



## AGENDA

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Tuesday, March 24, 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.
- 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>
March 2, 2015	March 2, 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 Monday, April 6, 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 encumbrances, 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: 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.

**E-3.** 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.

**E-4.** 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.

**E-5.** 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/Tulsa.

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 Lead Elementary Instructional Leadership Director, Dr. Phyllis Lovett**

**E-6.** 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-7.** 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.

**E-8.** 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**

- E-9.** 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**

- E-10.** RECOMMENDATION: Approve new encumbrances and encumbrance changes.

RATIONALE: New encumbrances and encumbrance changes reflect obligations of District funds issued in accordance with Board policy 5102, Financial Reports and Statements.

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

- E-11.** RECOMMENDATION: Correct item E-14 of the March 2, 2015, agenda to read as follows: Approve Amendment Number Eleven A to Trigon General Contractors and Construction Management for the pool repurposing projects at Bell Elementary, Skelly Elementary, and East Central Junior high schools.

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

COST: Not to exceed \$2,198,801 (no change from the original agenda item)

FUND NAME/ACCOUNT: Facilities 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 numbering system on amendments has changed. The original agenda item should have been Amendment Number "Eleven A" instead of "Eleven."

- E-12.** RECOMMENDATION: Correct item E-10 of the March 2, 2015, agenda to read as follows: Approve Amendment Number Eight B with Crossland Construction Management for the 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 \$357,773 (no change from the original agenda item)

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

REQUISITION NUMBER: 11512637

RATIONALE: The numbering system on amendments has changed. The original agenda item should have been Amendment Number "Eight B" instead of "Eight."

- E-13.** RECOMMENDATION: Correct item E-15 of the March 2, 2015, agenda to read as follows: Approve Change Order Number Two 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. (no change from the original agenda item)

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



REQUISITION NUMBER: 11511215

RATIONALE: The change order number was inadvertently entered incorrectly.

**E-14.** RECOMMENDATION: Enter into contracts with the lowest responsible bidders for the interior renovation at Jackson and Mitchell elementary schools.

General Contractor	Permaul Construction	\$1,011,000
Flooring	Permaul Construction	\$235,000
Painting	Vale Painting	\$275,479

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 \$1,521,479

FUND NAME/ACCOUNT: Facilities Bond Fund, 32-1220-4720-504500-000-000000-000-12-230 & 330-T0370

REQUISITION NUMBER: 11513801 and 11513802

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**

**E-15.** 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-16.** RECOMMENDATION: Approve routine staffing items.

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

**E-17.** 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.

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

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

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

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

**RATIONALE:** This will be Washington's sixth year to participate in the program. The renewal agreement was received from the Asia Society in January 2015 causing the item to be postfact.

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

- F-2.** RECOMMENDATION: Purchase services from Debbie Diller & Associates, educational consulting, Houston, Texas, to provide technical assistance and professional development activities to the administration and faculty at Skelly Elementary School during the 2014-2015 school year.

**COST:** Not to exceed \$29,100

**FUND NAME/ACCOUNT:** Title I, Part A, 11-5118-2213-03200-494-000000-000-05-410-5118

**REQUISITION NUMBER:** 11512802

**RATIONALE:** These services are designed to help schools improve literacy rates under the Reading Sufficiency Act, and having further training on the effective use of small group instruction during reading will benefit each student. This item is presented for consideration on the action agenda so that the services can be completed by the end of the school year with adequate practice time for teachers between consulting sessions. The consulting visitations will be scheduled in collaboration with other services being delivered in the District to maximize the use of available funds for the consultant's expenses.

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

- F-3.** RECOMMENDATION: Authorize the Superintendent of Schools to close all Tulsa Public Schools on March 30, 2015, so that students, staff and patrons may participate at the Oklahoma Capitol on March 30, 2015, in the *Brighter Future* education rally with the March 30 school day to be made up in a manner required by law.

RATIONALE: TPS and Oklahoma students continue to be negatively affected by severe teacher shortages and low funding levels. Closing school provides an opportunity for teachers, parents and education supporters to attend the statewide *Brighter Future* rally at the capitol and engage with legislators to support funding levels, teacher pay and common sense policy solutions that foster great student growth and achievement. District and Board support for the March 30, 2015, *Brighter Future* rally is in the best interests of the students, staff and patrons of this District; and, the school date of March 30 will be made up using a remaining snow day without adversely impacting the educational services to students. Students will not miss any instructional time as a result of the rally. Teacher attendance at the rally is not mandatory.

**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 an agreement with Tulsa County Technology Center School District #18, the "Tulsa Tech Aerospace Academy" program, to provide quality educational/occupational services, July 1, 2015, through June 30, 2016.

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: General Fund, 11-0956-1000-505990-100-000000-000-08-600

REQUISITION NUMBER: 41301096

RATIONALE: The goal of the Tulsa Tech Aerospace Academy Program (TTAA) is to prepare students for the world of work by providing an opportunity to earn a high school diploma and obtain occupational training and employability skills with an emphasis on the aerospace job cluster.

- G-2.** RECOMMENDATION: Enter into a contract with the Tulsa Veterans of Foreign Wars (VFW), Post 577 to provide a room for the Edison Preparatory School JROTC Military Ball, 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: Not to exceed \$3,500

FUND NAME/ACCOUNT: Edison's School Activity Fund #564

RATIONALE: The JROTC Military Ball has been held annually and is the culminating activity for students participating in JROTC.

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

- G-3.** RECOMMENDATION: Enter into a facilities usage agreement with the University of Tulsa to house the High School Kravis Summer Arts Camp 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: No cost to the District.

REQUISITION NUMBER: 41301092

RATIONALE: The Kravis Summer 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. This high school arts camp will be offered June 15-26, 2015 on the University of Tulsa Campus, Phillips Hall building.

- G-4.** RECOMMENDATION: Pay principals a one-time \$4,000 dollar incentive, to be paid equally by month over the life of the initial school year contract, for participation in the Learning Leader cohort, a cohort designed to equip and prepare future Instructional Leadership Directors for the District. The cohort is an active and high-quality professional learning community specifically tailored to the goal of building the Learning Leaders' knowledge and experience in the mentoring and leading of other District principals.

COST: Not to exceed \$40,000

FUND NAME/ACCOUNT: Wallace Foundation Grant, 11-0190-2410-501700-000-000000-112-05-XXX-0190

RATIONALE: A key objective in the Wallace Foundation grant is to ensure that a continuous supply of education leaders are qualified and equipped to join a strong team of Instructional Leadership Directors at Tulsa Public Schools as vacancies arise by selecting key current educational leaders from the principal ranks and central office and providing them with the necessary preparation, experience and mentoring for their successful transition. The stipend will be prorated for employment contracts of less than a full contract year.

**G-5.** RECOMMENDATION: Enter into an agreement with Relay Graduate School of Education, New York, New York, to enroll up to ten principal leaders to participate in National Principals Academy Fellowship, as part of the District's leader effectiveness efforts to support principal leadership development for the 2014-2015 school year.

