



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, February 3, 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 Rogers High School JROTC under the direction of Colonel Ronald E. Fry.
- 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>
January 21, 2014	January 24, 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 Tuesday, February 18, 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: Amend item E-3 of the January 6, 2014, Agenda to change the date from April 26 to April 25 for Rogers College High School's senior prom to be held at the Stokely Event Center.

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: There was a conflict with Rogers College High School's schedule necessitating a need to change the date of the event.

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

E-3. 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.

Recommendations submitted by Chief Academic Officer, Ms. Tracy Bayles

- E-4.** 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

- E-5.** 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

- E-6.** 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.

- E-7.** 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 from 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 reaching an agreement on contract terms with the original vendor.

- E-8.** 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 School 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

E-9. RECOMMENDATION: Approve routine staffing items.

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

E-10. 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 Anderson, Robertson, Skelly, and Wright 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 Jackson and McClure 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.

E-11. 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

E-12. 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.

F. ACTION AGENDA - Motion and vote on each recommendation

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

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

- F-1.** RECOMMENDATION: Adopt a resolution providing for the issuance of general obligation bonds in the sum of \$10,840,000 by the School District authorized at an election duly called and held for such purpose; designating the bonds as "Combined Purpose Bonds, Series 2014A," providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue.

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

RATIONALE: The resolution authorizes the issuance of 2014A Bonds in the amount and for the purpose so indicated and outlines key components related to the bonds as well as providing for the levy of an annual tax to make principal and interest payments when due. The bonds will mature on March 1, 2019, reflecting a five-year term. The action item is passing the resolution authorizing the issuance of the 2014A Bonds.

- F-2.** RECOMMENDATION: Adopt a resolution providing for the issuance of general obligation bonds in the sum of \$7,160,000 by the School District authorized at an election duly called and held for such purpose; designating the bonds as "Technology Equipment Bonds, Series 2014B," providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue.

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

RATIONALE: The resolution authorizes the issuance of the 2014B Bonds in the amount and for the purpose so indicated and outlines key components related to the Bonds as well as providing for the levy of an annual tax to make principal and interest payments when due. The Bonds will mature on March 1, 2019, reflecting a five-year term. The action item is passing the resolution authorizing the issuance of 2014B Bonds.

F-3. RECOMMENDATION: Receive bids for the purchase of \$10,840,000 Combined Purpose Bonds, Series 2014A, and motion and vote to award said bonds to the lowest bidder complying with the notice of sale and instructions to bidders.

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

RATIONALE: At the January 6, 2014, Board meeting, the Board authorized the advertisement of bids for the District's \$10,840,000 Combined Purpose Bonds, Series 2014A to fund certain improvements to existing school sites and acquisition of classroom learning materials. Consequently, offering documents and other instructions were distributed by the District's financial advisor to interested financial institutions and broker dealers to receive bids at 11:00 a.m. on February 3, 2014. A compilation of the bids received will be presented to the Board at the meeting for consideration and action. The action item would be accepting the lowest rate of interest bid to purchase the bonds.

F-4. RECOMMENDATION: Receive bids for the purchase of \$7,160,000 Technology Equipment Bonds, Series 2014B, and motion and vote to award said bonds to the lowest bidder complying with the notice of sale and instructions to bidders.

COST: Contingent upon the successful sale and receipt of the 2014A Bond funds.

RATIONALE: At the January 6, 2014, meeting, the Board authorized the advertisement of bids for the District's \$7,160,000 Technology Equipment Bonds, Series 2014B to fund certain technology equipment and safety and security equipment outlined in the District's Technology Plan. Consequently, offering documents and other instructions were distributed by the District's financial advisor to interested financial institutions and broker dealers to receive bids at 11:00 a.m. on February 3, 2014. A compilation of the bids received will be presented to the Board at the meeting for consideration and action. The action item would be accepting the lowest rate of interest bid to purchase the bonds.

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

- F-5.** RECOMMENDATION: Motion, second, discussion and vote to direct the Superintendent of Schools to close all Tulsa Public Schools on March 31, 2014, so that students, staff and patrons may participate at the Oklahoma Capitol on March 31, 2014, in an Education Rally with the March 31 school day to be made up in a manner required by law.

RATIONALE: Student academic achievement is being negatively impacted as a result of funding cuts to common Education; teacher pay in Oklahoma is ranked 49th in the nation and last in the region; state appropriations to common education in Oklahoma are approximately \$230 million below pre-recession levels; the Center on Budget and Policy Priorities has found that Oklahoma school districts have experienced the most severe state funding cuts in the nation; the Oklahoma legislature continues to enact unfunded mandates that local school districts must implement without appropriate support and resources; this Board has long supported increasing the state funding formula thereby increasing per pupil expenditure for Oklahoma public schools; teachers and support personnel have not had a state funded salary increase in seven years; school districts across the state are eliminating academic and student enrichment programs and increasing class sizes because of funding cuts; TPS and many other districts are not able to recruit highly qualified and effective teachers to fill vacant positions, leaving those students to be taught by substitute teachers; District and Board support for the March 31, 2014 Education Coalition Funding Rally is in the best interests of the students, staff and patrons of this District; and, the school date of March 31 can be made up without adversely impacting the educational services to our students.

G. INFORMATION AGENDA

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

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

- G-1.** RECOMMENDATION: Enter into a contract with the Chocolate Fountains of Tulsa to provide services for Edison High School'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 \$300

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

RATIONALE: The chocolate fountain opportunity has been held in years past and has provided students with a fun and delicious desert and it serves as a great memory of the senior prom.

