



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, March 2, 2015**, 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 East Central High School JROTC under the direction of Major Michael McGuire.
- 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.
- C-2. Resolution of Appreciation for Mr. Ronald Beatty, teacher assistant at TRAICE Academy, deceased. Motion and vote on motion to adopt resolution.
- C-3. Resolution of Appreciation for Ms. Teresa Hill, Child Nutrition Services cook, deceased. Motion and vote on motion to adopt resolution.
- C-4. Resolution of Appreciation for Ms. Barbara Reid, principals' secretary at Kerr Elementary School, deceased. Motion and vote on motion to adopt resolution.
- C-5. Resolution of Appreciation for Mr. Patrick Ryan, teacher at Hale High School, deceased. Motion and vote on motion to adopt resolution.
- C-6. Resolution of Appreciation for Mr. Darin Wells, Transportation bus driver, deceased. Motion and vote on motion to adopt resolution.

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

<u>Regular Meeting</u>	<u>Special Meetings</u>
February 17, 2015	February 17, 2015

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 NONROUTINE 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, March 24, 2015, 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 student field/study trips and travel have prior authorization by the Board of Education.

E-2. RECOMMENDATION: Enter into contracts/agreements with the following companies to provide services for Memorial High School's annual senior prom, May 9, 2015. Expenses (based on approximately 200 attendees) may include but are not limited to the following:

The Summit Club	\$9,000
Disc Jockey (to be determined)	\$700
Securitas (TPS Security)	\$220

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

COST: Not to exceed \$12,000

FUND NAME/ACCOUNT: Memorial's School Activity Fund #856

RATIONALE: The senior prom is a celebration by students and parents for the completion of 12 years of school.

E-3. RECOMMENDATION: Allow students to take courses toward graduation on the Education 20/20 system during the summer months not offered, or courses above and beyond what is offered, through Teach For America Summer School.

COST: There is no cost to the District. Money collected will be deposited into the Virtual School account in order to pay teachers. Students will pay \$250 for each semester course and will be assigned a teacher to provide online instructional support if needed.

FUND NAME/ACCOUNT: Virtual School, 11-0000-1000-501700-100-000000-210-07-643

RATIONALE: This will allow opportunities for students to continue their education during the summer months for credit accrual or for credit recovery and will aid in attainment of a high school diploma.

- E-4.** RECOMMENDATION: Amend the Memorandum of Agreement (MOA) with Communities in Schools, Inc., Communities in Schools of Kansas (CISK), the George Kaiser Family Foundation (GKFF), the Charles and Lynn Schusterman Family Foundation (CLSFF), and Community Action Project of Tulsa County, Inc. (CAP Tulsa) for the purpose of substituting Growing Together, Inc. for CAP Tulsa, assigning all obligations of GKFF and CLSFF to Growing Together, and changing the name of CISK to Communities in Schools of Mid-America, Inc.

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 for the 2014-2015 school year. It is contemplated that the District will explore opportunities to leverage District funding in the 2015-2016 school year, subject to ratification of renewal and appropriation of funding.

REQUISITION NUMBER: 41301082

RATIONALE: These amendments align the terms of the MOA with the donor's practice of using Growing Together as a funding agent, and update the name of one of the parties. All other terms of the MOA remain unchanged. The agreement contemplates an additional renewal opportunity for the 2015-2016 school year.

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

- E-5.** RECOMMENDATION: Approve routine elementary field trips.

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

Recommendations submitted by Chief Academic Officer, Ms. Tracy Bayles

- E-6.** RECOMMENDATION: Purchase magazine subscriptions from W.T. Cox Subscriptions, Shallotte, North Carolina, for all District school libraries during the 2015-2016 school year in accordance with the terms and conditions of the Request for Proposal 13027.

COST: Not to exceed \$31,900

FUND NAME/ACCOUNT: Instructional Media and Library Services General Fund, 11-0000-2220-506420-000-000000-000-06-069

REQUISITION NUMBER: 11510297

RATIONALE: Expenditures during the 2014-2015 school year totaled approximately \$32,000.

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

- E-7.** RECOMMENDATION: Approve sanctioning of the following additional booster club and parent/teacher association (PTA) in accordance with Board Policy 5707 for the 2014-2015 fiscal year. The original item was approved on the November 3, 2014, agenda, item E-5.

Booster Club

Booker T. Washington T-Connection Band Parent's Organization

PTA

Dual Language Immersion PTA

COST: No cost to the District.

RATIONALE: Sanctioned status provides an organization exemption from the statutory controls relating to school activity funds found in the Oklahoma School Code. The Board may sanction associations and clubs that advance the educational objectives of the District and are beneficial to students under the guidelines established in Board Policy 5707. These organizations have submitted the required information in support of their applications.

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

E-8. RECOMMENDATION: Assign the contracts for the Edison Collegiate Center to the construction manager at risk on the project, 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.

RATIONALE: The individual awarded contracts will be encumbered as one contract to Crossland Construction. The project was included in the 2010 bond issue.

E-9. RECOMMENDATION: Enter into a contract with L & M Office Furniture, the lowest responsible bidder, for fixed seating in the new Edison Collegiate Center 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: Not to exceed \$183,805

FUND NAME/ACCOUNT: Facilities Bond Fund, 32-1220-4720-504500-000-000000-000-12-712-CM050

REQUISITION NUMBER: 11512648

RATIONALE: The Collegiate Center at Edison Preparatory School is part of the 2010 bond issue.

E-10. RECOMMENDATION: Approve Amendment Number Eight with Crossland Construction Management for the Collegiate Center at Edison Preparatory School.

Allowances	\$149,000.00
General Conditions	\$17,460.00
Management Fees	\$7,508.00
Trade Contracts	\$183,805.00
TOTAL GMP	\$357,773.00

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

COST: Not to exceed \$357,773

FUND NAME/ACCOUNT: Facilities Bond Fund, 3F-1220-4720-504500-000-000000-000-12-712-CM050

REQUISITION NUMBER: 11512637

RATIONALE: The Collegiate Center at Edison Preparatory School is part of the 2010 bond issue.

- E-11. RECOMMENDATION:** Enter into a contract with AEL Access Elevator and Lifts, Inc., Omaha, Nebraska, the lowest responsible bidder, to upgrade the existing platform lift 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: Not to exceed \$39,250

FUND NAME/ACCOUNT: Facilities Bond Fund, 32-1220-4720-504500-000-000000-000-12-712-T0359

REQUISITION NUMBER: 11512641

RATIONALE: Improving accessibility is part of the 2010 bond issue.

- E-12. RECOMMENDATION:** Assign the contracts for the pool repurposing projects at various sites to the construction manager at risk on the project, Trigon 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.

RATIONALE: The individual awarded contracts will be encumbered as one contract to Trigon Construction. The individual awarded contracts will be encumbered as one contract to Trigon. The project was included in the 2010 bond issue.

E-13. RECOMMENDATION: Enter into contracts with the lowest responsible bidders for various trades for the pool repurposing projects at Bell Elementary, Skelly Elementary, and East Central Junior High schools.

2A	Demolition	Ark Wrecking	\$122,600
9A	Drywall and Ceilings	Wiljo	\$227,140
9B	Flooring	CWC	\$49,999
15A	Plumbing	Midwest Mechanical	\$117,100
15A	Plumbing	J & M Plumbing	\$26,500
15B	HVAC	AirCo	\$340,934
16A	Electric	Raceway	\$272,655
17A	Low Voltage	Lighthouse	\$73,860

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: Pool repurposing is part of the 2010 bond issue.

E-14. RECOMMENDATION: Approve Amendment Number Eleven with Trigon General Contractors and Construction Management for the pool repurposing projects at Bell Elementary, Skelly Elementary, and East Central Junior High schools.

Allowances	\$136,843.00
General Conditions	\$134,666.00
Management Fees	\$82,339.00
Reimbursables	\$614,165.00
Trade Contracts	\$1,230,788.00
TOTAL GMP	\$2,198,801.00

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

COST: Not to exceed \$2,198,801

FUND NAME/ACCOUNT: Facilites Bond Fund, 32-1220-4720-504500-000-000000-000-12-118 -CM047 (\$637,750), 32-1220-4720-504500-000-000000-000-12-659-CM047 (\$915,770), 32-1220-4720-504500-000-000000-000-12-410-CM047 (\$645,280)

REQUISITION NUMBER: 11513230

RATIONALE: The repurposing of the pools is part of the 2010 bond issue.

- E-15.** RECOMMENDATION: Approve Change Order Number One with Advantage Glass for the window replacement project at Disney 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 cost of this change order is \$23,218.