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

COST: Not to exceed \$150,000

FUND NAME/ACCOUNT: SLP Grant/11-7789-2573-508600-000-000000-000-05-044-7789

REQUISITION NUMBER: 11513606

RATIONALE: Participation in the Relay Graduate School of Education National Principals Academy Fellowship extends leadership development opportunities offered through the District's leadership development programs. The principal academy consists of a two week summer intensive session and four intercessions during the 2015-2016 school year and focuses on increasing participants' capacity as instructional leaders. The program includes rigorous professional development in foundational areas aligned with the District's priority expectations for assistant principals and principals such as observation and feedback, data-driven instruction and building a culture of high expectations.

**G-6.** RECOMMENDATION: Rescind Board approval of the contract agreement with the STEM Center for Teaching and Learning made on the December 15, 2014, agenda, item E-4.

RATIONALE: The attorneys for the District and the College and Career Readiness Department have been unable to come to an agreement with the STEM Center for Teaching and Learning on the terms included in the contract.

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

**G-7.** RECOMMENDATION: Revise School Board policies as listed.  
1102 Board of Education  
4205 Employee Criminal Record

RATIONALE: Revision of policy 1102 adds language to match the revised statute defining the needs for candidates running for a school board position. The revision to policy 4205 adds language to align the policy with Oklahoma Statute requiring mandatory annual background screening for all employees.

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

**G-8.** RECOMMENDATION: Purchase My Books Summer take-home book packs from Scholastic, Inc., Jefferson City, Missouri, to provide supplemental reading material and literacy resources for parents, families, and guardians to eliminate the summer reading slide.

COST: Not to exceed \$400,000

FUND NAME/ACCOUNT: Title I Part A, Parent Involvement, 11-5118-2194-506410-494-000000-000-05-093-5118

REQUISITION NUMBER: 11513792

RATIONALE: Providing access to engaging, age-appropriate reading materials is critical to closing the reading gap. My Books Summer ensures that all children are able to continue to develop literacy skills throughout the summer.

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

**G-9.** RECOMMENDATION: Enter into contracts with the lowest responsible bidders for various trades for the interior renovations project at Lee and Peary elementary schools.

Drywall and Ceilings

Electric

Fire Sprinkler

Flooring

Heating & Air Conditioning

Low Voltage

Painting

Plumbing

Rough Carpentry

Site Utilities

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 award for this project has not been finalized. Final information on the amount and awardee will be included when the item is on the consent agenda.

RATIONALE: The interior renovations are part of the 2010 bond issue.

- G-10.** RECOMMENDATION: Assign the contracts for the interior renovations project at Lee and Peary elementary schools 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 project was included in the 2010 bond issue.

- G-11.** RECOMMENDATION: Approve Amendment Number Thirteen A with Trigon General Contractors and Construction Management for the interior renovations project at Lee and Peary elementary schools.

Allowances

General Conditions

Management Fees

Trade Contracts

**GMP**

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 award for this project has not been finalized. Final information on the amount and awardee will be included when the item is on the consent agenda.

RATIONALE: The interior renovations project at Lee and Peary elementary schools are part of the 2010 bond issue.

- G-12.** RECOMMENDATION: Enter into contracts with the lowest responsible bidders for auditorium seating at Hale High School, and Anderson and Lewis & Clark elementary schools.

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

**COST:** The award for this project has not been finalized. Final information on the amount and awardee will be included on the consent agenda.

**RATIONALE:** The auditorium improvements are part of the 2010 bond issue.

- G-13.** **RECOMMENDATION:** Enter into contracts with the lowest responsible bidders for fire sprinkler systems at Springdale Elementary School and Tulsa Met at the Bryant 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:** The award for this project has not been finalized. Final information on the amount and awardee will be included when the item is on the consent agenda.

**RATIONALE:** The fire sprinklers projects are part of the 2013 bond issue.

- G-14.** **RECOMMENDATION:** Enter into contracts with the lowest responsible bidders for painting at Dual Language Immersion and the Helmzar Challenge Course 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:** The award for this project has not been finalized. Final information on the amount and awardee will be included when the item is on the consent agenda.

**RATIONALE:** This project is part of the 2010 bond issue.

**G-15.** RECOMMENDATION: Rescind approval of item E-13 of the February 17, 2015, agenda entering into a contract with Voy Construction for the painting project at Dual Language Immersion School and reject all other bids.

COST: There is no cost to the District to rescind this contract.

RATIONALE: The bid specifications were not clear on the scope of work. The contractor omitted a portion of the project. The bid documents will be clarified and the project will be re-bid.

**G-16.** RECOMMENDATION: Increase the agreement approved on June 16, 2014, with TEKsystems, Hanover, Maryland, to provide technical resources to supplement the Information Technology staff.

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 \$410,000 (an increase of \$60,000)

FUND NAME/ACCOUNT: Technology Bond Funds, 3C-1119-2511-503400-000-000000-000-02-026 (\$12,557.80) and 33-1119-2511-503400-000-000000-000-02-026 (\$47,442.20).

REQUISITION NUMBER: 41300767

RATIONALE: The implementation of the 2013 Smart and Secure Bond continues to increase the amount and utilization of technology in the classroom. It is important that the Information Technology Department has access to additional resources to provide technology planning, deployment, and timely support to teachers and staff. The original contract was approved on the June 16, 2014, agenda, item E-53 in the amount of \$350,000.

**G-17.** RECOMMENDATION: Enter into a contract with Lighthouse Electric, the lowest responsible bidder, for a new security system at the site of the former Cherokee 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: Not to exceed \$28,035.51

FUND NAME/ACCOUNT: Technology Bond Fund, 33-1179-2580-506530-000-000000-000-02-150-T0371

REQUISITION NUMBER: 11513814

RATIONALE: Improvement of security systems are part of the 2013 bond issue. The former Cherokee Elementary School is in the process of being re-opened to allow for the expansion of the Tulsa Lighthouse Academy Charter School as approved by the Board on the February 17, 2015, agenda, item E-17.

- G-18.** RECOMMENDATION: Enter into contract with Lighthouse Electric, the lowest responsible bidder, for a new fire alarm system at site of the former Cherokee 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: Not to exceed: \$29,898.70

FUND NAME/ACCOUNT: Technology Bond Fund, 33-1179-2580-506530-000-000000-000-02-150-T0371

REQUISITION NUMBER: 11513817

RATIONALE: The improvement of the fire alarm systems are part of the 2013 bond issue. The former Cherokee Elementary School is in the process of being re-opened to allow for the expansion of the Tulsa Lighthouse Academy Charter School as approved by the Board on the February 17, 2015, agenda, item E-17.

- G-19.** RECOMMENDATION: Enter into contract with the lowest responsible bidder for interior renovation at site of the former Cherokee 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 award of this project has not been finalized. Final information on the amount of the awardee will be included when the item is on the consent agenda.