Recommendations submitted by Chief Academic Officer, Ms. Tracy Bayles

- G-2.** RECOMMENDATION: Purchase student testing licenses from Northwest Evaluation Association (NWEA), Portland, Oregon, for grades K-3 for the 2014-2015 school year.

COST: Not to exceed \$200,700

FUND NAME/ACCOUNT: Reading Sufficiency Act Fund, 11-3670-2240-505300-424-113000-000-05-093-3670

REQUISITION NUMBER: 11409873

RATIONALE: The Measures of Academic Progress (MAP) and MAP for Primary Grades will serve as the District's K-3rd grade formative assessments to comply with the State of Oklahoma's Reading Sufficiency Act (RSA). The MAP and MAP for Primary Grades assessments are also conducive to demonstrating growth and will allow the District the option to determine in the future if the assessments are appropriate for value-added purposes in grades K-3.

G-3. RECOMMENDATION: Purchase Cognitive Abilities Test (CogAT) from Riverside Publishing, Rolling Meadows, Illinois, for Spring 2014 assessment.

COST: Not to exceed \$49,821.34

FUND NAME/ACCOUNT: Gifted Education Fund, 11-0000-2240-506140-251-000000-000-06-070 (\$23,500) and Curriculum and Instruction Fund, 11-0000-2240-506140-000-000000-000-06-070 (\$26,321.34)

REQUISITION NUMBER: 11409644

RATIONALE: The Cognitive Abilities Test (CogAT) will serve as the District's second-grade assessment to test for intellectual ability in compliance with the District's gifted identification plan which recommends casting a wide net. The assessment measures general reasoning abilities in three domains: verbal, quantitative, and nonverbal. Proven research studies (Lohman, 2008), more English Language Learners and minority students are identified as possibly eligible for Gifted and Talented programs. The assessment also serves as a screening tool to identify students with potential learning deficits. The CogAT results have been used as documentation to recommend children for Child Study and the individualized Ability Profile Interpretation System provides insights into the way different children learn and links assessment results to classroom instruction which will benefit third-grade teachers with additional support to scaffold weaknesses and differentiate strengths.

G-4. RECOMMENDATION: Approve the 2014-2015 Course of Study for the District's secondary schools.

COST: No cost to the District.

RATIONALE: The Course of Study is reviewed and edited yearly for compliance and alignment with the Oklahoma State Department of Education standards for course and graduation requirements. A committee accepts and reviews requests for new courses based on campus recommendations. Schools, students, and parents use the Course of Study to guide and make decisions for students when scheduling classes for the upcoming school year.

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

- G-5.** RECOMMENDATION: Revise School Board Policies as listed.
1401 Superintendent of Schools
4102 Criminal Records Search for Employees and Prospective Employees
7201 Child Nutrition Services
9101 Public Information/School Communications Program
9301 Media Relations

RATIONALE: The policies are updated to reflect current language and practice.

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

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

- G-6.** RECOMMENDATION: Approve Change Order Number One for the McBirney Transportation building with Crossland Construction.

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 \$50,000. This change order is contingent upon the sale and receipt of the 2014A Bond funds.

RATIONALE: The McBirney Transportation building is part of the 2010 bond issue. The original contract was approved on the July 15, 2013, Agenda, item E-24, in the amount of \$661,379. Additional framing and electrical work is required to accommodate city requirements.

- G-7.** RECOMMENDATION: Enter into a contract with Cotton Trucking, the lowest responsible bidder, for the parking lot upgrades at the Transportation Department.

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

COST: The total cost will be approximately \$49,500 and is contingent upon the successful sale and receipt of the 2014A Bond funds.

RATIONALE: Parking lot improvements are part of the 2010 bond issue.

G-8. RECOMMENDATION: Enter into a contract with City of Tulsa for the conveyance of right-of-way for two parcels to the City of Tulsa for the Bridge 234, Project 104063, 4200 South Union Avenue, parcels 1.0 & 1.1 and, Parcels 2.0 & 2.21 for the improvement of South Union Avenue. The city will reimburse the District \$15,319.00 for the transaction.

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

COST: There is no cost to the District.

RATIONALE: The agreement will allow the City of Tulsa to proceed with improving South Union Avenue adjacent to ECDC Porter.

G-9. RECOMMENDATION: Approve Supplement Number Ten with Trigon General Contractors and Construction Management for the new library at East Central Junior High.

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 nine percent general conditions and five percent management fees. The total project cost will be approximately \$2,000,000 and is contingent upon the sale and receipt of the 2014B bond funds.

RATIONALE: The construction of the new library at East Central Junior High is part of the 2010 bond issue. Employment of a construction manager is necessary to complete projects in a timely manner.

G-10. RECOMMENDATION: Approve Supplement Number Seven with Crossland Construction for construction management for the classroom addition at Edison Preparatory 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 cost will be seven and one half percent general conditions and three percent management fee. The total project cost will be approximately \$4,000,000 and is contingent upon the sale and receipt of the 2014B Bond funds.

RATIONALE: The classroom addition at Edison Preparatory School is part of the 2010 bond issue. Employment of a construction manager is necessary to complete the project in a timely manner.

G-11. RECOMMENDATION: Approve Supplement Number Nine with Trigon General Contractors and Construction Management for the repurposing of pools at Anderson, Chouteau, Lewis & Clark, and Hamilton elementary schools and Hale Junior 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: The cost will be seven percent general conditions and four percent management fee . The total project cost will be approximately \$2,000,000 and is contingent upon the sale and receipt of 2014A Bond funds.

