	Salary/Grade	Duties
<p>Accountability Assistant-ESC/Accountability (4 positions)</p> <p><i>Annual Budget Impact:</i> \$ 83,533 min. – \$ 111,238 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210- 000-000000-614-16-058</p>	<p>CA-5 \$10.04/hr. to \$13.37/hr. 12 months</p>	<p>Assist with all Accountability Department processes to include: student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports and surveys. Ensure accuracy. Assist with research projects as may be required. Communicate on a positive basis with patrons and school personnel and students.</p>
<p>Accountability Clerk-ESC/Accountability</p> <p><i>Annual Budget Impact:</i> \$ 19,157 min. – \$ 25,251 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210- 000-000000-614-16-058</p>	<p>CA-3 \$9.21/hr. to \$12.14/hr. 12 months</p>	<p>Assist registrars in the schools to ensure accuracy of data. Monitor and assist with cumulative records and student transcripts. Assist with the daily operations of the District attendance process. Assist with the development of the District Student Records Manual. Monitor and assist with the verification of the retention list. Assist with the enrollment, prior enrollment, Early Childhood enrollment and special facilities enrollment processes. Assist with ensuring that all withdrawals of home schooled students are properly documented by school sites. Assist with input of all data on the WAVE. Perform other Accountability support functions as needed.</p>

Position Creations/Deletions – Continued

Delete:

Position	Salary/Grade	Duties
<p>Accountability Clerk- ESC/Accountability</p> <p><i>Annual Budget Impact:</i> \$ 12,526 min. – \$ 16,510 max.</p> <p><i>Funding Source:</i> 11-0000-2112-501210- 000-000000-614-16-058</p>	<p>CA-3 \$9.21/hr. to \$12.14/hr. 170 days</p>	<p>Assist registrars in the schools to ensure accuracy of data. Monitor and assist with cumulative records and student transcripts. Assist with the daily operations of the District attendance process. Assist with the development of the District Student Records Manual. Monitor and assist with the verification of the retention list. Assist with the enrollment, prior enrollment, EC enrollment and special facilities enrollment processes. Assist with ensuring that all withdrawals of home schooled students are properly documented by school sites. Assist with input of all data on the WAVE. Perform other Accountability support functions as needed.</p>

SUPPORTING INFORMATION

CONSENT ITEM E-12

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Agee, Elaine	1/07/14 5/29/14	B-0	\$ 17,571.59	Teacher-McClure/Grade 5 Rate: \$32,900.00
Brown, Erin	1/03/14 5/29/14	B-0	17,571.59	Teacher-MacArthur/Grade 4 Rate: \$32,900.00
Daniels, Shonda	12/17/14 5/29/14	M-0	18,328.52 982.74	Counselor-Burroughs Counselor Rate: \$33,956.00
Emerson, Robin	1/22/14	M-17	20,941.47 1,414.77 2,523.07	Principal Intern-Chouteau Intern Additional days Rate: \$44,406.00
Foreman, John	1/06/14 5/29/14	B-0	17,571.59	Teacher-Hoover/ Kindergarten Rate: \$32,900.00
Lay, DeeAnn	1/06/14 5/29/14	M30-15	11,708.34	Title I Reading Interventionist-Marshall Half-Time Rate: \$43,844.00
Matthews, Tiffany	1/06/14 5/29/14	B-3	17,631.25	Teacher-Penn/Grade 4 Rate: \$34,100.00
Rages, Sarah	1/06/14 5/29/14	M-0	17,556.79	Teacher-Rogers/Science Rate: \$33,956.00
Whitham, Connor	12/19/13 5/29/14	B-0	8,692.33	Teacher-East Central/ELL Half-Time Rate: \$32,900.00

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Support (Hourly):				
Deason, Garry	10/29/13 5/28/14	IS-6	\$ 10.81	Paraprofessional-Memorial Jr. High
Delgado, Adriana	1/06/14 5/29/14	CA-3	9.21	Clerk-East Central
Edwards, Keli	1/07/14 6/02/14	CA-5	11.71	Health Assistant-Mayo
Forte, Valerie	1/07/14 5/28/14	MT-A	7.93	Site Assistant-Eisenhower/Before and After Care
Hamilton, Kristen	12/19/13 6/30/14	MT-3	9.21 .46	Custodian-Edison Shift differential
Johnson, Victoria J.	12/18/13 5/28/14	IS-6	10.81	Teacher Assistant (TA)-Peary
Johnson, Victoria R.	1/06/13 5/28/14	IS-6	10.81	Paraprofessional-Rogers
Payne, Brittany	1/06/14 5/28/14	MT-A	7.93	Site Assistant-Bell/ Before and After Care
Scivally, Erica	1/20/14 5/28/14	MT-1	8.74	Child Nutrition Services (CNS) Assistant-Lanier
Wallace, Jamuel	12/17/13 5/28/14	IS-6	10.81	TA-Project Accept
Williams, Rebecca	1/08/14 5/29/14	CA-3	10.68	Clerk-Edison