RATIONALE: The former Cherokee Elementary School is in the process of being re-opened to allow for the expansion of the Tulsa Lighthouse Academy Charter School as approved by the Board on the February 17, 2015, agenda, item E-17. Interior renovations are necessary to re-open the facility.

**G-20.** RECOMMENDATION: Enter into a contract with the lowest responsible bidder for new library shelving at Marshall, Jackson, Anderson, and Dual Language Immersion elementary schools, and East Central 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 award of this project has not been finalized. Final information on the amount and the awardee will be included when the item is on the consent agenda.

RATIONALE: Renovations of libraries are part of the 2010 bond issue.

**G-21.** RECOMMENDATION: Dedicate a public right-of-way for the City of Tulsa to provide access to Hinch Park.

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

COST: There is no cost to the District.

RATIONALE: This will assist in providing better access to the Posey property in addition to Hinch Park of the City Park Department.

**G-22.** RECOMMENDATION: Purchase new white fleet support vehicles for various departments districtwide from the most responsive and responsible bidder to provide transportation for District personnel on a daily basis.

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 \$996,000

FUND NAME/ACCOUNT: Facilities Bond Fund, 32-1222-2650-507610-000-000000-000-12-003 (\$500,000) and 3F-1222-2650-507610-000-000000-000-12-037 (\$496,000)

REQUISITION NUMBER: 11513881

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

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

**G-23.** RECOMMENDATION: Pay a one-time \$10,000 dollar recruiting incentive, to be paid in equal monthly amounts over the life of the initial employment contract for qualified candidates to fill assistant principal positions, as a part of the School Leadership Program Grant. Attracting teachers and leaders with demonstrated results in improving student achievement will enhance our leadership pipeline.

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, six \$10,000 dollar incentives.

FUND NAME/ACCOUNT: School Leadership Program Grant, 11-7789-2410-501700-000-000000-105-05-070-7789

RATIONALE: While the District continues to build its internal pipeline for assistant principal positions, there is still a need for attracting external talent. In order to further expand the hiring pool, the District will pay a one-time \$10,000 recruiting incentive, to be paid in equal monthly amounts over the life of the initial employment contract. Teacher leaders and assistant principals from traditional schools and charters where significant improvement or school turnaround has taken place can further enhance the culture of instructional leadership in the District. Successful applicants must demonstrate strengths in: 1) evaluating and providing feedback to teachers; 2) analyzing student data; 3) developing school leadership teams; and 4) creating a positive school environment. The recruiting incentive will be prorated for employment contracts of less than a full assistant principal contract year.

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

- G-24.** RECOMMENDATION: Purchase air filters from Garco Filtration, Nixa, Missouri, for the Maintenance Department, in accordance with terms and conditions of the Request for Proposal (RFP).

COST: Not to exceed \$50,000

FUND NAME/ACCOUNT: Building Fund, 21-0000-2620-504500-000-000000-000-03-025

REQUISITION NUMBER: 11513006

RATIONALE: These air filters will be used to continue quarterly replacement cycle of air filters in HVAC systems throughout the District.

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

- G-25.** RECOMMENDATION: Approve the co-location of Collegiate Hall Charter School on the Marshall Elementary campus at the beginning of the 2015-2016 school year, subject to a mutually agreeable and fully executed lease agreement to be considered at a future meeting. Collegiate Hall will serve fourth and fifth grades (a total of approximately 120 students).

RATIONALE: The District approved Collegiate Hall's charter school on September 2, 2014, Agenda item F-4. By co-locating Collegiate Hall with the Marshall campus, the District will enhance its ability to serve the academic needs of the community surrounding 61st and Peoria.

- G-26.** RECOMMENDATION: Approve College Bound Academy Charter School to locate at the East Tulsa Academy facility at the beginning of the 2015-2016 school year, subject to a mutually agreeable and fully executed lease agreement to be considered at a future meeting. College Bound Academy will serve approximately 96 Kindergarten students.

RATIONALE: The District approved College Bound Academy charter school on September 2, 2014, Agenda item F-3. Locating College Bound Academy Charter School at the East Tulsa Academy facility will enhance the District's portfolio and ability to offer high-quality options to students and families in East Tulsa.

**G-27.** RECOMMENDATION: Approve Tulsa Honor Academy Charter School to locate at the East Tulsa Academy facility at the beginning of the 2015-2016 school year, subject to a mutually agreeable and fully executed lease agreement to be considered at a future meeting. Tulsa Honor Academy will serve approximately 128 fifth grade students.

RATIONALE: The District approved Tulsa Honor Academy charter school on September 2, 2014, Agenda item F-5. Locating Tulsa Honor Academy Charter School at the East Tulsa Academy facility will enhance the District's portfolio and ability to offer high-quality options to students and families in East Tulsa.



**SUPPORTING INFORMATION**

**CONSENT ITEM E-1**

**ROUTINE SECONDARY FIELD TRIPS**

<b>SCHOOL/ PARTICIPANTS</b>	<b>NUMBER OF STUDENTS/ PARENTS/ STAFF</b>	<b>PURPOSE OF TRAVEL AND LOCATION</b>	<b>TRAVEL DATES</b>	<b>NUMBER SCHOOL DAYS MISSED</b>	<b>TRAVEL COST AND FUNDING SOURCE</b>
Booker T. Washington High School/Curriculum and Diverse Learning Environment	Students: 16 Parents: 0 Staff: 1	Study Trip to Pittsburg State University/Pittsburg, Kansas	April 10, 2015	1	No Cost to the District
Memorial High School/Future Educators of America	Students: 1 Staff: 1 Parents: 0	FEA (Future Educators of America) National Conference/Arlington, Virginia	April 23-25, 2015	1	Cost not to exceed \$3000 paid by FEA Account #11-0835-2199-508100-000-000000-000-05-725-0835 and SAF Account #826
Booker T. Washington High School/Business & Information Technology	Students: 6 Staff: 1 Parents: 0	BPA (Business Professionals of America) National Leadership Conference – Anaheim, CA	May 5 – 11, 2015	4	Cost not to exceed \$3000 paid by CareerTech and Booker T. Washington High School's SAF Account #807
East Central High School/Business & Information Technology	Students: 6 Staff: 1 Parents: 0	BPA (Business Professionals of America) National Leadership Conference – Anaheim, CA	May 5 – 11, 2015	4	Cost not to exceed \$3000 paid by CareerTech and East Central High School's SAF Account #807
Edison High School/Business & Information Technology	Students: 6 Staff: 1 Parents: 0	BPA (Business Professionals of America) National Leadership Conference – Anaheim, CA	May 5 – 11, 2015	4	Cost not to exceed \$3000 paid by CareerTech and Edison High School's SAF Account #807
Memorial High School/Business & Information Technology	Students: 6 Staff: 1 Parents: 0	BPA (Business Professionals of America) National Leadership Conference – Anaheim, CA	May 5 – 11, 2015	4	Cost not to exceed \$3000 paid by CareerTech and Memorial High School's SAF Account #807
Webster High School/Business & Information Technology	Students: 6 Staff: 1 Parents: 0	BPA (Business Professionals of America) National Leadership Conference – Anaheim, CA	May 5 – 11, 2015	4	Cost not to exceed \$3000 paid by CareerTech and Webster High School's SAF Account #807
Memorial Jr. High/Gateway to Technology Students	Students: 5 Staff: 1 Parents: 4	National SeaPerch Challenge/Dartmouth, MA	May 28 <sup>th</sup> - 31 <sup>st</sup>	0	Cost not to exceed \$2400 paid by Career Tech and Memorial Jr. High TSA SAF Account #879,