RATIONALE: The pool repurposing projects are part of the 2010 bond issue. Employment of a construction manager is necessary to complete projects in a timely manner.

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

- G-12.** RECOMMENDATION: Enter into a contract with Expo Square for the District's Teacher of the Year, Support Employee of the Year, 30-, 35- and 40-year employee recognition, and employee retirement event on May 1, 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 \$35,000

FUND NAME/ACCOUNT: Education Service Center's Activity Fund #584 and Gifts and Endowments Fund, 71-2296-6100-507200-000-000000-09-082

RATIONALE: This event highlights and honors teachers and support employees along with retiring employees.

- G-13.** RECOMMENDATION: Rename the Educational Leadership (EL) Salary Schedule to Educational Grade (EG) Salary Schedule and add two grades at the lower end of the schedule. The salary range for the lowest EG grade (EG-01) is based on the 12 month rate of the lowest step on the Teachers' Salary Schedule. The district paid portion of Teachers' Retirement will continue to be paid for jobs in grades EG-03 and above and will not be paid for jobs in the two new grades (EG-01 and EG-02).

FURTHER RECOMMEND: Rename the Business Leadership (BL) Salary Schedule to Business Grade (BG) Salary Schedule and the Executive Pay (XP) Salary Schedule to Executive Grade (XG) Salary Schedule. There are no changes in the grades of the positions in the BG and XG salary schedules.

COST: There is no cost to the District.

RATIONALE: The new grades on the Educational Grade Salary Schedule will provide the ability to have exempt certified positions at a lower grade than an Assistant Elementary Principal whose current grade is EL-01 and will be EG-03 on the new salary schedule. To be consistent with the proposed Educational Grade (EG) Salary Schedule and renaming of Educational Leadership (EL) Salary Schedule a decision was made to rename the Business Leadership and Executive Pay Salary Schedules.

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
Washington High School/ Washington Robotics Team	Students: 26 Parents: 5 Staff: 2	Regional FIRST Robotics Competition, Searcy, Arkansas	March 6-8, 2014	2	Not to exceed \$7,000/Various funding sources including SAF #891
Edison High School/Edison Deaf Ed	Students: 2 Parents: 0 Staff: 2	Washington DC Close Up Foundation, Washington DC	May 4-9, 2014	5	Not to exceed \$2,714/ Edison's SAF #842 and #874
Edison High School/Edison Dance Team	Students: 10 Parents: 1 Staff: 1	Dance Workshops and Performance Academies/New York City, New York	June 17-22, 2014	0	Not to exceed \$20,000/ Edison's SAF #578
Will Rogers College Junior High/7 th and 8 th grade students	Students: 10 Parents: Staff: 1	Washington DC Close-Up Foundation, Washington D.C.	June 1-4 2014	0	No cost to the District/ \$1,562 per student paid directly to Close Up by parents and grants/ scholarships

CORRECTION TO PREVIOUSLY APPROVED ITEMS

October 21, 2013, Agenda, page 4 - Correct dates of travel (The Army cancelled the regionals due to funding and the Brigade replaced it so the students would still have the opportunity for a drill meet. There is no additional cost involved.)

SCHOOL/ PARTICIPANTS	NUMBER OF STUDENTS/ PARENTS/ STAFF	PURPOSE OF TRAVEL AND LOCATION	TRAVEL DATES	NUMBER SCHOOL DAYS MISSED	TRAVEL COST AND FUNDING SOURCE
Rogers College High/JROTC	Students: 6 Parents: 0 Staff: 2	Western Regionals JROTC/Birdsville, Texas	February 15, 2014	0 days	No cost to the District/All costs will be paid from Roger's JROTC school activity fund #564

SUPPORTING INFORMATION

CONSENT ITEM E-3

ROUTINE ELEMENTARY 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
Sequoyah Elementary / Sequoyah 6 th Grade	Students: 56 Parents: 6 Staff: 4	Crystal Bridges Museum of American Art, Bentonville, Arkansas	May 12, 2014	1	No Cost to the District

SUPPORTING INFORMATION

CONSENT ITEM E-9

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Beers, Ashley	1/09/14	BL-5	\$ 18,880.65	Social Services Specialist-Skelly Rate: \$36,798.00 Return from leave
Bogle, Jamal	1/13/14 5/29/14	M-5	18,396.82	Teacher-Monroe/Math Former Employee (f.e.) Rate: \$35,976.00
Bornn, Joseph	1/06/14 5/29/14	B-0	17,571.59	Teacher-Memorial Jr. High/ ACE Read 180 Rate: \$32,900.00
Carson, Darcy	1/06/14 5/29/14	B-0	17,571.59 878.58 560.79	Teacher-Hillcrest OSU Medical Rate: \$32,900.00 Alternative Education Additional days
Clements, Emily	1/06/14 5/29/14	B-0	17,571.00	Teacher-Grissom/Grade 4 Rate: \$32,900.00
Conklin, Leah	1/07/14	B-10	19,868.18	Teacher-Edison/ Gifted and Talented Rate: \$37,200.00 Return from leave
Craig, Tina	1/08/14	B-22	24,111.321	Teacher-MacArthur/ELD Rate: \$45,630.00 Return from leave
Games, Rachel	1/16/14 5/29/14	B-0	16,263.07	Teacher-Clinton/ACE Read 180 Rate: \$32,900.00