FUND NAME/ACCOUNT: Facilities Bond Fund, 32-1220-4720-504500-000-000000-000-12-447-T0192

REQUISITION NUMBER: 11511215

RATIONALE: Additional soffit lighting is needed to provide better security lighting. The original contract was approved in the amount of \$593,000 on the October 7, 2013, agenda, item E-31.

- E-16.** RECOMMENDATION: Approve right of entry consent with the City of Tulsa and release the Oklahoma Energy Resources Board to access the property on the Ross site.

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: An easement is necessary to make improvements to the property.

- E-17.** RECOMMENDATION: Approve a license with Church on the Move for a grounds improvement project at Cooper 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: No cost to the District.

RATIONALE: Church on the Move has proposed that they address several projects at the Cooper Elementary site as a service project. They will be replacing the track; improving the basketball court by providing new goals and cleaning and resealing the surface; and improving the landscaping around the school. They have set aside \$20,000 for these projects.

- E-18.** RECOMMENDATION: Approve the request of Hoey Construction Company to withdraw its bid of \$438,594.85 for the fire sprinkler project at Lanier Elementary School and exonerate the bidder's bid bond.

RATIONALE: Hoey Construction Company did not have the most current information on the project at the time the bid was submitted.

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

- E-19.** RECOMMENDATION: Approve position creations/deletions.

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

- E-20.** RECOMMENDATION: Approve routine staffing items.

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

- E-21.** RECOMMENDATION: Renew the contract with Teach For America (TFA) to supply the District with 75 teachers for the 2015-2016 school year and continue providing professional development for the returning second-year TFA teachers.

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 \$4,000 per year per new and returning teacher (not to exceed \$700,000)

FUND NAME/ACCOUNT: Title II, 11-5410-2571-503100-000-000000-000-05-041-5410 (recruitment - \$300,000) and 11-5410-2213-503600-000-000000-000-05-041-5410 (professional development - \$400,000)

REQUISITION NUMBER: A requisition will be entered May 2015

RATIONALE: The District's partnership with Teach For America over the last few years has made it possible for corps members to be placed annually at some of the District's highest needs schools. The most recent achievement and growth data shows that TFA corps members are able to impact student achievement in classrooms in a very meaningful and positive way. This is only one of several different strategies the District will implement to ensure schools are fully staffed. In addition, continuing professional development support will be provided to the returning second-year corps members under this agreement.

- E-22.** 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 2015-2016 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 its exposure to experienced, highly qualified 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, any TFA Leadership Fellows hired through this program will receive ongoing professional development and coaching from TFA at no cost to the District during their first year of employment.

ITEMS LISTED BELOW SUBMITTED BY INTERIM CHIEF INFORMATION AND OPERATIONS OFFICER, MR. BLAINE YOUNG

- E-23.** RECOMMENDATION: Enter into a contract with Cox Business Services, Tulsa, Oklahoma, effective July 1, 2015, through June 30, 2016, for long distance services at all District sites. This contract is a result of RFP 979860001252270.

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 \$17,500 and will be paid in FY 2016 as soon as the 2015-2016 budget is approved.

FUND NAME/ACCOUNT: General Fund, 11-0000-2620-505320-000-000000-000-02-026

REQUISITION NUMBER: E-Rate item

RATIONALE: This will provide long distance service to all sites within the District. E-Rate discounts are expected to be approximately 70 percent.

- E-24.** RECOMMENDATION: Enter into a contract with Cox Business Services, Tulsa, Oklahoma, effective July 1, 2015, through June 30, 2016, for high-speed data services to alternative education sites. This contract, which includes four voluntary renewal periods, is a result of RFP 446770001279304.

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

COST: Not to exceed \$14,400 and will be paid in FY 2016 as soon as the 2015-2016 budget is approved.

FUND NAME/ACCOUNT: General Fund, 11-0000-2580-505320-000-000000-000-02-026

REQUISITION NUMBER: E-Rate item

RATIONALE: This will provide high-speed, network connectivity for employees providing services to students at Hillcrest at Oklahoma State University Medical Center, the Juvenile Detention Center, Parkside, Shadow Mountain Riverside, and Shadow Mountain South House. E-Rate discounts are expected to be approximately 90 percent.

- E-25.** RECOMMENDATION: Renew the contract with Cox Business Services, Tulsa, Oklahoma, effective July 1, 2015, through June 30, 2016, for Internet access services. This exercises the second of four voluntary renewal periods awarded under RFP 13016 on February 25, 2013.

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

COST: Not to exceed \$393,072 and will be paid in FY 2016 as soon as the 2015-2016 budget is approved.

FUND NAME/ACCOUNT: General Fund, 11-0000-2580-505320-000-000000-000-02-026

REQUISITION NUMBER: E-Rate item/41300417

RATIONALE: This will provide Internet access service to all sites in the District. E-Rate discounts are expected to be approximately 90 percent and the balance is funded by the Oklahoma Universal Service Fund.

- E-26.** RECOMMENDATION: Renew the contract with Cox Business Services, Tulsa, Oklahoma, effective July 1, 2015, through June 30, 2016, for basic phone services as specified at Thoreau Demonstration Academy. This exercises the second of four voluntary renewal periods awarded under RFP 13016 on February 25, 2013.

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

COST: Not to exceed \$2,900 and will be paid in FY 2016 as soon as the 2015-2016 budget is approved.

FUND NAME/ACCOUNT: General Fund, 11-0000-2620-505320-000-000000-000-02-026

REQUISITION NUMBER: E-Rate item/41300418

RATIONALE: This will provide basic telecom service for security/fire panels and backup circuits at Thoreau Demonstration Academy. E-Rate discounts are expected to be approximately 70 percent.

- E-27.** RECOMMENDATION: Renew the contract with AT&T, effective July 1, 2015, through June 30, 2016, for telecommunication services for Centrex services. This exercises the first of four voluntary renewal periods awarded under RFP 14046 on March 13, 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 \$85,000 and will be paid in FY 2016 as soon as the 2015-2016 budget is approved.

FUND NAME/ACCOUNT: General Fund, 11-0000-2620-505320-000-000000-000-02-026

REQUISITION NUMBER: E-Rate item/41300893

RATIONALE: These services represent the basic inbound and outbound telephone services used by the District. E-Rate discounts are expected to be approximately 70 percent.

- E-28.** RECOMMENDATION: Enter into a contract with Cox Business Services, Tulsa, Oklahoma, effective July 1, 2015, through June 30, 2016, for telecommunication services for DID, PRI, and basic voice services. This contract, which includes four voluntary renewal periods, is a result of RFP 979860001252270.

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 \$165,000 and will be paid in FY 2016 as soon as the 2015-2016 budget is approved.

FUND NAME/ACCOUNT: General Fund, 11-0000-2620-505320-000-000000-000-02-026

REQUISITION NUMBER: E-Rate item

RATIONALE: These services represent the basic inbound and outbound telephone services used by the District. E-Rate discounts are expected to be approximately 70 percent.

- E-29.** RECOMMENDATION: Renew the contract with Verizon, Tulsa, Oklahoma, effective July 1, 2015, through June 30, 2016, for cellular telephone and mobile data services. This exercises the first of four voluntary renewal periods awarded under RFP 14046 on March 13, 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 \$160,000 and will be paid in FY 2016 as soon as the 2015-2016 budget is approved.

FUND NAME/ACCOUNT: General Fund, 11-0000-2580-505340-000-000000-000-XX-XXX

REQUISITION NUMBER: E-Rate item/41300764

RATIONALE: The cellular telephone service allows for immediate contact of supervisors and select employees, enhancing the District's ability to quickly address many issues, including safety issues. Mobile data services are used to access email, contact and dispatch, as well as to provide instant two-way radio contact capabilities to critical personnel. Utilizing one vendor for these services leverages volume and ensures excellent pricing and a standard quality product, as well as more efficient administration of services. E-Rate funding will help offset these expenses at a discount of approximately 70 percent of the E-Rate eligible portion.

F. ACTION AGENDA - Motion and vote on each recommendation

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

- F-1.** RECOMMENDATION: Move the current sixth graders from Park, Robertson, Eugene Field and Remington elementary schools to Clinton Middle School beginning with the 2015-2016 school year.

COST: No cost to the District.

RATIONALE: Moving sixth grade to Clinton Middle School from Westside elementary schools will provide students with expanded course offerings for participation at multiple levels. There is capacity at Clinton Middle School to readily accommodate the aggregate number of students from the Westside along with an appropriate number of staff and teachers.

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

- F-2.** RECOMMENDATION: Approve the 2014-2015 Amended School Budget and Financing Plan prepared in accordance with Section 5-154 of the School District Budget Act. The amended budget presents to the Board the details of the estimated revenue and expenditures that total \$587,792,768 and \$561,040,330, respectively for all appropriated funds.