**SUPPORTING INFORMATION****CONSENT ITEM E-6****ROUTINE ELEMENTARY FIELD TRIPS**

<b>SCHOOL/ PARTICIPANTS</b>	<b>NUMBER OF STUDENTS/ PARENTS/ STAFF</b>	<b>PURPOSE OF TRAVEL AND LOCATION</b>	<b>TRAVEL DATES</b>	<b>NUMBER SCHOOL DAYS MISSED</b>	<b>TRAVEL COST AND FUNDING SOURCE</b>
<b>Hoover Elementary School/Fifth Grade Students</b>	Students: 4 Parents: 0 Staff: 2	Study Abroad Program, Chongqing, China.	May 5-15, 2015	7	No cost to the District

**SUPPORTING INFORMATION**

**CONSENT ITEM E-9**

**POLICIES/REGULATIONS**

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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

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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**

**CONSENT ITEM E-15**

**POSITION CREATIONS/DELETIONS**

Certificated/Administrative Positions

**Create:**

Position	Salary/Grade	Duties
<p><b>Deputy Police Chief- ESC/Campus Police Department 2 positions</b></p> <p><i>Annual Budget Impact: \$ 112,000 min. – \$ 168,000 max.</i></p> <p><i>Funding Source: 11-0000-2660-501210- 000-000000-959-17-049</i></p>	<p>BG-8 12 Months</p>	<p>Second in command within the rank structure of the TPS Police Department and an essential member of the management team. Responsible for a wide variety of duties, acting as commander for all operational and administrative aspects of one or more divisions within the Campus Police and Security Services Department involving the protection, safety and security of district employees, students and property and other related assigned duties. Serve as the primary supervisor for all personnel assigned to the division and will be expected to answer calls for service and assistance from uniformed personnel or TPS Administrators. Appraisal of field performance and correction of actions is expected whenever field personnel are in need of such.</p>

**Delete:**

Position	Salary/Grade	Duties
<p><b>Deputy Police Chief- ESC/Campus Police Department 2 positions</b></p> <p><i>Annual Budget Impact: \$ 79,200 min. – \$ 118,800 max.</i></p> <p><i>Funding Source: 11-0000-2660-501210- 000-000000-959-17-049</i></p>	<p>BG-5 12 Months</p>	<p>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.</p>

Position Creations/Deletions - Continued

**Create:**

Position	Salary/Grade	Duties
<b>Security Systems Manager-ESC/Campus Police Department</b>	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.
<i>Annual Budget Impact:</i> \$ 44,500 min. – \$ 66,700 max.		
<i>Funding Source:</i> 21-0000-2660-501210- 000-000000-961-17-049		

**Delete:**

Position	Salary/Grade	Duties
<b>Security Systems Manager-ESC/Campus Police Department</b>	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.
<i>Annual Budget Impact:</i> \$ 39,600 min. – \$ 59,400 max.		
<i>Funding Source:</i> 21-0000-2660-501210- 000-000000-961-17-049		

Position Creations/Deletions - Continued

**Delete:**

Position	Salary/Grade	Duties
<b>Buyer-ESC/Materials Management</b>  <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.

**SUPPORTING INFORMATION**

**CONSENT ITEM E-16**

**ROUTINE STAFFING ITEMS**

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Baker, Janet	2/17/15	B-14	\$ 13,421.59	Teacher-Mitchell/ Kindergarten Rate: \$39,370.00 Return from leave
Caldwell, Jennifer	3/02/15 5/26/15	B-3	9,881.25	Teacher-Lee/Grade 1 Rate: \$34,100.00 Return from leave
Carter, Nita	2/09/15	M-29	20,104.20	Teacher-McClure/ Reading Rate: \$54,436.00 Return from leave
Cooper, Lynelle	2/23/15 6/12/15	M-7	5,958.44	Teacher-Eugene Field/ Enrichment Half-Time Rate: \$18,398.00
Couch Brunjes, Wendy	2/23/15 5/26/15	B-11	12,180.51	Teacher-McClure/ Grade 5 Rate: \$37,610.00
Estes, Jane	2/23/15	B-15	12,787.73	Teacher-Central Jr. High/ Special Education Rate: \$40,190.00 Return from leave
Floyd-Eastin, Lesley	2/03/15 5/26/15	M-15	16,550.59  827.53	Teacher- Margaret Hudson/ Alternative Education Rate: \$42,216.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Foster, Christin	3/03/15	M-2	\$ 10,274.00	Speech Pathologist-McClure Rate: \$34,776.00 Return from leave
Henderson, Charles	12/08/15	M-8	21,040.88	Teacher-Clinton/TRAICE Rate: \$37,406.00 Return from leave
Hicks, Ava	3/04/15	BG-10	31,256.00	HC Partner-ESC/Human Capital Rate: \$96,745.00 Return from leave
Jeremiah, Vicki	1/12/15	BG-5	10,152.00	Child Nutrition Services (CNS) Manager-Eugene Field Rate: \$21,667.00 Return from leave
Lawrence, Jennifer	1/12/15	B-5	16,656.82	Teacher-Rogers/ Gifted and Talented Rate: \$34,900.00 Return from leave
Lindsay, Michael	3/04/15	B-3	9,881.25	Teacher-Webster/ English Rate: \$34,100.00 Return from leave
Quint, Jo	3/02/15	B-0	9,907.39	Teacher-Monroe/ Read 180 Rate: \$32,900.00
Schafer, Andrea	3/02/15 5/26/15	M-12	11,887.66	Teacher-Zarrow/ Gifted and Talented Rate: \$39,476.00
Slocum, Michele	3/10/15	BG-5	14,739.69	Staff Accountant-ESC/Accounting Rate: \$47,904.00 Return from leave
Stalker, Ashton	3/26/15	BG-5	9,127.37	Social Services Specialist-Skelly Rate: \$33,350.00



ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Stiles-Janke, Kari	2/19/15	B-13	\$ 12,740.23	Teacher-Washington/ Math Rate: \$38,660.00 Return from leave
Thomas, Janet	3/09/15	M-8	10,414.17	Counselor-McLain Rate: \$37,406.00 Return from leave
<b>Support (Hourly):</b>				
Angelo, Michael	2/24/15 6/30/15	MT-14	\$ 17.47	Electric Craftsperson- Maintenance Return from leave
Arnold, Troy	2/02/15 5/22/15	IS-6	10.81	Teacher Assistant (TA)- McClure
Barnes, Benita	2/03/15 5/22/15	IS-6	10.81	Parateacher-Monroe
Beck, Cindy	3/03/15 5/22/15	IS-6	11.21	Paraprofessional- Hamilton
Blue, Anna	3/16/15 5/22/15	MT-1	8.87	CNS Assistant-Penn
Bramlett, Unique	2/09/15 5/22/15	IS-6	10.81	TA-Monroe
Brooks, Nicole	3/16/15 5/22/15	MT-1	9.03	CNS Assistant-Burroughs
Brown, Richard	1/14/15 6/30/15	MT-3	9.23	Custodian-Central Return from leave
Brown, Tazhon	2/10/15 6/08/15	IS-6	10.81	TA-Gilcrease
Cantley, Pamela	2/18/15 5/22/15	IS-6	10.81	TA-Skelly
Case, Travis	3/02/15 6/30/15	MT-3	9.35 .46	Custodian-Plant Operations Shift differential

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Chappell, Bonnie	3/02/15 6/09/15	MT-1	\$ 8.87	CNS Assistant-Gilcrease
Chatman, Elena	2/12/15 5/22/15	IS-6	10.81	TA-Hamilton
Corona, Ashley	3/11/15 5/22/15	MT-6	11.05	Bus Driver
Coulter, Carolyn	3/02/15 5/22/15	MT-1	8.87	CNS Assistant-Whitman
Cross, Kimberly	2/04/15 5/22/15	IS-3	9.35	TA-Cooper
Culbertson, Michael	3/25/15 6/30/15	MT-14	18.25	Electrical Craftsperson- Maintenance
Dacus, Stephanie	2/13/15 6/08/15	IS-6	10.81	TA-Gilcrease
Edwards, Victoria	2/09/15 5/22/15	IS-10	13.11	Autism Paraprofessional- Bell
Elam, Michael	3/09/15 6/30/15	MT-3	11.31	Custodian-Edison Return from leave
Farmer, Brenda	2/17/15 6/08/15	IS-6	10.81	Paraprofessional- Marshall
Frederick, Melissa	3/16/15 5/22/15	MT-1	10.53	CNS Assistant-Bell
Gonzales, Manuel	3/02/15 5/22/15	MT-1	9.88	CNS Assistant-Columbus
Hall, Barbara	2/02/15 5/22/12	IS-6	10.81	TA-Mitchell
Hammon, Stephen	3/03/15 6/30/15	MT-3	9.21	Custodian-Washington Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Lee, Patti	3/02/15 6/30/15	CA-13	\$ 16.67	SAF Bookkeeper Technician- ESC/Treasurer's Office Return from leave
Lee, Teresa	1/20/15 6/08/15	IS-10	15.36	Paraprofessional-Kendall Whittier Return from leave
Leonard, Carl	3/02/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Lusk, Vashun	2/23/15 6/30/15	MT-3	9.35 .46	Custodian-Plant Operations Shift differential
Madden, Michelle	3/02/15 5/22/15	MT-1	9.03	CNS Assistant-Rogers
Magee, Myesha	2/18/15 6/30/15	MT-3	9.35 .46	Custodian-Educare I Shift differential
McCoy, Irlinda	2/02/15 5/22/15	IS-6	10.81	TA-Remington
McFadden, Beverly	2/19/15 5/22/15	MT-6	13.08	CNS Assistant Manager- Memorial
McGilbra, Cortni	2/17/15 5/22/15	IS-6	10.81	TA-Academy Central
Montes De Oca, Aynid	3/16/15 5/22/15	MT-1	9.03	CNS Assistant-Peary
Morris, Nakia	2/11/15 5/22/15	MT-1	9.52	CNS Assistant-ECDC Reed Return from leave
Murphy, Linda	2/05/15 6/08/15	IS-6	10.81	TA-Kendall Whittier
Myers, Rebecca	3/02/15 5/22/15	MT-2	9.11	CNS Cook I – Ross
Nash, Tiajuanna	2/02/15 5/22/15	MT-6	11.93	Bus Driver Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Nolasco, Richard	2/12/15 5/22/15	IS-6	\$ 10.81	TA-Dual Language Immersion Program
Nunez, Alicia	2/25/15 6/30/15	MT-3	9.35 .46	Custodian-Hale Shift differential
O'Brien-Hicks, Jennifer	2/19/15 5/27/15	CA-3	12.58	Clerk-Columbus Return from leave
Obella, Graciela	3/02/15 5/22/15	MT-1	10.03	CNS Assistant-Rogers
Owens, Michael	3/02/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Patrick, Georgia	3/16/15 5/22/15	MT-1	9.03	CNS Assistant-East Central Jr. High
Perez-Banos, Ana	2/20/15 5/22/15	IS-3	9.35	Parateacher-Zarrow
Record, Martin	2/20/15 6/30/15	MT-13	22.02	Roofer Craftsperson-Maintenance and Plant Operations Return from leave
Reyes, Issis	3/09/15 5/22/15	MT-1	8.88	CNS Assistant-Disney Return from leave
Rocha, Maria	2/23/15 6/30/15	MT-5	11.36	Head Custodian-Head Start Return from leave
Rodriguez, Mercedes	2/02/15 5/22/15	IS-3	9.35	TA-Jones
Salgado, Leslie	3/16/15 5/22/15	MT-1	9.03	CNS Assistant-Sequoyah
Scott, Tony	3/11/15 5/22/15	MT-6	11.21	Bus Driver
Simmons, Earleen	3/02/15 5/22/15	MT-A	8.29	Bus Assistant-Transportation

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Simpson, Christopher	3/09/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Sundquist, Joshua	3/02/15 5/22/15	MT-6	10.72	Bus Driver Trainee Former Employee (f.e.)
Swain, Frank	3/02/15 5/22/15	MT-6	10.72	Bus Driver Trainee
Swanson, Charles	2/04/15 5/22/15	IS-6	10.81	TA-East Central
Taylor, John	3/09/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Villarruel De Chaire, Maria	3/02/15 5/22/15	MT-1	8.87	CNS Assistant-Lindbergh
Weiser, Charlotte	3/02/15 5/22/15	MT-1	10.03	CNS Assistant-Skelly
Williams, Jennifer	1/12/15 5/22/15	IS-6	10.81	TA-McClure
Wooten, Susan	2/26/15 5/22/15	IS-3	9.35	TA-Mayo
<b><u>Rescind:</u></b> Ellis, Carole	2/10/15 5/22/15	IS-6	12.28	TA-McClure Return from leave