ELECTIONS – Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Hines, Melissa	1/21/14 5/29/14	B-0	\$ 15,889.20	Teacher-Columbus/Grade 2 Rate: \$32,900.00
Hudson, Tiffany	1/13/14 5/29/14	B-0	16,823.86	Teacher-McClure/Grade 2 Rate: \$32,900.00
Johnson, Gentry	1/06/14 5/29/14	B-0	17,571.59	Teacher-East Central/ English Rate: \$32,900.00
Johnson, Kristi	1/06/14 5/29/14	M-0	18,135.59 906.78	Counselor-Skelly Rate: \$33,956.00 Counselor Rate: \$1,831.00
Kirby, Jimmy	1/07/14	M-23	26,403.32	Teacher-Carver/Fine Arts Rate: \$49,436.00 Return from leave
Larochelle, Debra	1/21/14 5/29/14	M-11	18,828.47	Teacher-Hawthorne/Grade 5 Rate: \$38,986.00
McQuillin, Bridgette	1/13/14 5/29/14	M-2	17,783.18	Teacher-Hale/English Rate: \$34,776.00
O'Brien, Sherri	1/09/14 5/29/14	B-0	17,197.73 859.89	Teacher-Hawthorne, Owen/ Special Education Rate: \$32,900.00
Pevarnik, Shelby	1/06/14 5/29/14	B-0	17,571.59	Teacher-Memorial Jr. High/ English Rate: \$32,900.00
Pulliam, Stephanie	1/07/14 5/29/14	B-0	17,571.59	Teacher-Gilcrease/Grade 4 Rate: \$32,900.00
Reiter, Jennifer	1/07/14	M-11	20,822.07	Teacher-Carver/Social Studies Rate: \$38,986.00 Return from leave
Roybal, Senlin	1/13/14 5/29/14	B-2	17,232.96	Teacher-Hale/Math Rate: \$33,700.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Stewart, Gary	2/04/14 5/29/14	M30-30	\$ 23,243.18	Teacher-Carver/Science Rate: \$54,544.00
Troglin, Samuel	1/02/14	BL-5	21,541.73	Security Systems Manager- ESC/Campus Police Rate: \$43,909.00 Return from leave
Watkins, Kenneth	1/17/14 5/29/14	B-5	17,053.41	Teacher-Webster/ACE Rate: \$34,900.00
Wayman, Kacie	1/16/14	M-4	17,585.86	Teacher-Celia Clinton/ Pre-K Rate: \$35,576.00 Return from leave
Whitefield, Jessica	1/11/14 5/29/14	B-0	16,823.86	Teacher-Hamilton/ Grade 5 Rate: \$32,900.00
Winslow, Donald	1/13/14 5/29/14	M-1	8,786.16	Teacher-Central/ELD Half-Time Rate: \$34,366.00
Support (Hourly):				
Allen, Matthew	1/21/14 5/28/14	MT-6	\$ 10.72	Bus Driver Trainee
Arnold, Troy	1/15/14 5/28/14	IS-6	10.81	Teacher Assistant (TA)- Owen
Bastida Mendez, Zorobabel	1/17/14 5/28/14	CA-3	9.21	Clerk-Mitchell
Bell, Tonyell	1/20/14 5/28/14	MT-1	8.74	Child Nutrition Services (CNS) Assistant-Salk
Birmingham, Holly	10/08/13 5/28/14	IS-6	10.81	TA-Bell
Branch, Diana	1/07/14 5/28/14	IS-3	10.34	TA-Clinton Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Brothers, Demetris	1/07/14 5/28/14	IS-6	\$ 10.81	Paraprofessional-ECDC Bunche
Brown, Anthony Jr.	12/11/13 6/30/14	MT-3	9.21	Custodian-Wright
Burns, Jacob	1/06/14 5/28/14	MT-1	8.74	CNS Assistant-Lindbergh
Castaneda Gordillo, Luis	12/17/13 6/30/14	MT-3	9.21	Custodian-McClure
Cleveland, James	2/17/14 5/28/14	TS-9	17.98	Campus Police Officer-ESC/ Campus Police
Coreas, Gloria	12/11/13 6/30/14	MT-3	9.21 .46	Custodian-Anderson Shift differential
Dillard, Loomus	10/28/13 5/28/14	IS-6	10.81	Paraprofessional-Webster f.e.
Fidler, Judith	1/07/14 5/28/14	IS-6	10.81	TA-ECDC Reed
Jones, Veronica	12/11/13 5/28/14	IS-6	10.81	TA-Academy Central
Kramer, Dianna	1/21/14 5/28/14	MT-4	9.63	Bus Driver Trainee
Kratzert, Vivien	1/22/14 5/28/14	IS-6	10.81	TA-Academy Central
Laws, Jeffery	1/21/14 5/28/14	MT-6	10.72	Bus Driver Trainee
Lopez, Armando	12/16/13 6/30/14	MT-3	9.21 .46	Custodian-Plant Operations Shift differential
Lopez, Dalia	1/16/14 6/30/14	MT-3	9.21 .46	Custodian-Plant Operations Shift differential