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Bachlor, David	Teacher-Clinton/ Math B-11	1/06/14	\$ 37,610.00	\$ 19,336.21 940.25	Teacher-Clinton Special Education Rate: \$37,610.00
Bryant, Mark	Inventory Analyst- ESC/Materials Management CA-13	1/22/14	17.13/hr.	17,256.21/yr.	Associate Buyer- ESC/Materials Management BL-3 Rate: \$39,659.00
Coffelt, Kristen	Teacher-Hamilton/ Grade 5 M-9	1/06/14	37,916.00	19,493.54 946.31	Staff Development Teacher-Hamilton Staff Development Rate: \$37,916.00
Green, Stella	Teacher- Gilcrease/ Grade 3 B-0	10/07/14	32,900.00	24,974.99	Credit for Experience B-1 Rate: \$33,300.00
McVay, Rana	College and Career Readiness Transition Specialist-ESC/ College and Career Readiness B-15	1/22/14	51,608.00	25,158.13	EL-1 Rate: \$56,769.00
Ollar, William	STEM Specialist- ESC/College and Career Readiness M-10	1/22/14	49,214.00	23,990.83	EL-1 Rate: \$54,135.00
Reynolds, Lora	Dean-East Central M-9	1/06/14	37,916.00 2,403.00 2,154.32	20,049.82 2,154.32 3,867.00	Interim Assistant Principal-East Central HS Dean Additional days Additional duties Rate: \$37,916.00 M-9

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Sandschaper, Sherrie K.	Director of Special Services-ESC/ Chief Academic Office EL-6	1/22/14	91,031.00	46,532.50	Executive Director of Special Services- ESC/Chief Academic Office XP-2 Rate: \$105,000.00
Sicking, Lauren	Teacher-Eliot/Art Half-Time B-16	1/13/14	20,400.00	20,863.64	Full-Time Rate: \$40,800.00
Support (Hourly):					
Adkins, Anita	CNS Assistant Manager-Lindbergh MT-6	1/06/14 5/28/14	11.34	10.40	CNS Cook II-Bell MT-3
Davidson, Allean	CNS Assistant- Rogers MT-1	1/06/14 5/28/14	8.90	9.52	CNS Cook I-Rogers MT-2
Dixon, Matthew	Custodian-Plant Operations MT-3	12/16/1 3 6/30/14	9.21	11.73	Acting Head Custodian-Wright MT-9 Shift differential
Lara, Brenda	Clerk-Owen 4hrs/day CA-3	8/08/13 5/30/14	9.21	9.21	8hrs/day
Stegall, Donna	Health Assistant- Mayo CA-4	1/07/14 6/02/14	11.04	10.32	Clerk-Mayo CA-3
Trout, Michelle	Administrative Secretary-ESC/ Human Capital CA-12 1-CI	1/22/14 6/30/14	19.07	20.74	Administrative Specialist-ESC/ Human Capital CA-15 1-CI
Williams, Raquonna	CNS Cook I-Wright MT-2	1/20/14 5/28/14	10.06	10.76	CNS Cook II-Wright MT-3

RETIREMENTS

Name	Effective Date	Assignment
Certificated/Administrative:		
Newell, Eugenia	1/06/14	Career Guidance Specialist-ESC/College and Career Readiness
Support (Hourly):		
Hickman, Michael	1/03/14	Zone Manager-Plant Operations
Moss, Mary	1/02/14	Clerk-Transportation
Stinnett, Donald	12/17/13	HVAC Craftsperson-Maintenance

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Duttry, April	1/12/14	Teacher-McClure/Grade 1
Price, Louie	1/06/14	Teacher-Hale Jr. High/Science
Rogers, Jodie	1/06/14	Teacher-Grissom/Grade 4
Support (Hourly):		
Antwine, Stephen	1/10/14	Campus Police Officer-Hale/Campus Police
Chaney, Opa	1/08/14	TA-Owen
Koster, Jessica	12/20/13	TA-Lanier
Rodriguez, Magdalena	12/20/13	CNS Assistant-Mitchell
<u>Rescind:</u>		
Cortes, Anna	11/25/13	CNS Cook I-McClure

TERMINATIONS

Name	Effective Date	Assignment
Support (Hourly):		
Breeding, Amber	12/20/14	Campus Security Officer-ESC/Campus Police
Jones, Daniel	1/09/14	Bus Driver Trainee
Smith, Bobby	12/20/14	Laundry Driver-Plant Operations

SUBSTITUTE AND TEMPORARY ELECTIONS

Tutors

Bradshaw, Katherine
Tierney, Kay

Indian Education Resource Advisor

Hester, Jay

Helmzar Challenge Course Instructors

Belk, Stacy
Hagen, Michael
Hinman, Floyd

Teacher Assistant

Sullivan, Connie

Health Assistant

Wolf, April

CNS Assistants

Cook, Sheila
Greenlee, Cassy
Medina, Bonnie

Adjunct Teacher

Memorial – 11-0000-1000-501930-810-330000-201-07-712

Joshua Davis, assistant boys soccer @ \$1,202 September 1, 2013, to May 25, 2014

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Athletics – 11-0000-2132-503360-000-000000-000-16-068

Pay Rachael McAnany, certified staff, a total not to exceed \$1500 for athletic training duties at Edison High School during the 2013-2014 school year.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

October 21, 2013, Agenda, page 50 – Correct funding source and amount not to exceed

Curriculum Writing - 11-0165-2212-501700-000-000000-210-14-020

Pay certified staff member Eileen Simmons @ \$30/hr. a total not to exceed \$2,400 for 80 hours to guide Professional Development of curriculum writers for the Any Given Child program for the 2013-2014 school year.