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Barrack, Gregory	JROTC Instructor- Memorial NS	1/01/15	\$ 57,496.00	\$ 30,120.00	Military COLA Adjustment Rate: \$60,420.00
Benzil, Lawrence	JROTC Instructor- Central NS	1/01/15	88,128.00	45,984.00	Military COLA Adjustment Rate: \$91,968.00
Bradbury, Karen	TA-Sequoyah IS-6	2/03/15 5/26/15	12.06	13,459.09	Teacher-Sequoyah/ Grade 5 Rate: \$32,900.00
Christman, Tammy	Claims Analyst- CNS BG-3	3/03/15 6/30/15	40,205.00	16,565.99	Claims Analyst-CNS BG-5 Rate: \$44,176.00
Clark, Paul	JROTC Instructor- Edison NS	1/01/15	69,852.00	36,528.00	Military COLA Adjustment Rate: \$73,056.00
Courtin, Philip	JROTC Instructor- Washington NS	1/01/15	58,824.00	29,778.00	Military COLA Adjustment Rate: \$59,556.00
Giffin, George	JROTC Instructor- Webster NS	1/01/15	89,496.00	46,656.00	Military COLA Adjustment Rate: \$93,312.00
Gordinier, Kyle	JROTC Instructor- Washington NS	1/01/15	61,056.00	33,306.00	Military COLA Adjustment Rate: \$66,612.00
Gregg, Terryl	JROTC Instructor-Hale NS	1/01/15	64,128.00	33,114.00	Military COLA Adjustment Rate: \$66,228.00

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Hargrove, Theresa	Instructional Coach-Wilson/ Academic Services M-6	2/23/15	\$ 36,376.00  4,960.36	\$ 36,376.00	Teacher-McClure/ Grade 5 M-6 Additional days
Kamm, Robert	JROTC Instructor- Central NS	1/01/15	72,192.00	37,338.00	Military COLA Adjustment Rate: \$74,676.00
Kollmorgen, Mary	Teacher-Hale Jr. High/English B-18	1/05/15	43,430.00	45,016.00	M-18
Mabrey, Phyllis	JROTC Instructor- Webster NS	1/01/15	66,468.00	33,990.00	Military COLA Adjustment Rate: \$67,980.00
Maguffee, Michael	JROTC Instructor-Hale NS	1/01/15	79,572.00	41,406.00	Military COLA Adjustment Rate: \$82,812.00
McGuire, Michael	JROTC Instructor-East Central NS	1/01/15	78,252.00	40,704.00	Military COLA Adjustment Rate: \$81,408.00
Nein, John	JROTC Instructor-East Central NS	1/01/15	61,548.00	31,818.00	Military COLA Adjustment Rate: \$63,636.00
Powell, Kenneth	JROTC Instructor- Memorial NS	1/01/15	84,492.00	43,698.00	Military COLA Adjustment Rate: \$87,396.00
Robinson, Charity	Autism Paraprofessional -Key IS-10	2/20/15 5/26/15	13.31/hr.	10,842.00/yr. 542.10	Teacher-Key/ Special Education Rate: \$32,900.00 B-0

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Scott, Sharon	JROTC Instructor- McLain NS	1/01/15	\$ 43,113.00	\$22,356.00	Military COLA Adjustment Rate: \$44,712.00
Sellers, Darwin	JROTC Instructor- McLain NS	1/01/15	61,253.52	31,692.00	Military COLA Adjustment Rate: \$63,384.00
Shippo, Raymond	JROTC Instructor- Edison NS	1/01/15	66,816.00	34,500.00	Military COLA Adjustment Rate: \$69,000.00
Tiley, David	JROTC Instructor- Rogers NS	1/01/15	63,900.00	32,640.00	Military COLA Adjustment Rate \$65,280.00
<b>Support (Hourly):</b>					
Banks, Zelia	Executive Secretary-ESC/ Lead ILD BG-3 2-CI	3/16/15 6/30/15	\$38,457.00/yr.	\$19.01/hr.	Executive Secretary- ESC/Lead ILD CA-15 2-CI
Barnes, Oni	Autism Paraprofessional -Chouteau IS-10	2/06/15 6/08/15	14.33	13.02	TA-Chouteau IS-6
Berkowitz, Cinde	TA-Webster IS-6	2/06/15 5/22/15	10.81	13.11	Autism Paraprofessional- Webster IS-13
Bowler, Courtney	TA-Marshall IS-6	3/09/15 6/16/15	10.81	11.74	Principal's Secretary- Marshall CA-8
Bozone, Sarah	Executive Secretary-ESC/ Chief of Staff BG-3 2-CI	3/16/15 6/30/15	36,334.00/yr. 10,949.00	23.25/hr.	Executive Secretary- ESC/Chief of Staff Additional duties CA-15 2-CI



ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Brians, Mary	Computer Assistant-Child Nutrition Services BG-3 4-CI	3/16/15 6/30/15	\$48,910.00/yr.	\$ 24.07/hr.	Software/Technical Support Manager- ESC/Child Nutrition CA-14 4-CI
Brown, Brenda	CNS Assistant- McClure MT-1	3/02/15 5/22/15	9.88	10.57	CNS Cook I – McClure MT-2
Cook, Emma	Certified Spanish Interpreter-ESC/ Special Education and Student Services BG-3	3/16/15 6/30/15	31,834.00/yr.	19.90/hr.	Certified Spanish Interpreter-ESC/ Special Education and Student Services CA-14
Dalton, Bridgette	CNS Assistant- Jones MT-1 6.5hrs/day	3/16/15 5/22/15	9.52	9.52	7hrs/day
Ed, Margaret	Executive Secretary-ESC/ Office of the Deputy Superintendent BG-3 2-CI	3/16/15 6/30/15	40,685.00/yr.	20.08hr.	Executive Secretary- ESC/ Office of the Deputy Superintendent CA-15 2-CI
Edgar, Kimberly	CNS Cook I – Robertson MT-2	3/02/15 5/22/15	9.49	10.15	CNS Cook II – Clinton MT-3
Espinoza, Maria	Custodian- Springdale MT-3	3/04/15 6/30/15	10.37  .52	11.20	Head Custodian- Monroe MT-5 Shift differential
Flores, Julia	CNS Assistant- Rogers MT-1 6.5hrs/day	3/02/15 5/22/15	8.90	8.90	7hrs/day

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Galarza De Villegas, Carina	CNS Assistant- Columbus MT-1 7hrs/day	3/02/15 5/22/15	\$ 8.74	\$ 8.74	6hrs/day
Garcia, Socorro	Custodian- Webster MT-3	2/20/15 6/30/15	9.94  .49	10.74	Head Custodian- Eugene Field MT-5 Shift differential
Garrett, Karen	Executive Secretary- ESC/Financial Services BG-3	3/16/15 6/30/15	38,570.00/yr.	18.54/hr.	Executive Secretary- ESC/Financial Services CA-15
Gomez, Maria	CNS Assistant- Ross MT-1 6.5hrs/day	3/02/15 5/22/15	8.93	9.55	CNS Cook I – Ross MT-2 7hrs/day
Hensley, Claudia	Executive Secretary- ESC/Support Services BG-3 2-CI	3/16/15 6/30/15	45,745.00/yr.	22.51/hr.	Executive Secretary- ESC/Support Services CA-15 2-CI
Hohulski, Carolyn	Executive Secretary- ESC/Human Capital BG-3	3/16/15 6/30/15	39,685.00/yr.	19.08/hr.	Executive Secretary- ESC/Human Capital CA-15
Jones, Lawrence	Head Custodian- Monroe Dual Language MT-5	2/27/15 6/30/15	10.51	11.35	Head Custodian- Gilcrease MT-7
Jones, Sarah	Site Assistant- Lee/Before and After Care MT-A	2/17/15 5/22/15	8.78	11.67	Site Supervisor- Robertson/Before and After Care MT-6
Laws, Jeffrey	Bus Driver MT-6	3/09/15 5/22/15	10.89	10.89 .30	Bus Driver MT-6 Special needs