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
McDugle, Darlene	1/13/14 5/28/14	MT-4	\$ 9.63	Bus Driver Trainee
Mejia, Maria	1/15/14 5/28/14	MT-1	9.67	CNS Assistant-Kendall Whittier Return from leave
Miller, Billye	1/07/14 5/28/14	MT-1	9.51	CNS Assistant-Rogers Return from leave
Nunnally, Mary	1/06/14 6/30/14	MT-6	11.47	Head Custodian-Park Return from leave
Ornelas Garcia, Felix	12/11/13 6/30/14	MT-3	9.21	Custodian-Sequoyah Shift differential
Parrish, Margaret	1/10/14 5/28/14	IS-6	10.81	TA-Thoreau
Pullen, Norman	12/11/13 5/28/14	IS-6	10.81	TA-Academy Central
Quinn, Fran	1/13/14 5/28/14	IS-6	12.28	TA-McKinley
Ramsey, Erin	1/27/14 5/28/14	IS-10	13.11	Autism Paraprofessional-Lee
Rodriguez, Kevin	12/11/13 6/30/14	MT-3	9.21	Custodian-Eliot
Rutledge, Cynthia	1/13/14 5/28/14	IS-6	11.30	TA-McKinley
Sanchez, Free	1/21/14 5/28/14	MT-4	9.63	Bus Driver Trainee
Sanchez, Jaaciel	1/21/14 5/28/14	IS-6	9.21	Paraprofessional-Skelly
Saucedo Salas, Pablo	12/11/13 6/30/14	MT-3	9.21	Custodian-Skelly
Snell, William Jr.	1/08/14 6/30/14	MT-3	9.21	Custodian-Wright

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Taylor, Kennedy	1/09/14 5/28/14	IS-6	\$ 10.81	TA-Lanier
Thurman, Lucretia	1/07/14 5/28/14	IS-3	9.21	Paraprofessional-Jones
Vieyto Mendez, Ana Rebeca	1/08/14 6/30/14	MT-3	9.21 .46	Custodian-Plant Operations Shift differential
Villicana, Miriam	1/06/14 5/28/14	MT-1	8.74	CNS Assistant-Lewis and Clark
Wells, David	1/06/14 5/28/14	MT-1	8.74	CNS Assistant-Bell
Whayne, Johnell	1/22/14 5/28/14	IS-6	10.81	TA-Whitman
Wright, Corina	1/07/14 5/28/14	IS-6	10.81 2.00	Paraprofessional-Wright Interpreter
Yates, Tiffany	1/23/14 5/28/14	IS-6	10.81	TA-Marshall

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Bledsoe, Sarah	TA-Mark Twain IS-6	1/14/14 5/29/14	\$ 11.64	\$ 16,636.93	Teacher-Mark Twain/ Grade 3 B-0 Rate: \$32,900.00
Jackson, Dwight	Assistant Campus Police Chief-ESC/ Chief BL-5	2/01/14	50,869.00	27,554.02 1,259.10/mo.	Interim Campus Police Chief-ESC/ Campus Police BL-5 Rate: \$50,869.00 Additional duties
Thompson, Jennifer	Teacher-McLain Seventh Grade Academy/ English B-0	1/14/14	32,900.00	27,189.78	Credit for Experience B-2 Rate: \$33,700.00
Support (Hourly):					
Bean, Mary	TA-Thoreau IS-6 7hrs/day	12/02/13 5/28/14	10.81	10.81	Parateacher-Thoreau 8hrs/day
Campbell, Carolyn	Paraprofessional Jones IS-3	12/16/13 5/28/14	10.34	13.11	Autism Paraprofessional- Jones IS-10
Corona, Ashley	Bus Driver MT-6 6hrs/day	1/16/14 5/28/14	10.88	10.88	8hrs/day
Delaney, Jacqueline	Bus Driver Trainee MT-4	12/12/13 5/28/14	9.35	10.72	Bus Driver MT-6
Duckett, Morisha	Bus Driver Trainee MT-4	12/16/13 5/28/14	9.63	10.72	Bus Driver MT-6
Hawkins, Leonard	Bus Driver Trainee MT-4	11/21/13 5/28/14	9.35	10.72	Bus Driver MT-6

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Hawkins, Leonard	Bus Driver Trainee MT-6	1/16/14 5/28/14	\$ 10.72	\$ 10.72 .30	Bus Driver Special Needs
Henry, Floyd	Bus Driver Trainee MT-4	12/12/13 5/28/14	9.85	10.72	Bus Driver MT-6
Hornbeck, Mary	Bus Driver Trainee MT-4	11/07/13 5/28/14	9.63	10.72	Bus Driver MT-6
Johnson, Marquis	Bus Driver Trainee MT-4	12/17/13 5/28/14	9.63	10.72	Bus Driver MT-6
Jones, Brandon	Bus Driver Trainee MT-4	12/17/13 5/28/14	9.63	10.72	Bus Driver MT-6
Jones, Daniel	Bus Driver Trainee MT-4	12/16/13 5/28/14	9.63	10.72	Bus Driver MT-6
Leonard, Nancy	Bus Driver Trainee MT-6	1/16/14 5/28/14	10.72	10.72 .30	Bus Driver Special Needs
Mukes, Darla	Bus Driver Trainee MT-4	11/06/13 5/28/14	9.63	10.72	Bus Driver MT-6
Ostrander, Memory	Purchasing Technician- ESC/Materials Management CA-11	1/22/14 6/30/14	15.59	16.84	Purchasing Inventory Analyst-ESC/ Materials Management CA-13
Patterson, Michelle	CNS Cook I- Rogers MT-2 6hrs/day	1/06/14 5/28/14	9.34	9.34	7hrs/day
Phenix, Demarco	Bus Driver MT-6 6hrs/day	1/15/14 5/28/14	11.63 .30	11.63 .30	Bus Driver 8hrs/day Special needs