FURTHER RECOMMEND: The Clerk of the Board make available ten copies of the proposed budget and have them available for review or for distribution at the office of the Chief Financial Officer.

RATIONALE: The Board of Education approved the 2014-2015 Preliminary School Budget and Financing Plan on June 16, 2014, and filed the plan before the end of the fiscal year as required by law. The Amended School Budget and Financing Plan supersedes the preliminary document and also complies with the appropriate law. The 2014-2015 Preliminary School Budget and Financing Plan presented to the Board of Education with details of the estimated revenue and expenditures totaled \$579,677,172 and \$556,204,256, respectively for all appropriated funds.

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: Pay Advanced Placement Services for Advanced Placement (AP) exams for students at Memorial High School during 2014-2015 school year.

COST: Not to exceed \$28,000

FUND NAME/ACCOUNT: Memorial's School Activity Fund #529

RATIONALE: Administering AP exams provides students with the opportunity to earn college credit, as well as better prepare them for college entrance exams. Exams are prepaid by students at a cost of \$90 per exam.

- G-2.** RECOMMENDATION: Enter into a contract with the Greenwood Cultural Center to provide the venue for East Central High School's annual senior prom, May 8, 2015.

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

COST: Not to exceed \$1,035

FUND NAME/ACCOUNT: East Central's School Activity Fund #878

RATIONALE: The senior prom is a culminating tradition which serves as a highlight to student's educational experiences.

- G-3.** RECOMMENDATION: Renew the contract with Pearson NCS, Austin, Texas, for the use of Thoreau Demonstration Academy, June 8-July 31, 2015.

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. Pearson will pay \$15,525 plus utilities for the use of the building.

REQUISITION NUMBER: 41301069

RATIONALE: Pearson grades tests for the National Board for Professional Teaching Standard to determine National Board Certified Teacher status. The Thoreau facility has been used for the past 15 years.

- G-4.** RECOMMENDATION: Amend item E-3 of the January 20, 2015, agenda to change the date from May 8 to May 9 for McLain High School's junior/senior prom to be held at the University of Oklahoma.

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 \$800

FUND NAME/ACCOUNT: McLain's School Activity Fund #856

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

Recommendations submitted by Chief Academic Officer, Ms. Tracy Bayles

- G-5.** RECOMMENDATION: Enter into a facilities usage agreement with the University of Tulsa to house the High School Kravis Spring Arts Camp for the 2014-2015 school year. This high school arts camp will be offered on the following four Saturdays on the University of Tulsa Campus, Phillips Hall Building: March 28, April 11, April 25, and May 2, 2015.

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.

REQUISITION NUMBER: 41301081

RATIONALE: The Kravis Spring Arts program allows high school students to receive instruction from University of Tulsa professors on the University of Tulsa campus. Students engage in advanced level coursework utilizing state of the art equipment in the Art Department building.

G-6. RECOMMENDATION: Enter into an agreement with Northwest Evaluation Association (NWEA), Portland, Oregon, to purchase student testing licenses for grades kindergarten through third for the 2015- 2016 school year.

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

COST: Not to exceed \$203,000

FUND NAME/ACCOUNT: Reading Sufficiency Act Fund, 11-3670-2240-505300-427-113000-000-05-093-3670

REQUISITION NUMBER: 11512032

RATIONALE: The Measures of Academic Progress (MAP), MAP for Primary Grades, and the Children's Progress Academic Assessment will serve as the District's kindergarten through third-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 kindergarten through third.

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

G-7. RECOMMENDATION: Revise School Board policies as listed.
4103 Hiring Employees
5204 Expense Reimbursement
5707 Sanctioning Student Achievement Programs, Parent-Teacher Associations, and Booster Club Organization
5801 Investments

RATIONALE: Revision of policy 4103 adds language and further defines the requirements that must be met before obtaining employment with the District. The revision to policy 5204 adds language to further define expense reimbursements based on Internal Revenue Service's guidelines. The revision to policy 5707 aligns language to match the corresponding regulation that is currently in place regarding fundraising by students. The revision to policy 5801 adds that sinking fund investments may have maturities extending to 60 months.

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

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

- G-8.** RECOMMENDATION: Enter into contracts with the lowest responsible bidders for the interior renovation at Jackson and Mitchell elementary schools.
General Contractor
Flooring
Painting

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 award of this contract had not been finalized. Final information on the amount and awardee will be included when the item is on the consent agenda.

RATIONALE: Interior renovations are part of the 2010 bond issue for Jackson and Mitchell elementary schools.

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

- G-9.** 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 April 30, 2015.

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: Gifts and Endowments Fund, 81-2296-2560-506190-000-000000-000-14-082

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

G-10. 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.

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
Carver Middle School/ 8th grade students	Students: 100 Parents: 5 Staff: 5	Study trip to Wilson's Creek Battlefield/Republic, Missouri	May 4, 2015	1	Not to exceed \$4,000/Carver Student Activity Fund #560.
Carver Middle School/ 8th grade students	Students: 10 Parents: 4 Staff: 2	Study trip to Boston American historical landmarks/Boston, Massachusetts	June 2-8, 2015	0	No cost to the District/Parents will pay fees directly to Ameritrust.
Booker T. Washington High School students	Students: 16 Parents: 1 Staff: 2	FIRST Robotics Regional competition in Little Rock, Arkansas	March 4 - 7	2	Not to exceed \$8000 No cost to district. Funding through grants and donations
Booker T. Washington High School Students	Students: 6 Parents: 2 Staff: 1	FIRST Tech Challenge Southwest Super Regional robotics competition	March 11 - 14	2	Not to exceed \$3000. Funding using SAF #891 and donations by parents.

SUPPORTING INFORMATION

CONSENT ITEM E-5

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
Hoover Elementary School/Fifth Grade Students	Students: 59 Parents: 58 Staff: 3	Study trip to the Capulin Volcano National Monument, Fort Union National Monument, Clayton Lake State Park, and Sugarite Canyon State Park/ Raton, New Mexico; Bent's Old Fort National Historic Site/La Junta, Colorado	May 4-8, 2015	5	Not to exceed \$11,660/Hoover Student Activity Fund #523

SUPPORTING INFORMATION

CONSENT ITEM E-19

POSITION CREATIONS/DELETIONS

Support

Create:

Position	Salary/Grade	Duties
Administrative Assistant to the Superintendent-ESC/ Office of the Superintendent	CA-16 \$17.04/hr. to \$23.13/hr. 12 months	Provide administrative assistance to the superintendent in the efficient management of the district. Proficient in general office duties. Maintain confidentiality in school/business matters. Assume responsibility without direct supervision, exercise initiative and good judgment in making decisions. Provide supervision to administrative staff working in the office of the superintendent and perform other duties as assigned by the superintendent.
<i>Annual Budget Impact:</i> \$ 35,443 min. – \$ 48,110 max.		

Funding Source:
11-0000-2321-501210-
000-000000-690-09-091

Delete:

Position	Salary/Grade	Duties
Administrative Assistant to the Superintendent-ESC/ Office of the Superintendent	BG-6 12 months	Provide administrative assistance to the superintendent in the efficient management of the district. Proficient in general office duties. Maintain confidentiality in school/business matters. Assume responsibility without direct supervision, exercise initiative and good judgment in making decisions. Provide supervision to administrative staff working in the office of the superintendent and perform other duties as assigned by the superintendent.
<i>Annual Budget Impact:</i> \$ 44,500 min. – \$ 66,700 max.		

Funding Source:
11-0000-2321-501210-
000-000000-690-09-091

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
<p>Executive Secretary- ESC/Academic Services</p> <p><i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max.</p> <p><i>Funding Source:</i> 11-0000-2212-501210- 000-000000-615-06-070</p>	<p>CA-15 \$16.25/hr. to \$22.04/hr. 12 months</p>	<p>Provide high-level administrative support by conducting research, preparing District reports, handling information requests, managing the executive office(s) and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas.</p>

Delete:

Position	Salary/Grade	Duties
<p>Executive Secretary- ESC/Academic Services</p> <p><i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max.</p> <p><i>Funding Source:</i> 11-0000-2212-501210- 000-000000-615-06-070</p>	<p>BG-3 12 months</p>	<p>Provide high-level administrative support by conducting research, preparing District reports, handling information requests, managing the executive office(s) and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas.</p>

Position Creations/Deletions – Continued

Support:

Create:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Executive Secretary- ESC/Accountability	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Provide administrative support, prepare Board Agenda items, manage budget reports, department payroll clerk, and manage office.
<i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max.		