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Macias De Gallegos, Silvia	CNS Assistant- Disney MT-1 6hrs/day	3/02/15 5/22/15	\$ 8.88	\$ 8.88	7hrs/day
Martin, Zachary	Custodian- Memorial MT-3	2/17/15 6/30/15	9.35  .46	11.74	Head Custodian- Helmzar Challenge Course MT-8 Shift differential
Martinez, Janett	CNS Cook I – ECDC Reed MT-2 6.5hrs/day	3/02/15 5/22/15	9.78	9.78	4hrs/day
McKenzie, Cynthia	Executive Secretary- Enrollment Center/District Accountability BG-3 2-CI	3/16/15 6/30/15	39,682.00/yr.	19.60/hr.	Executive Secretary- Enrollment Center/District Accountability CA-15 2-CI
Napelanok, Valentina	CNS Assistant- Peary MT-1 6.5hrs/day	3/16/15 5/22/15	8.74	8.74	7hrs/day
O'Brien-Hicks, Jennifer	Clerk-Columbus CA-3 181 days	8/05/15 5/22/15	12.58	12.58	TA-Columbus IS-6 172 days
Parker, Robert	Carpentry Lead- Maintenance MT-14 3-CI	3/02/15 6/30/15	22.02	23.57	Carpentry Foreperson- Maintenance MT-16 3-CI
Plascencia-Alvarez, Epigmenio	Clerk-Mitchell CA-3 181 days	2/18/15 5/22/15	9.35	9.35	TA-Mitchell IS-3 172 days
Poindexter, Patricia	Administrative Assistant to the Superintendent- ESC/ Office of the Superintendent BG-6 2-CI	3/16/15 6/30/15	47,780.00/yr.	23.49/hr.	Administrative Assistant to the Superintendent- ESC/Office of the Superintendent CA-16 2-CI

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Ramirez, Maria	CNS Assistant- Salk MT-1 6hrs/day	3/02/15 5/22/15	\$ 9.52	\$ 9.52	CNS Assistant- Thoreau MT-1 7hrs/day
Reid, Samantha	Teacher Coach- Wilson/ Curriculum and Instruction M30-13	3/17/15 6/30/15	41,914.00/yr.	20.09/hr.	Service Desk Analyst Technician-ESC/ Client Services TS-11
Robertson, Kimberly	Bus Driver MT-6 6hrs/day	3/09/15 5/22/15	10.72  .15	10.72  .30	Bus Driver MT-6 8hrs/day Team Driver Lead Driver
Russell, Lynda	Executive Secretary- ESC/Constituent and Student Services BG-3 4-CI	3/16/15 6/30/15	50,184.00/yr.	24.70/hr.	Executive Secretary- ESC/Constituent and Student Services CA-15 4-CI
Seaton, Donna	Custodian-Plant Operations MT-3 3-CI	2/20/15 6/30/15	15.41	15.41 .69	Custodian-Marshall Shift differential MT-3 3-CI
Seay, Arius	Custodian- Edison MT-3	2/20/15 6/30/15	9.35  .46	11.21	Head Custodian- McClure MT-7 Shift differential
Stuff, Cari	Executive Secretary-ESC/ Academic Services BG-3 3-CI	3/16/15 6/30/15	43,073.00/yr.	21.25/hr.	Executive Secretary- ESC/ Academic Services CA-15 3-CI
Tramel, Elizabeth	CNS Assistant- Cooper MT-1	3/02/15 5/22/15	8.87	9.49	CNS Cook I – Disney MT-2

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Trammel, Mary	CNS Cook I – McLain MT-3 8hrs/day	3/16/15 5/22/15	\$ 10.28	\$ 9.51	CNS Assistant- McLain MT-1 7.5hrs/day
Washington, Charles	Bus Driver MT-6	3/09/15 5/22/15	10.89 .15	13.13	Coach Driver MT-8 Lead Driver
Whitecloud, Veronica	CNS Assistant- Hoover MT-1 6hrs/day	3/16/15 5/22/15	9.40	9.40	6.5hrs/day

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT

Name	Effective Date	Site	Special Assignment	Amount
<b>Certificated/Administrative:</b>				
Snyder, Leanna	02/03/15	Carnegie	Elem School Allocation	\$ 589.00
Bennett, Vicki	09/15/14	Carver MS	Interpreter - Certified	634.00
	09/15/14	Carver MS	Translator - Certified	634.00
Longjohn, Julie	10/14/14	Edison MS	Interpreter - Certified	548.00
	10/14/14	Edison MS	Translator - Certified	548.00
Beaty, Tasha	11/10/14	Hale JH	MS boys basketball – 8th Gr	723.18
Ojeda, Abbey	10/31/14	Hale JH	Interpreter - Certified	250.00
	10/31/14	Hale JH	Translator - Certified	250.00
Estrada, Beatrice	08/14/15	Kendall-Whittier	Interpreter - Certified	720.00
	08/14/15	Kendall-Whittier	Translator - Certified	720.00
Mangum, Jordan	08/14/15	Kendall-Whittier	Interpreter - Certified	720.00
	08/14/15	Kendall-Whittier	Translator - Certified	720.00
Todorova, Ana	09/18/14	Kendall-Whittier	Translator - Certified	581.00
Vivar, Omar	08/14/15	Kendall-Whittier	Interpreter - Certified	720.00
	08/14/15	Kendall-Whittier	Translator - Certified	720.00
Boone, Melissa	08/14/15	Lindbergh	Interpreter - Certified	720.00
	08/14/15	Lindbergh	Translator - Certified	720.00
Simpson, Shawna	02/01/15	McClure	Bus Duty	243.00
Jackson, Timothy	02/16/15	McLain 7th Gr	Student Council Sponsor - MS	378.00
Johnson, Jasmine	10/12/14	McLain 7th Gr	MS girls basketball - 7th Gr	891.00