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Roberts, Betty	CNS Assistant Manager-Carver MT-6	1/06/14 5/28/14	\$ 11.85	\$ 10.87	CNS Cook II-Carver MT-3
Thornton, Byrder	CNS Assistant- Emerson MT-1 6.5hrs/day	1/06/14 5/28/14	9.37	9.37	7hrs/day
Williams, Regina	Bus Driver Trainee MT-4	11/14/13 5/28/14	9.63	10.72	Bus Driver MT-6
Winn, Flordeliza	CNS Cook I- Salk MT-2	1/20/14 5/28/14	9.39	10.04	CNS Cook II-Salk MT-3

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
Support (Hourly):			
Amos, Lisa	12/12/13	CNS Assistant-Carnegie	FMLA
Bell, Cynthia	11/18/13	Head Custodian-Springdale	Personal illness
McDugle, Thomas	12/13/13	Bus Driver	Personal illness
Mosley-Kehinde, Sylvia	1/07/14	Paraprofessional-Hale	Personal illness

DECEASED

Name	Effective Date	Assignment
Support:		
Gyant, LaMonika	1/09/14	TA-Skelly

RETIREMENTS

Name	Effective Date	Assignment
Support (Hourly):		
Williams, Erma	1/24/14	Custodian-Memorial

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Boyer, Jennifer	1/06/14	Teacher-Eugene Field/Grade 1
Cardenas Pyle, Billie	1/22/14	Teacher-Dual Language Immersion/Kindergarten
Gregory, Dusty	1/09/14	Teacher-Hamilton/Grade 4
Hall, Sarah	2/04/14	Teacher-Hawthorne/Grade 2
Rice, Kristi	1/30/14	Teacher-Remington/Grade 5
Parker, Rosalind	1/16/14	Teacher-Columbus/Grade 2
Randall, Candace	1/20/14	Teacher-Penn/Kindergarten
Williams, Gregory	12/20/13	Teacher-Whitman/Grade 2
Support (Hourly):		
Aranda, Elizabeth	1/20/14	Custodian-ECDC Bunche
Casiano, Beatriz	1/13/14	Custodian-Zarrow
Clemmons, Jakortnee	1/10/14	Custodian-Plant Operations
DeLay, David	1/15/14	Bus Driver
Drink, Audrey	1/17/14	TA-McKinley
Fuller, Marlene	12/20/14	Autism Paraprofessional-Bell
Jones, Allive	12/20/14	Bus Assistant-Transportation
Junker, Doyle	7/12/14	Bus Driver-Transportation
Rezzaq, Fadall	1/09/14	Custodian-Eisenhower
Scivally, Erica	1/15/14	CNS Assistant-Lanier
Starks, Tammy	12/20/13	TA-Academy Central
Sweet, Amber	1/06/14	Site Assistant-Zarrow/Before and After Care
Wilson, Terlisha	1/08/14	Bus Driver

SUBSTITUTE AND TEMPORARY ELECTIONS

Substitute Teachers

Baker, James	Gay, Megan	Perkins, Leah
Balcom, William	Gober, Jared	Pick, Deborah
Barnes, Xavier	Goodner, John	Pinto, Salome
Benuzzi, Erin	Gosnell, Sandra	Pulliam, Stephanie
Berger, Tanya	Hawkins, Theo	Reubin, McIntosh
Bodden, Andrew	Howard, Johnnetta	Robinson, Gregory
Bogle, Ryan E.	Hudson, Tiffany	Shaw, Renee
Boyd, Shawnique	Jones, Amanda	Simmons, Dakson
Bulmer, Stephen	Jones-Ballard, Tangie	Soucy, Mary Ann
Coates, John	Juanez, Jennifer	Stroud, Stephanie
Cole, Rachel	Lane, James R.	Swaim, Katherine
Copeland, Brittany	McClary, Emily	Talbot, Tiffney
Cornell, Kelsey	McFrazier, Arnelious	Tanner, Joseph
Cox, Steven	Means, Joe	Taylor, Bonnie
Davidson, Kelly	Membrilla, Tania	Thomas, Veronica
Dunning, Ian	Miller, Mollie	Timmons, Sandra
Edwards, Eugene	Miller-Davis, Joy	Truman, Kaley
Ellis, Tamara	Mullins, Curtis	Tumleson, Ladonna
Franklin, Tequila	Oliver, Nesbie	Vess, Carla
Fulmer, Sheryl	Osborn, Billenda	Vo, Resha

Adjunct Teacher – Monroe-Science

Bogle, Jamal

Challenge Course Instructor

Thomas, David

CNS

Black, Micheal
Bullock, Myana
Cook, Sheila
Cross, Lisa
Gorman, Anna
Harwell, Cleatious
Mejia, Gabriela
Sheehan, Tracy

Teacher Assistant

Pope, Lauren

Custodian

Saldivar Mejia, Beatriz

DRS Students

Anderson, Damien
Herrig, Aubrey
Moua, Dorothy
Pouncil, Jovante
Price, Lindsey

SUPPORTING INFORMATION

INFORMATION ITEM G-5

POLICIES/REGULATIONS

TULSA PUBLIC SCHOOLS

Policy 1401

SUPERINTENDENT OF SCHOOLS

PURPOSE: To prescribe the processes for recruitment, appointment, selection, and evaluation of the Superintendent of Schools; to publish qualifications for the position; to define the Board's intent relative to an employment agreement with the Superintendent; to specify the term of employment; to describe general duties and responsibilities; and to encourage continuing professional development of the incumbent.