Funding Source:
11-0000-2112-501210-
000-000000-615-16-058

Delete:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Executive Secretary- ESC/Accountability	BG-3 12 months	Provide administrative support, prepare Board Agenda items, manage budget reports, department payroll clerk, and manage office.
<i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max.		

Funding Source:
11-0000-2112-501210-
000-000000-615-16-058

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Chief of Staff <i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max. <i>Funding Source:</i> 11-0000-2321-501210- 000-000000-609-14-021	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Provide administrative assistance to the Chief of Staff. Provide support to the Superintendent in the performance of general office duties and coordination of calendars in the Office of the Superintendent as assigned. Maintain confidentiality and able to assume responsibility without direct supervision, problem solve, and exercise initiative and good judgment in making decisions. Serve on various committees and perform other duties as assigned.

Delete:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Chief of Staff <i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max. <i>Funding Source:</i> 11-0000-2321-501210- 000-000000-609-14-021	BG-3 12 months	Provide administrative assistance to the Chief of Staff, support to the Deputy Clerk of the Board and Administrative Assistant to the Superintendent in the performance of general office duties and coordination of calendars in the Office of the Superintendent. Assist the Deputy Clerk of the Board in preparing, proofing, and editing the District Board Agendas. Serve as back up for Administrative Assistant to the Superintendent and Office of Clerk of the Board. Maintain confidentiality and able to assume responsibility without direct supervision, problem solve, and exercise initiative and good judgment in making decisions. Serve on various committees and perform other duties as assigned.

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
<p>Executive Secretary- ESC/Deputy Superintendent</p> <p><i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max.</p> <p><i>Funding Source:</i> 11-0000-2321-501210- 000-000000-615-16-065</p>	<p>CA-15 \$16.25/hr. to \$22.04/hr. 12 months</p>	<p>Provide a high-level support to the Deputy Superintendent, along with additional support to the Instructional Leadership Directors (ILDs), and other administrators within the Deputy Superintendent department. Assist and support the Deputy Superintendent with decisions, operational assistance, ensure compliance, and maintain all confidential material. Assume responsibility without direct supervision, exercise initiative and good judgment in making decisions. Provide supervision to administrative staff working in the office of the Deputy Superintendent and perform other duties as assigned by the Deputy Superintendent.</p>

Delete:

Position	Salary/Grade	Duties
<p>Executive Secretary- ESC/Deputy Superintendent</p> <p><i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max.</p> <p><i>Funding Source:</i> 11-0000-2321-501210- 000-000000-615-16-065</p>	<p>BG-3 12 months</p>	<p>Provide a high-level support to the Deputy Superintendent, along with additional support to the Instructional Leadership Directors (ILDs), and other administrators within the Deputy Superintendent department. Assist and support the Deputy Superintendent with decisions, operational assistance, ensure compliance, and maintain all confidential material. Assume responsibility without direct supervision, exercise initiative and good judgment in making decisions. Provide supervision to administrative staff working in the office of the Deputy Superintendent and perform other duties as assigned by the Deputy Superintendent.</p>

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Finance <i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max.	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Provide high-level administrative support by conducting research, preparing District reports, handling information requests, managing the executive office(s) and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas.
<i>Funding Source:</i> 11-0000-2511-501210- 000-000000-615-08-098		

Delete:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Finance <i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max.	BG-3 12 months	Provide high-level administrative support by conducting research, preparing District reports, handling information requests, managing the executive office(s) and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas.
<i>Funding Source:</i> 11-0000-2511-501210- 000-000000-615-08-098		

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
<p>Executive Secretary- ESC/Human Capital</p> <p><i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210- 000-000000-615-04-041</p>	<p>CA-15 \$16.25/hr. to \$22.04/hr. 12 months</p>	<p>Manage the Human Capital budget, ensuring budget compliance and board policy compliance. Conduct research, prepare district reports, and coordinate contracts between vendors and the district. Maintain confidentiality in school/business matters. Able to assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office; and perform other duties as needed.</p>

Delete:

Position	Salary/Grade	Duties
<p>Executive Secretary- ESC/Human Capital</p> <p><i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max.</p> <p><i>Funding Source:</i> 11-0000-2572-501210- 000-000000-615-04-041</p>	<p>BG-3 12 months</p>	<p>Manage the Human Capital budget, ensuring budget compliance and board policy compliance. Conduct research, prepare district reports, and coordinate contracts between vendors and the district. Maintain confidentiality in school/business matters. Able to assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office; and perform other duties as needed.</p>

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Support Services <i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max.	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Support the Chief Information and Operations Officer with day to day administrative duties. Compile, edit, proof Activity Report, Leadership Team Packet memos, agenda items, Operations Department Services Portfolio, Division Strategic Plan, and maintain Division calendar.

Funding Source:
 11-0000-2620-501210-
 000-000000-615-03-025

Delete:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Support Services <i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max.	BG-3 12 months	Support the Chief Information and Operations Officer with day to day administrative duties. Compile, edit, proof Activity Report, Leadership Team Packet memos, agenda items, Operations Department Services Portfolio, Division Strategic Plan, and maintain Division calendar.

Funding Source:
 11-0000-2620-501210-
 000-000000-615-03-025

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Lead ILD <i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max.	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Provide administrative assistance to the Lead ILDs and to the other ILDs. Must be proficient in general office duties. Maintain confidentiality in school/business matters. Able to assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office; and perform other duties as needed.
<i>Funding Source:</i> 11-0000-2490-501210- 000-000000-615-16-079		

Delete:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Lead ILD <i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max.	BG-3 12 months	Provide administrative assistance to the Lead ILDs and to the other ILDs. Must be proficient in general office duties. Maintain confidentiality in school/business matters. Able to assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office; and perform other duties as needed.
<i>Funding Source:</i> 11-0000-2490-501210- 000-000000-615-16-079		

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Executive Secretary- ESC/Office of Constituent and Student Services <i>Annual Budget Impact:</i> \$ 33,800 min. – \$ 45,843 max. <i>Funding Source:</i> 11-0000-2199-501210- 000-000000-615-14-020	CA-15 \$16.25/hr. to \$22.04/hr. 12 months	Investigate, resolve and document constituent or employee complaints and issues as they arise internally or from the community. Maintain confidentiality in school/business matters. Able to assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office; and perform other duties as needed.

Delete:

Position	Salary/Grade	Duties
Executive Secretary- ESC/ Office of Constituent and Student Services <i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max. <i>Funding Source:</i> 11-0000-2199-501210- 000-000000-615-14-020	BG-3 12 months	Investigate, resolve and document constituent or employee complaints and issues as they arise internally or from the community. Maintain confidentiality in school/business matters. Able to assume responsibility without direct supervision, exercise initiative and good judgment in making decisions; provide supervision to administrative staff working in the office; and perform other duties as needed.

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Certified Spanish Interpreter-ESC/ Special Education and Student Services	CA-14 \$15.50/hr. to \$21.00/hr. 200 days	Provide Spanish interpretation for special education meetings, IEP's, testing and other related Special Education services for all school sites.

Annual Budget Impact:
\$ 24,800 min. –
\$ 33,600 max.

Funding Source:
11-6210-2194-501210-
239-106000-328-05-066-
6210

Delete:

Position	Salary/Grade	Duties
Certified Spanish Interpreter-ESC/ Special Education and Student Services	BG-3 200 days	Provide Spanish interpretation for special education meetings, IEP's, testing and other related Special Education services for all school sites.

Annual Budget Impact:
\$ 27,876 min. –
\$ 41,858 max.

Funding Source:
11-6210-2194-501210-
239-106000-328-05-066-
6210

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Communications Specialist-ESC/ Campus Police	TS-5 \$12.85/hr. to \$17.28/hr. 12 months	Dispatch and PBX calls, handle emergency radio traffic, programming of computer aided dispatch and security intrusion alarms for mapping along with updates of plans used for response by the Campus Police Department.
<i>Annual Budget Impact:</i> \$ 26,728 min. – \$ 35,942 max.		

Funding Source:
11-0000-2660-501210-
000-000000-961-17-049

Delete:

Position	Salary/Grade	Duties
Communications Specialist-ESC/ Campus Police	TS-5 \$12.85/hr. to \$17.28/hr. 195 days	Dispatch and PBX calls, handle emergency radio traffic, programming of computer aided dispatch and security intrusion alarms for mapping along with updates of plans used for response by the Campus Police Department.
<i>Annual Budget Impact:</i> \$ 20,046 min. – \$ 26,956 max.		

Funding Source:
11-0000-2660-501210-
000-000000-961-17-049

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Software/Technical Support Manager, Child Nutrition-ESC/ Child Nutrition	CA-14 \$15.00/hr. to \$21.00/hr. 12 months	Provide technical support to inter office and inter district Child Nutrition service users. Preform daily downloads, uploads, data imports, exports and run queries as needed to assure and maintain student data and State required direct certification imports.