Recruitment, Appointment and Selection

Upon the declaration of a vacancy in the office of Superintendent of Schools, the Board shall deliberate concerning an appropriate search process consistent with its recruitment desires and objectives. Community participation, consultant support and/or advice and council, timelines, search parameters (including external and internal candidacy expectations), and the specification of desirable qualifications, experience and expertise shall be the prerogative of the Board. After the completion of Board deliberations, appropriate notice and/or advertisement soliciting applicants for the position of Superintendent may be authorized.

The Board may seek the advice and counsel of an advisory committee or it may employ a consultant to assist in its deliberations. Individuals may be invited to submit their credentials for consideration upon approval of the Board. Final selection is reserved for the Board after a thorough consideration of qualified applicants.

A majority of the Board member quorum present at Board meetings for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.

Qualifications

The Superintendent must hold or be eligible for appropriate certification and/or licensure as may be required by the laws of the state of Oklahoma and/or by the regulations of the State Board of Education. In addition, the Superintendent must have a record of recent success in relevant assignments with a demonstrable record of increasingly responsible duties and responsibilities consistent with those identified by the Board in its deliberations.

Employment Agreement

Upon appointment or reappointment of the Superintendent, the Board shall negotiate an employment agreement with the Superintendent that defines the authority of the position, the terms and conditions of employment including compensation and benefits, the Board's performance expectations and evaluation plan/procedure, and other such matters as may be determined to be necessary and/or appropriate by the Board during its deliberations.

Term of Office

Consistent with state law, the term of office specified via the employment agreement will not exceed the current fiscal year plus the succeeding three fiscal years. A fiscal year represents a period of July 1 through June 30.

Evaluation

The Superintendent will be evaluated by the Board during the contract term at such times as the Board determines and consistent with the terms of its employment agreement with the Superintendent.

General Duties and Responsibilities

The Superintendent shall be responsible for the myriad of duties within generally accepted categories of leadership competency. Examples of these duties by category are provided below. This list is not meant to be all-inclusive nor exhaustive of the duties and responsibilities of the Superintendent. Other duties and responsibilities may be specifically identified during the course of employment consistent with the Board's employment agreement with the Superintendent.

Instruction

- Directs the planning of school programs directed toward both effective and efficient delivery of educational programs, services and activities.
- Provides for the development and implementation of teaching and learning strategies to include provision of special courses as may be required.
- Attends to the demands for appropriate physical accommodation for all students in safe, secure and comfortable environments.
- Keeps abreast of educational trends and makes appropriate recommendations regarding adjustments to current practice as may be appropriate.

Communications

Keeps the Board and public informed, using a variety of strategies on all relevant matters of significance related to the District.

Human Resources

- Delegate's duties and responsibilities to appropriate subordinates as may be required based upon individual technical skill and ability.
- Assigns, reassigns, and/or modifies as required the duties, responsibilities and authority of subordinates as may be necessary consistent with the demands of the organization.
- Provides oversight to the recruitment and selection process for all District employees and recommends all candidates for employment.
- Transfers, suspends, places on probation, and recommends promotion or dismissal for subordinates consistent with Oklahoma law and State Board of Education rules and regulations.

Organizational Management

- Periodically reviews the administrative and supervisory organization of the overall District and its respective subordinate organizational entities and recommends revisions as may be appropriate.
- Works cooperatively with all legislative agencies to advance the cause and interest of public education in the state and nation.
- Exercises general supervision over individual schools and administrative units.
- Recommends the establishment and alteration of school attendance boundaries.
- Serves as the chief executive officer of the Board on all matters pertaining to the District.
- Makes recommendations regarding Board policies.
- Attends meetings of the Board as required.
- Implements the established policies of the Board and develops and publishes administrative regulations as required.
- Informs the Board of planning and progress of various educational projects and developments within the school program.
- Closes schools in cases of emergency.
- Interprets policies and exercises discretion in the application of such policies in the best interests of the District.
- Performs other duties and exercises authority as may be required by law, State Board of Education regulations, or by the Board.

Fiscal

- Accounts for funds and makes financial reports to the Board and other agencies as may be required.
- Demonstrates strong fiscal management skills including the skill to develop and maintain appropriate levels of reserves.
- Proposes an annual budget to the Board and administers the budget after adoption recommending revisions as may be required by fiscal circumstances as they become known.
- Recommends salary and wage schedules for employees of the District.

Superintendent's Professional Development Opportunities

The Board encourages the Superintendent to seize opportunities for individual professional growth and development. Therefore, the Board encourages the Superintendent to attend educational conferences, seminars and workshops, visit other school districts, and use other means to keep abreast of modern educational thoughts and practices.

The Board expects the Superintendent to provide leadership to other school districts in current educational practices and matters related to federal and state legislation. Such leadership not only enhances the position of the District, but also grants the Superintendent many opportunities to develop professionally.

Adopted: November 1982
Revised: February 2014

1401 Page 3 of 3

CRIMINAL RECORD SEARCH FOR EMPLOYEES AND PROSPECTIVE EMPLOYEES

PURPOSE: To establish the requirement for a criminal record search for employees and prospective employees.

Applicants

The District shall obtain the results of a felony record search of the name of every prospective District employee. Applicants will be advised that:

1. A criminal record search of every prospective employee's name as a condition of employment is a requirement.
2. Applicants must complete and sign a *Background Report Authorization and Release* form allowing the District to request the felony record search.
3. A felony record search will only be requested if the Superintendent intends to recommend employment of the applicant.
4. The applicant, if placed on duty before receipt of the felony search results, will be classified as a temporary employee, for a period not to exceed 60 days, until the District is satisfied the search is clear of any criminal record.

If the criminal record search discloses a prior conviction for a felony offense, misdemeanor sex offense or drug crime, or if the applicant provides a false response to one or more of the questions on the *Background Report Authorization and Release* Form, the applicant will be denied employment and, if placed on duty before receipt of the search results, the applicant shall be deemed to have resigned from employment with the District.

Employees

If the Superintendent receives credible information indicating a District employee has been convicted of a felony, misdemeanor charge involving illegal chemical substances or illegal sexual activity, the Superintendent or designee shall have the right to conduct a felony record search. The District will pay the search fee. If the search report shows that the employee has been convicted of an unpardoned felony, misdemeanor sex offense or misdemeanor drug crime, the employee will be furnished with a copy of the search report and will be provided a conference with the Superintendent or designee. The employee will then have the opportunity to rebut the search report. An employee who has been convicted of an unpardoned felony, misdemeanor sex offense, or misdemeanor drug crime will be dismissed or not reemployed as provided by Oklahoma law.

Adopted: July 1994

Revised: February 2014

Reference: 4205, Employee Criminal Record

Legal Reference: Title 70 O.S., 5-142

CHILD NUTRITION SERVICES

PURPOSE: To prescribe food services for District students.

The District will provide procedures for the operation of a food service program in each school. The food service program shall participate in the National School Lunch Program and at a minimum comply with all federal and state regulations pertaining to the program.

The Child Nutrition Services program will provide adequate, appetizing, nutritious meals to all students uniformly throughout the system. The program is subject to centralized control and regulation. While not intended as a profit-making operation, the District's cafeterias are expected to be self-supporting.

Funds derived from the sale of meals, and reimbursement from the Child Nutrition programs should be adequate to pay most direct cafeteria expenses including salaries, maintenance and replacement of equipment, food and supply purchases, but not building utilities and support provided by other departments, e.g., Treasurer, Warehouse, and Information Technology. The price of meals must be reviewed annually and approved by the Board to assure adequate funding for the program. The operation is to be administered as efficiently as possible to minimize the cost to parents/guardians and students.

Food Purchasing/Selection

The Director of Child Nutrition Services, working cooperatively with the Director of Materials Management, will establish standards of quality for the foods purchased and detailed specifications of equipment items required to meet the needs of the program. Sampling and comparing of foods from various suppliers will be undertaken to determine costs, quality, and appropriateness for school use.

The purchase of food and supplies will be made in conformity with bidding requirements as established by law. Central purchasing and warehousing procedures will be exercised to promote efficiency of operations.

Records and Reports

The Child Nutrition Services will establish and maintain proper accounting procedures, and provide records and reports as required by law. Controls will assure proper collection and money handling procedures; timely payment of salaries and suppliers; the safeguarding of assets; and accurate, timely reports of the operation.

Food Service Sanitation Program

All cafeterias will maintain sanitation standards in compliance with federal, state, and local health codes. Basic requirements for sanitation include: daily cleaning of work areas and equipment; food handlers' permits for all cafeteria employees; monthly inspections by the City Health Department; daily garbage service by city or private refuse haulers; bimonthly service of a licensed, bonded exterminating company; and training classes for employees emphasizing cleanliness and good housekeeping habits.

Free and Reduced-Price Food Services

Students attending schools within the District classified as economically deprived will be provided free or reduced-cost meals. The procedure used for establishing economic deprivation will be determined by the Family Applications section of the Child Nutrition Office, based upon criteria provided by the Director of Child Nutrition Services, and in accordance with regulations of the Oklahoma State Department of Education and the U.S. Department of Agriculture.

Adopted: November 1982

Revised: February 2014

7201 Page 2 of 2

COMMUNICATIONS / SCHOOL COMMUNICATIONS PROGRAM

PURPOSE: To define the responsibility to communicate with the public.

A climate of mutual understanding and cooperation between the schools and employees, students, parents, and community is essential if the education program is to best meet student and community needs and expectations.

An effective two-way communications program is vital to active and constructive participation of employees, students, parents, and community in the decision-making process. Employees, students, parents, and community are entitled to complete, accurate and continual information about school policies, regulations, programs, operations, finances, achievements, goals, problems, needs, and other information schools are required by federal and state laws, and regulations to make available.

All feasible forms of communications, including personal, print, and electronic, will be used to supply this information. Responsibility to develop the means to make this commitment effective is delegated by the Board to the Superintendent, as is the responsibility to maintain an on-going, systematic, two-way communication program.

Adopted: November 1982
Revised: February 2014

MEDIA RELATIONS

PURPOSE: To inform and guide the media and District staff in the proper manner of informing the public of District business.

The District will comply with all state and federal laws and regulations regarding open meetings and open records and respond to all media inquiries in a prompt, cooperative manner. Media requests received by the Communications Office will be responded to in a timely manner.

The Director of Communications is the spokesperson for the District. All contacts and press releases concerning matters of District-wide interest and controversial topics should be conducted by Communications Staff. Any staff member, in addition to Communications staff, should respond to questions from news media with accurate information and within the scope of their jobs. Principals will inform the Director of Communications of existing or potential problems at their school.

Media on campus will be subject to all rules for visitors and should contact the Communications Office before going to a school site. Once on site, clearance from the principal and/or the main office is necessary. If principals have questions about releasing information, they will contact the Communications Office.

Parents/guardians may request in writing that no photographs or identifiable information of their child be obtained by the media. Photography of students in a classroom setting is permitted with parental consent and as long as the classroom is not disrupted.

Crises and emergency information will be coordinated between the Communications Office, Campus Police Chief and Emergency Management coordinator.

Adopted: November 1982
Revised: December 2013