Annual Budget Impact:

\$ 31,200 min. –

\$ 43,680 max.

Funding Source:

22-3850-3120-501210-

700-000000-609-03-053

Delete:

Position	Salary/Grade	Duties
Computer Assistant, Child Nutrition-ESC/ Child Nutrition	BG-3 12 months	Provide technical support to inter office and inter district Child Nutrition service users. Preform daily downloads, uploads, data imports, exports and run queries as needed to assure and maintain student data and State required direct certification imports.

Annual Budget Impact:

\$ 31,500 min. –

\$ 47,300 max.

Funding Source:

22-3850-3120-501210-

700-000000-609-03-053

Position Creations/Deletions – Continued

Support:

Create:

Position	Salary/Grade	Duties
Claim Analyst-ESC/ Child Nutrition <i>Annual Budget Impact:</i> \$ 39,600 min. – \$ 59,400 max. <i>Funding Source:</i> 22-3850-3120-501210- 700-000000-609-03-053	BG-5 12 months	Verify accuracy of all meal counts (breakfast, lunch, snack and summer). Claim submission of (NSLP, ASSP and Summer Program) for federal reimbursement monthly. Maintain budget for all of Child Nutrition's direct vendors and process invoices for payment by site monthly. Administer revenue contracts, receive payments and process. Process all federal, state and local revenue for the Child Nutrition Department. Complete all state required agreements and reports.

Delete:

Position	Salary/Grade	Duties
Claim Analyst-ESC/ Child Nutrition <i>Annual Budget Impact:</i> \$ 31,500 min. – \$ 47,300 max. <i>Funding Source:</i> 22-3850-3120-501210- 700-000000-609-03-053	BG-3 12 months	Verify and correct all daily cafeteria participation counts, revenue and attendance numbers. Verify daily cash reports with treasurer's deposits. Edit and verify all meal and revenue changes reported by cafeteria managers. Calculate and verify monthly data and submit monthly claim for Federal and State reimbursements. Complete State Agreement, Pricing Lunch Equity Report, End of Year revenue and expenditure report. Update written instructions for daily reports, meal conversions and deposits for managers and provide training on these instructions. Responsible for accounting for online prepayments. Communicate all state correspondences to department director and impacted staff.

Position Creations/Deletions – Continued

Support:

Delete:

Position	Salary/Grade	Duties
Traveling Manager- ESC/Child Nutrition <i>Annual Budget Impact:</i> \$ 17,238 min. – \$ 26,074 max.	BG-A 183 days	Oversee and supervise the overall operations in a school cafeteria. Organize and direct the processes necessary to provide breakfast, lunch, and snacks to students. Not assigned to specific site. Other duties as assigned.
<i>Funding Source:</i> 22-3850-3120-501210- 700-000000-953-03-053		

Create:

Position	Salary/Grade	Duties
Virtual High School Coordinator- ESC/Alternative Education <i>Annual Budget Impact:</i> \$ 24,419 min. – \$ 32,614 max.	CA-8 \$11.74/hr. to \$15.68/hr. 12 months	Assist students and parents with enrollment in the virtual high school program. Assist in the recruitment of student for the Virtual High School. Manage data from all virtual delivery platforms. Train Parents and students on the use of the specific virtual delivery platforms in which they are enrolled.
<i>Funding Source:</i> 11-0000-2212-501210- 430-000000-109-07-636		

**NOTE: This position
change to be effective
July 1, 2015**

Position Creations/Deletions – Continued

Support:

Delete:

Position	Salary/Grade	Duties
Virtual High School Coordinator- ESC/Alternative Education	CA-6 \$10.68/hr. to 14.24/hr. 12 months	Assist students and parents with enrollment in the virtual high school program. Assist in the recruitment of student for the Virtual High School. Manage data from all virtual delivery platforms. Train Parents and students on the use of the specific virtual delivery platforms in which they are enrolled.

Annual Budget Impact:
\$ 22,214 min. –
\$ 29,619 max.

Funding Source:
11-0000-2212-501210-
430-000000-109-07-636

**NOTE: This position
change to be effective
July 1, 2015**

SUPPORTING INFORMATION

CONSENT ITEM E-20

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Bell, Mary	1/05/15 5/26/15	M-29	\$ 13,763.65 688.18	Teacher-McLain/ Special Education Half-Time Rate: \$27,510.00
Cagle, Michelle	1/22/15 5/26/15	M-17	19,427.62	Teacher-Lindbergh/Grade 5 Rate: \$44,406.00
Copeland, Brittany	1/29/15 5/26/15	B-0	13,459.09	Teacher-Sequoyah/Grade 5 Rate: \$32,900.00
Gillette, Julie	2/09/15 5/26/15	M60-9	14,829.97	Teacher-Hale/English Rate: \$40,155.00
Lebak, Tamara	2/18/15	M-5	12,264.55	Instructional Coach-Wilson/ Academic Services Rate: \$35,976.00
Pogue, Rachel	2/02/15 6/30/15	M-0	13,505.23	Teacher-East Central Jr. High/ ELD Rate: \$33,956.00
Quint, Robert	8/14/14 6/30/15	NS	65,495.28	JROTC Instructor-Rogers
Tichenor, Adam	2/06/15 5/26/15	B-0	12,337.50	Teacher-Academy Central/ Music Rate: \$32,900.00
Woodhead, Abigail	2/06/15 5/26/15	B-0	12,337.50	Teacher-Celia Clinton/ Grade 3 Rate: \$32,900.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Support (Hourly):				
Asberry, Alissa	2/09/15 5/22/15	MT-4	\$ 9.77	Bus Driver Trainee
Ball, Elva	2/17/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Blackwood, Randall	2/17/15 5/22/15	MT-6	10.72	Bus Driver Trainee
Blunt, Lonniesha	2/09/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Brown, Amanda	2/12/15 5/22/15	MT-2	10.37	Child Nutrition Services (CNS) Cook I -Key
Cherry, Arnett	2/09/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Cing, Zuan	2/17/15 5/22/15	MT-3	10.84	Custodian-Webster
Estrada Perez, Dora	2/17/15 6/11/15	CA-6	11.84	Accountability Registrar- Enrollment Center/ District Accountability
Harvey, Clarence Jr.	2/09/15 6/30/15	CA-6	13.05	Accountability Registrar- Enrollment Center/ District Accountability
Howard, Phyllis	2/18/15 5/22/15	MT-A	8.29	Bus Assistant
Keith, Kirsten	2/12/15 5/27/15	CA-3	10.30	Clerk-Salk
Merton, Carl	2/03/15 6/30/15	MT-3	10.44	Custodian-Webster

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Merton, Nettie	2/03/15 6/30/15	MT-3	\$ 9.79	Custodian-Clinton
Rodriguez, Laura	2/17/15 6/30/15	MT-3	9.76	Custodian-Wright
Salcedo, Graciela	2/16/15 5/22/15	MT-1	8.87	CNS Assistant- ECDC Reed
Stevens, Shannon	2/16/15 5/22/15	MT-1	8.87	CNS Assistant-Marshall
Thang, Ngo	2/17/15 5/22/15	MT-3	10.84	Custodian-Webster
Zachary, Kendyll	2/16/15 5/22/15	TS-3	11.74	Campus Security Officer- ESC/Campus Police

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Bushong, Ralph	Parateacher- Monroe IS-6	2/03/15 5/26/15	\$ 10.81/hr.	\$ 12,898.29/yr.	Teacher-Monroe/ Social Studies Rate: \$32,900.00 B-0
Duncan, Roberto	Teacher-McLain Jr. High/ Special Education B-4	9/23/14	34,500.00	30,118.32	M-4 Rate: \$35,576.00
Farnsworth, Kris	Teacher-Tulsa Met Jr. High/ Science B-3	2/20/15	34,100.00	11,237.50	Instructional Technology Coach- Wilson/ Academic Services B-3 Rate: \$34,100.00 Alternative Education Additional days
			1,705.00 968.75	3,100.00	
McKenzie, Andrew	Assistant to the Superintendent for Early Childhood Services-Wilson /Curriculum and Instruction EG-10	3/03/15	102,145.00	33,622.72	Director of Early Childhood Services- Wilson/ Curriculum and Instruction EG-10 Rate: \$102,145.00
Modenbach, Joy	Principal-Cooper EG-6	12/17/14	66,643.00	34,383.22	Principal-Cooper EG-7 Rate: \$73,307.00
Oglesby, Krystal	Teacher-East Central Jr. High/ Biology M-0	1/05/15 5/26/15	17,170.93	17,585.59	Credit for Experience M-2 Rate: \$34,776.00

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Pena, Teresa	Academic Coordinator- Wilson/ Curriculum and Instruction EG-3	2/02/15	\$ 74,859.00	33,214.80	Strategic Design Specialist-ESC/ Academic Services EG-8 Rate: \$80,100.00
Support (Hourly):					
Ball, Thomas	Bus Driver MT-6 6hrs/day	2/16/15 5/22/15	\$ 11.10	\$ 11.10	8hrs/day
Dindy, Shermelita	Bus Driver MT-6 6hrs/day	2/16/15 5/22/15	10.72	10.72	8hrs/day
Gunter, Santaysha	Bus Driver MT-6 6hrs/day	2/16/15 5/22/15	10.89	10.89	8hrs/day
Lumpkin, Tawania	Bus Driver MT-6 8hrs/day	2/16/15 5/22/15	11.02	11.02	6hrs/day
Vess, Joshua	Virtual High School System Coordinator- TLA CA-6	7/01/15 6/30/16	11.22	12.12	CA-8

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT

Name	Effective Date	Site	Special Assignment	Amount
Certificated/Administrative:				
Merchant, Kristine	8/14/14	Carver	Site Tech Contact	\$ 515.00
Wyers, Gerald	8/14/14	Carver	Site Tech Contact	1,202.00
Dargel, Kristin	8/14/14	Celia Clinton	Team Leader	411.00
Khalaf, Calvin	8/20/14	Central HS	Cross Country - Assistant - Girls	504.00
Altaffer, Tammy	8/20/15	Central JH	Athletic Director - MS	1,575.00
Usiak, Brittany	11/25/22	Central JH	MS cheerleading sponsor	2,060.00
Cornman, Elisa	8/14/14	ECDC Bunche/Porter	Multi school Librarian	1,849.00
Buckley, Larry	8/14/14	Edison HS	Baseball - Assistant	1,387.00
Iottini-Wagner, Lisa	1/05/15	Eisenhower	Bus Duty	458.00
Harrington, Amber	3/01/15	Fine Arts Department	Fine Arts District Chair	580.00
Clements, Emily	2/02/15	Grissom	Breakfast Program Supervisor	597.00
Kalbe, Dana	1/05/15	Hawthorne	Team Leader	513.50
Smith, Elizabeth	8/14/14	Hoover	Building Site Test Coord.	750.00
	8/20/14	Hoover	Building Site Test Coord.	750.00
Turner, Connie	8/14/14	Hoover	Building Site Test Coord.	750.00
	8/20/14	Hoover	Building Site Test Coord.	750.00
Phillips, Amber	1/05/15	Lanier	Elem School Allocation	190.50

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
Duncan, Cassandra	8/20/14	McClure	Breakfast Program Supervisor	\$ 1,502.00
Kirk, Robin	1/26/15	McLain JH	Academic Bowl Coach - MS	244.00
	1/26/15	McLain JH	Student Council Sponsor - MS	473.00
Clyburn, Matthew	1/26/15	McLain HS	Baseball - Assistant	1,387.00
Lari, Jonathan	1/05/15	McLain HS	Baseball - Head	2,667.00
Williford, Joshua	8/14/14	McLain HS	Soccer - Head - Boys	2,171.00
Bumgarner, Angela	2/02/15	Mitchell	Safety Patrol Sponsor	110.00
Khattab, Marsha	2/13/15	Mitchell	Team Leader	189.00
Markwardt, Krystel	12/17/14	Rogers JH	Athletic Director - MS	895.00
Brady, Jeffrey	2/05/15	Rogers HS	Wrestling - Assistant	2,142.00
Jones, Kimberly	1/22/15	Salk	Elem School Allocation	250.00
Fincannon, Larry	8/22/14	Webster	Soccer - Assistant - Boys	1,202.00
Support:				
Westover, Jennifer	11/03/14	Celia Clinton	Treasurer - Elem	\$ 1,057.00
Pierce, Alphonzo	8/20/14	Central HS	Track - Assistant - Boys	1,200.00
Bloxham, Mary	2/02/15	East Central HS	Class Sponsor - Sophomore	515.00
Baca, Nichole	1/05/15	Grimes	Treasurer - Elem	744.00

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
Rutledge, Cynthia	1/05/15	McKinley	Treasurer - Elem	\$ 400.00
Brown, Vawnshekia	2/02/15	McLain HS	Assembly Coord. - HS	220.00
Palmer, Martin	8/14/14	McLain JH	Athletic Director - MS	1,575.00
Adkism, Carlin	11/18/14	Rogers JH	MS girls basketball - 7th Gr	954.17

DECEASED

Name	Effective Date	Assignment
Support:		
King, Lawrence	1/24/15	Craftsperson-Transportation

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
Certificated/Administrative:			
<u>Rescind:</u>			
Young, Taylor	12/22/14	Director of Portfolio Management- Enrollment Center/ School and District Accountability	Personal illness

RETIREMENTS

Name	Effective Date	Assignment
Certificated/Administrative:		
Brake, Brenda	6/01/15	Teacher-Memorial/French
Filener, Mary	6/01/15	Librarian-Hamilton
Hahn, Paulette	6/30/15	Teacher-Academy Central/Grade 4
Ingham, Mary	6/01/15	Teacher-Jackson/Art
Schroeder, Anita	7/01/15	Principal-Park
Simpson, Sharon	6/01/15	Teacher-Disney/Grade 2
Skelton, Ann	6/30/15	Teacher-Springdale/Kindergarten
Stevens, Gary	6/01/15	Teacher-Memorial/History
Turner, Connie	6/30/15	Librarian-Hoover
Young, Barbara	6/30/15	Teacher-Patrick Henry/Grade 2
Support (Hourly):		
Hazel, Linda	2/02/15	Bus Driver

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Beers, Ashley	3/13/15	Social Services Specialist-Skelly
Duncan, Cassandra	2/13/15	Teacher-McClure/Grade 5
Ellis, Kim	1/29/15	Teacher-Hale/Math
Faich, David	2/28/15	Teacher-Owen/Grade 3
Frow, Nena	2/09/15	Psychologist-Enrollment Center/Special Education and Student Services
Harrington, Beverly	2/28/15	Teacher-Shadow Mountain/Special Education
Henderson, Lisa	6/01/15	Teacher-Mitchell/Grade 5
Hoffman, Crystal	2/13/15	Teacher-Whitman/Art
Little-Masterson, Sara	2/24/15	Teacher-Celia Clinton/Grade 5
Mackey, Jennifer	2/13/15	Teacher-Chouteau/ELD
Quint, Robert	2/12/15	JROTC Instructor-Rogers
Rogers, Stacy	3/06/15	Counselor-Cooper
Serrins, Hayley	2/03/15	Teacher-Owen/Kindergarten
Support (Hourly):		
Abreu, Daniel	1/27/15	Bus Driver
Bastida Mendez, Zorobabel	1/03/15	Clerk-Mitchell
Bittle, Ladoddras	1/28/15	Bus Driver Trainee
Cichon, Jerry	12/19/15	Bus Driver
Cook, Adam	1/06/15	Terminal Manager-Transportation
Crocker, Keontay	1/09/15	Custodian-McLain
Davis, Wilson	12/23/15	Grounds Journeyperson-Maintenance

RESIGNATIONS - Continued

Name	Effective Date	Assignment
DeJesus, Magali	1/28/15	Custodian-Key
Diaz, Victor	1/28/15	Custodian-Wright
Dulaney, Randy	12/18/15	Bus Driver
Harris, Kewanna	1/06/15	Custodian-Disney
Hunt, Edythedia	1/06/15	Custodian-East Central
Ironshield, Danielle	2/11/15	CNS Cook I – Ross
Jackson, Thello	12/19/15	Bus Driver
Kendrick, Dennis	1/05/15	Bus Driver
Lopez Guterrez, Rahib	2/09/15	Custodian-Hale
Mitchell, Leo	1/12/15	Bus Driver
Morton, Gaylia	1/29/15	Health Assistant-Zarrow
Payton, De'Angela	2/18/15	Custodian-Educare
Rice, Kade	1/26/15	Bus Driver Trainee
Scott, Tony	1/09/15	Bus Driver
Smith, Christopher	1/05/15	Bus Driver
Smith, Dennis	1/05/15	Bus Driver
Stillman, Nancy	2/06/15	Health Assistant-Kendall Whittier
Thomas, Charles	2/18/15	Bus Driver Trainee
White, Christie	1/07/15	CNS Cook I – Key

TERMINATIONS

Name	Effective Date	Assignment
Support (Hourly):		
Bell, Denesha	1/12/15	TA-Cooper
Clark, Catha	2/11/15	CNS Assistant-ECDC Reed
Johnson, Jerry	12/15/14	Bus Driver
Pritchett, Natalie	12/16/14	Bus Driver

SUBSTITUTE AND TEMPORARY ELECTIONS

Access Testers

Bemis, Emily
Betts, Karen
Castro, Terri
Corbitt, Shirley
Diggs, Lois
Eccles, Nina
Geiss, Joseph
Goodridge, Joan
Ham, Susan
Henderson, Betty
Lefler, Janet
Morgan, Juanita
Richards, Terry
Robinson, Linda Elaine
Thomas, Deborah
Thornton, Charlie
Treat, Jeweldean
Whisenhunt, Terry
Williams, Flor
Wissen, Beverly
Young, Deborah

Accompanist

Hatley, Joan

CNS

Frederick, Melissa
Myers, Rebecca
Salgado, Leslie

Custodian

Bennett, Joseph
Whayne, William

Adjunct Teacher

McLain – 13-11-000-1000-501930-810-330000-201-07-720

Jordan Ware, McLain @ \$1,202, February 2, 2015 to May 25, 2015.

State Testing- 11-0000-2112-501210-000-000000-600-16-058

Pay the following retired employees @ \$15/hr. (total not to exceed \$10,100) to assist in the processing of state tests OCCT and EO1 grades state tests, April 23, 2015 through May 8, 2015.

Allgood, Deborah
Huntington, Helen
King, Janice
McKenzie, Camellia
Price, Trudy
Swisher, Kay
Winkle, Janell

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Kravis Spring High School Arts Camp – 81-2439-1000-506810-100-000000-000-06-070

Pay certified staff member Michele Clancy @ 23hr. (total not to exceed \$276) to manage the Kravis Spring High School Arts Camp offered on the following four Saturday's on the University of Tulsa Campus, Phillips Hall Building: March 28, April 11, April 25, and May 2, 2015.

Memorial – School Activity Fund #536

Pay certified staff member Steve Irvine and support staff members, Andrew Dickison and Chase Jestice a coaches stipend (total not to exceed \$4,350) for coaching fall baseball during the 2014-2015 school year. Memorial Baseball boosters will reimburse the district so that there is no cost to the district.

Steve Irvine - \$2,750
Andrew Dickison - \$1,000
Chase Jestice - \$600

Memorial – School Activity Fund #536

Pay certified staff member Andrew Dickison and support staff member, Chase Jestice a coaches stipend (total not to exceed \$2,000) for coaching spring baseball Memorial Baseball during the 2014 – 2015 school year. Boosters will reimburse the district so that there is no cost to the district.

Andrew Dickison - \$1,000
Chase Jestice - \$1,000

Memorial Vocal Music Spring Musical - 11-0000-1000-501210-100-300000-413-06-070

Pay Joan Hatley, support staff \$2,000 to act as piano accompanist for 100 hours (10 hours per week for 10 weeks) for the Memorial Vocal Music Department's spring musical.

Pay Cynthia Johns, support staff \$2,000 to act as piano accompanist for 100 hours (10 hours per week for 10 weeks) for the Memorial Vocal Music Department's spring musical.

Thoreau – School Activity Fund #536

Pay certified staff members Deanna Marlow and Courtney Davison and support staff member, Rene Neal a coaches stipend (total not to exceed \$4,307) for assisting with various sports during the 2014 – 2015 school year. Thoreau Athletic Association will reimburse the district so that there is no cost to the district.

Deanna Marlow - \$2,508.87
Rene Neal - \$1,500
Courtney Davison - \$300

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

February 17, 2015 Agenda, page 38 – Correct effective date

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
Certificated/Administrative:			
Chesnut, Shealyn	1/16/15	Teacher-Kendall Whittier/Grade 2	Maternity

SUPPORTING INFORMATION

INFORMATION ITEM G-7

POLICIES/REGULATIONS

TULSA PUBLIC SCHOOLS

Policy 4103

HIRING EMPLOYEES

PURPOSE: To establish guidelines for the recommendation of hiring employees.

All nominations for positions, except that of the Superintendent of Schools, will be made to the Board in writing, by the Superintendent or designee. The District may employ personnel on a part-time, substitute and/or temporary basis as needed. Each nomination will be made with reference to a position and a salary, based on the job description and job classification to which the nomination is being made. The first day of employment for new hire personnel will not occur until the day immediately following final board approval. New hire personnel will be required to complete a criminal background check, and drug screening and obtain State Department of Education Certification (if position requires) prior to the first day of employment.

Limited exceptions to this policy may be granted by the Superintendent or designee when there is an absolute critical need to fill the vacant position; however under no circumstances will the requirements of criminal background check, drug screening or State Certification be waived.

Adopted: February 1999
Revised: March 2015

EXPENSE REIMBURSEMENT

PURPOSE: To establish authority for the District to reimburse employees for travel expenses.

Employees wishing to attend a conference, convention, or workshop will submit the appropriate form to the appropriate approving officer. Out-of-state travel requests must also be approved by the superintendent.

The Administration realizes that not all travel can be planned in advance and costs for travel may vary widely depending on the travel destination and season. Therefore, all travel claims will be reviewed by the approving officer and significant deviations from the schedule will be evaluated. The travel claim should include documentation for all costs, even those that have been prepaid.

A procurement card (credit card) may be issued to the employee for payment of permissible travel expenses to include hotel, ground transportation, and/or per diem. All procurement card receipts must be kept and attached to the Out-of-District Expense reimbursement form and submitted through the employee's supervisor for processing by the Accounting Office.

The following is a schedule of permissible travel expenses.

Schedule of Reimbursable Travel Expenses

Conference or convention registration fees including workshops, breakfasts, luncheons, and dinners to be sponsored by the conference or convention. The District will pay the registration fee at the advance registration rate when feasible. Any exception to this procedure must be authorized in advance by the Superintendent or designee.

Round-trip coach rate airfare from Tulsa to the conference city. Every effort should be made to make travel plans as far in advance of the trip as possible so discount fares may be arranged. The District will pay up to the cost of a 14-day advance ticket. If the cost exceeds that amount, the employee will be responsible for the balance at the time of ticketing. Any exception to this procedure must be authorized in advance of ticketing by the Superintendent or designee.

Mileage for use of a personal vehicle for out-of-district travel will be reimbursed at the standard fixed rate per mile allowed by the Internal Revenue Service for business purposes. Employees are encouraged to travel by car for any meetings within 200 miles of Tulsa. Toll fees and parking fees are reimbursable with receipts. No receipt is required when traveler is

utilizing the PikePass automated payment process. If an employee drives a personal vehicle for out-of-state meetings, mileage will be reimbursed up to the cost of the average round-trip coach rate airfare to that city.

Lodging will be reimbursed up to a rate not to exceed the published single rate for the convention or conference, plus tax. Lodging will be reimbursed for the same number of nights as the conference is in session. For example, if a conference begins Friday morning and concludes at noon on Sunday, the reimbursement will be made for a maximum of three nights lodging. If additional night(s) are necessary because of unusual circumstances, or particularly remote locations, arrangements should be approved in advance by the responsible member of the Superintendent's Cabinet, not to exceed one additional night. Receipts are required.

Ground transportation or rental car costs in the conference city are reimbursable with receipts. Mileage reimbursement for use of a personal vehicle at the convention site is also permitted. All rental cars must have prior approval from the appropriate approving officer.

Meals and Incidental Expenses for employees on official District travel will be reimbursed on a per diem basis at the rates for continental United States travel as provided for by the Internal Revenue Service Code of 1986, as amended, for deductibility of expenses for travel away from home without additional documentation. All business calls are to be made with a calling card. The detailed phone record, number called, and purpose of call must be submitted for reimbursement.

Issued (as regulation): July 1991
Adopted (as policy): February 2005
Revised: March 2015

5204 Page 2 of 2

SANCTIONING STUDENT ACHIEVEMENT PROGRAMS, PARENT-TEACHER
ASSOCIATIONS, AND BOOSTER CLUB ORGANIZATIONS

PURPOSE: To establish guidelines for District sanctioned programs and organizations.

Definitions as used in this policy:

Student Achievement Programs - Programs intended to operate and do operate to enhance student achievement.

Parent-Teacher Associations - Associations of parents and teachers operating to provide a basis for communication and interaction among parents and staff members.

Booster Club Organizations - Organizations composed of parents and interested persons, associating together to assist a student activity.

Oklahoma law authorizes the Board to adopt a policy to exempt student achievement programs, parent-teacher associations and booster club organizations from the statutory provisions relating to student activity funds. Only those organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code.

The Board may sanction programs, associations and clubs, in the sole judgment of the Board, that advance the educational objectives of the District and are beneficial to students. The district shall incur no liability for the acts, errors or omissions of any sanctioned organization. In determining whether a program, association or club should be sanctioned, the Board of Education shall consider:

- If the program, association or club promotes activities representing an extension, expansion or application of the District's curriculum.
- If the program, association or club assists student government in activities carrying out special projects or responsibilities.
- If the program, association or club assists student clubs, organizations and other student groups in raising funds to promote activities approved by the Board.
- If the program, association or club assists with approved extra-curricular student activities.
- Supplemental information provided by the organization in support of its application.

The organization must comply with all state and federal laws as they pertain to equal opportunity and treatment of all students. The organization shall comply with applicable law, Board Policy, and applicable Administrative Regulations. If the organization refuses to comply with the applicable law, policies, or administrative regulations, it shall not be entitled to utilize the District's property or facilities for any purpose, or provide support to any district program.

Revocation: The Board reserves the right, in its sole discretion, to revoke the sanctioning of any organization if it is determined that its operation or purpose is not consistent with the policies or procedures adopted by the Board.

INVESTMENTS

PURPOSE: To define the District's investment decisions and to comply with state and federal statutes.

This investment policy is adopted in accordance with the provisions of applicable law by the Board of the District. This policy sets forth the investment policy for the management of the public funds of the District. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

Investment Authority

The District treasurer is required by the Board to invest District monies in the custody of the treasurer in those investments permitted by law. The treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The District treasurer shall limit investments to:

- Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the District treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
- Obligations to the payment of which the full faith and credit of the state is pledged;
- Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as defined in this policy.
- Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
- Repurchase agreements that have underlying collateral consisting of those items specified above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

- County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds, or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued as defined in this policy.
- Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in this policy;
- Warrants, bonds or judgments of the District;
- Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the Board has voted to be a member, the investments of which consist of those items specified in this policy, as well as obligations of the United States agencies and instrumentalities; or
- Any other investment that is authorized by law.

Investment Philosophy

This policy shall be based upon a “prudent investor” standard. The Board recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent nonspeculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District’s funds, the treasurer shall place primary emphasis, first, on safety and liquidity of principal, and then on earnings.

- Liquidity: Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.
- Diversification: The investment portfolio will be diversified to avoid one class of investment causing a disproportionate risk of loss to the portfolio. Provided this restriction will not apply to direct obligations of the United States Government, its agencies or instrumentalities, or Certificates of Deposit secured by diversified pledges of collateral as provided this policy.
- Safety of Principal: Although investments are made to produce income for the District, investments will be made in a manner that preserves principal and liquidity.
- Prohibition of Speculation: The purchase of an investment to be sold before its maturity will normally result in either a gain or loss for the District and is therefore “speculative” by definition. This practice is prohibited.

- Yield: The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.
- Maturity: Investments will be purchased with expectation that they will be held to maturity. Investments in the Sinking Fund may have maturities extending to 60 months. Investments in all other funds may have maturities extending to 36 months, provided sufficient liquidity is available to meet major outlays, and except that General Fund investments may not exceed 18 months. Any investment collateralized by a pledge of a surety bond or letter of credit as permitted by OAC 735, Chapter 20, may not have a maturity date after the expiration of the surety bond or letter of credit.
- Capability of Investment Management: The Superintendent shall be responsible for seeing that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board.
- Collateral: Securities pledged to the District to secure investments shall be limited to the type and terms acceptable to the Treasurer of the state of Oklahoma under the Oklahoma Administrative Code Title 735, Chapter 20. Such securities shall be diversified as to type and maturity. Such securities shall be valued at no more than market value and such pledged value shall be at least 110 percent of the investment principal being secured on the date of the pledge. Changes in the market value of the pledged securities occurring during the life of the pledge that would cause the value of the pledge to be less than 110 percent of the principal being secured shall be supplemented by the pledgor with additional securities. The treasurer shall have the authority to sign forms and contracts with financial institutions or the Federal Reserve to enter into agreements for the safekeeping of collateral.

Safekeeping and Custody

The treasurer will maintain a list of the financial institutions and pooled investment programs, if any, governed by an interlocal cooperative agreement formed pursuant to Title 70, Section 5-117B of the Oklahoma Statute which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the District.

- Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement.
- All securities will be in book-entry form, and physical delivery of securities will be avoided.
- Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.
- Written transactions and confirmations of transactions by computer connections will be kept in the treasurer's office.

Reporting and Review of Investments

The treasurer will prepare an investment report to be submitted to the Board on at least a monthly basis. The report will include:

- A list of individual securities held at the end of the reporting period.
- The purchase and maturity dates of these securities.
- The name and fund for these securities.
- The yield rate of these securities.
- Any collateral pledged by a custodian.

The Board shall review the treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing of Interest:

Unless otherwise directed by the Board through policy or by special directive by the Oklahoma Constitution or the Federal government, income earned from the investment of the General Fund, and Workers' Compensation Fund investments shall be deposited in the General Fund to be used for General Fund operations. The interest earned by the investment of the Debt Service Fund (Sinking Fund) will be deposited into the General Fund and used for General Fund operations; except the treasurer may deposit any portion of interest earned on the Debt Service Fund into the Rebate Fund, if the treasurer has determined that an arbitrage rebate will have to be paid to the Internal Revenue Service by the District. Income earned on Bond Funds shall be deposited into either the Building Fund, the Rebate Fund, or the General Fund and income earned from the investment of all other fund investments shall be deposited in the fund for which the investment is made.

Investment Education Program

The treasurer and assistant treasurer shall satisfactorily complete the Investment Education program specified by O.S. 70-5-115-H, and shall periodically complete appropriate continuing education programs.

SUPPORTING INFORMATION

INFORMATION ITEM G-10

POSITION CREATIONS/DELETIONS

Certificated/Administrative Positions

Create:

Position	Salary/Grade	Duties
Deputy Police Chief- ESC/Campus Police Department 2 positions <i>Annual Budget Impact: \$ 112,000 min. – \$ 168,000 max.</i> <i>Funding Source: 11-0000-2660-501210- 000-000000-959-17-049</i>	BG-8 12 Months	Organize and supervise daily activities and future strategic goals of one of two divisions in the police department. Play a critical part in developing strategic overall goals for the police department and ensure alignment with district board and district goals. Assist in the process of hiring, interviewing and in the background investigation of persons considered for employment within the campus police department.

Delete:

Position	Salary/Grade	Duties
Deputy Police Chief- ESC/Campus Police Department 2 positions <i>Annual Budget Impact: \$ 79,200 min. – \$ 118,800 max.</i> <i>Funding Source: 11-0000-2660-501210- 000-000000-959-17-049</i>	BG-5 12 Months	Organize and supervise daily activities and future strategic goals of one of two divisions in the police department. Play a critical part in developing strategic overall goals for the police department and ensure alignment with district board and district goals. Assist in the process of hiring, interviewing and in the background investigation of persons considered for employment within the campus police department.

Position Creations/Deletions - Continued

Create:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Security Systems Manager-ESC/Campus Police Department	BG-6 12 Months	Supervise employees to perform support and maintenance on intrusion alarms, fire alarms and suppressions systems, surveillance cameras and open options door systems.

Annual Budget Impact:
\$ 44,500 min. –
\$ 66,700 max.

Funding Source:
21-0000-2660-501210-
000-000000-961-17-049

Delete:

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
Security Systems Manager-ESC/Campus Police Department	BG-5 12 Months	Supervise employees to perform support and maintenance on intrusion alarms, fire alarms and suppressions systems, surveillance cameras and open options door systems.

Annual Budget Impact:
\$ 39,600 min. –
\$ 59,400 max.

Funding Source:
21-0000-2660-501210-
000-000000-961-17-049

Position Creations/Deletions - Continued

Delete:

Position	Salary/Grade	Duties
Buyer-ESC/Materials Management <i>Annual Budget Impact:</i> \$ 34,800 min. – \$ 52,200 max. <i>Funding Source:</i> 11-0000-2520-501210- 000-000000-109-08-054	BG-4 12 Months	Evaluate bid responses, alternatives, and select best bid. Interview vendors and evaluate product lines for pertinent items. Identify market trends, sources. Interpret district bidding and purchasing procedures to vendors and staff. Maintain sound relations with vendors and work with them to improve value of items purchased while seeking to develop new and improved sources of supply. Assure that suppliers deliver as contracted, investigate, field questions/problems with materials, and arbitrate discrepancies. Utilize sound purchasing practices; adhere to strict code of ethics. Display objectivity as well as good organizational and exceptional analytical skills.