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
Frank, Adrian	08/14/14	McLain HS	Instrumental Music - HS	\$ 6,353.00
Clark, Kimberly	02/24/15	McLain JH	Building Site Test Coor	477.00
Frazier, Timothy	02/02/15	Owen	Student Council Sponsor - Elem	220.00
Lutz, Andrea	09/25/14	Peary	Interpreter - Certified	601.00
	09/25/14	Peary	Translator - Certified	601.00
Imeson, Roxanne	11/06/14	Penn	Interpreter - Certified	483.00
	11/06/14	Penn	Translator - Certified	483.00
McCasland, Jon	08/14/15	Remington	Interpreter - Certified	720.00
	08/14/15	Remington	Translator - Certified	720.00
Rivera, Andralid	08/14/15	Springdale	Interpreter - Certified	720.00
Yost, Megan	01/06/15	Thoreau	Vocational Education, Full Time	400.00
	01/06/15	Thoreau	Vocational Education, Dist Paid	56.00
Wilson, Rochelle	02/20/15	Tulsa Met HS	Site Tech Contact - <or=to 400 Students	452.00
	02/20/15	Tulsa Met JH	Site Tech Contact - <or=to 400 Students	452.00

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
<b>Support:</b>				
Johnson, Carolyn	03/02/15	Jackson	Newspaper Sponsor - Elem	\$ 139.00
Ford, John	02/09/15	McLain HS	Wrestling - Asst	1,249.50



LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
<b>Certificated/Administrative:</b>			
Allen, Anita	1/26/15	Teacher-Edison/ Special Education	Personal illness
Austin, Meghan	2/25/15	Teacher-Central/ English	Personal illness
Ervin, Jonathan	12/09/14	Teacher-Springdale/ P.E.	Personal illness
Hahn, Paulette	2/19/15	Teacher-Academy Central/Grade 4	Personal illness
Lindsay, Michael	2/17/15	Teacher-Webster/ Gifted and Talented	Personal illness
Maness, Jeanette	1/28/15	Teacher-East Central/English	Maternity
Medina, Elizabeth	2/03/15	Occupational Therapist-Enrollment Center/Special Education	Personal illness
Miller-Takawira, Lenore	4/06/15	Teacher Coach- Wilson/Academic Services	Sabbatical
Morales, Katrina	2/17/15	Librarian-MacArthur	Maternity
Padek, Randall	2/27/15	Teacher-Webster/ Special Education	Personal illness
Reiter, Jennifer	1/05/15	Teacher-Carver/ English	Personal illness
Skipper-Reynolds, Courtney	1/27/15	Assistant Principal- Tulsa Met Jr and High	Personal illness
Thomas, Janet	2/17/15	Counselor-McLain	FMLA
Vanden Bos, Denise	2/11/15	Teacher-Shadow Mountain/Special Education	Personal illness

LEAVES OF ABSENCE - Continued

Name	Effective Date	Assignment	Reason
<b>Support (Hourly):</b>			
Akaruwiese, Stephanie	2/26/15	Bus Driver	FMLA
Aranda, Erika	2/17/15	CNS Assistant-Disney	Maternity
Barnett, Saneca	2/18/15	Custodian-Hamilton	Military
Clayton, Margaret	2/12/15	Head Custodian-Mayo	Personal illness
Collins, Taneshia	1/08/15	TA-Owen	Personal illness
Davis, Mary	1/08/15	TA-Celia Clinton	Personal illness
DeMartinez, Marina	1/26/15	CNS Assistant-Mitchell	Personal illness
Elam, Michael	2/18/15	Custodian-Edison	Worker's Comp
Frank, Minnie	12/19/14	CNS Cook II – KIPP	Personal illness
Johnson, Charlotte	2/23/15	Health Assistant-Salk	FMLA
King, Monica	1/05/15	Paraprofessional-Chouteau	Maternity
Lara, Olga	1/05/15	CNS Assistant-East Central Jr. High	FMLA
Lee, Patti	1/26/15	SAF Bookkeeper-ESC/Treasury	FMLA
Lee, Teresa	2/19/15	Paraprofessional-Kendall Whittier	FMLA
Malek, Sandra	2/17/15	CNS Assistant-Kerr	Personal illness
Miles, Robert	2/25/15	Warehouse Specialist-Warehouse	Personal illness

LEAVES OF ABSENCE - Continued

Name	Effective Date	Assignment	Reason
Navarette, Victoria	1/15/15	Custodian-Thoreau	Personal illness
Reyes, Issis	2/17/15	CNS Assistant- Disney	Personal illness
Slater, Patty	1/15/15	TA-Eisenhower	FMLA
Streeter, Allen	2/20/15	Campus Police Officer-ESC/Campus Police	Personal illness
Wright, Corina	2/06/15	Paraprofessional- Wright	FMLA

## RETIREMENTS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Avery, Janie	6/30/15	Teacher-Grimes/Grade 1
Barnett, Pamela	6/01/15	Teacher-Skelly/Grade 5
Breslin, Cathryn	6/30/15	Teacher-Salk/Grade 1
Brown, Linda	6/30/15	Teacher-Grissom/Grade 5
Christy, Nancy	6/30/15	Teacher-Carver/English
Cody, Michelle	6/30/15	Teacher-Kendall Whittier/Grade 2
Coonfield, Laurel	6/30/15	Teacher-Webster/Art
Courtin, Philip	7/01/15	JROTC Instructor-Washington
Crawford, Jacqueline	6/30/15	Teacher-Kendall Whittier/Grade 2
Dandy, Zanda	6/01/15	Teacher-Springdale/Pre-K
Davis, Kathy	6/30/15	Teacher-Grissom/Special Education
Drover, Alan	6/30/15	Teacher-Edison/History
Fisher, Jackie	6/01/15	Teacher-Robertson/Special Education
Foore, Ronald	6/01/15	Teacher-Washington/Psychology
Giffin, George	8/06/15	JROTC Instructor-Webster
Hammond, Joe	6/30/15	Teacher-Edison/Advanced Math
Harnar, Patricia	6/01/15	Teacher-Hale/Math
Hays, Mary	6/30/15	Teacher-Edison/Special Education
Hinson, Robert	6/30/15	Teacher-McLain/Special Education
Horton, Mary	6/01/15	Teacher-Skelly/Grade 5
Hutson, Donna	6/01/15	Teacher-Park/Grade 1

RETIREMENTS - Continued

Name	Effective Date	Assignment
Kendrick, Jeffrey	6/30/15	Teacher-Springdale/Grade 3
Kunapuli, Swarna	6/01/15	Psychologist-Enrollment Center/Special Education and Student Services
Mathis, Omega	6/01/15	Teacher-Remington/Grade 2
Nelson-Whitlow	7/01/15	Coordinator-Transition-ESC/Special Education and Student Services
Newcomer, Jean	6/30/15	Librarian-Academy Central
Orme, Todd	6/01/15	Teacher-Washington/Math
Padek, Randall	6/30/15	Teacher-McLain/Special Education
Puckett, Sharron	6/30/15	Teacher-Columbus/Grade 3
Randolph, Diane	6/30/15	Teacher-Edison/Special Education
Reinhard, Mary	6/30/15	Teacher-Edison/Special Education
Riihiluoma, Heidi	6/01/15	Teacher-Wright/Grade 4
Rosen, Nancy	6/30/15	Teacher-Eisenhower/Grade 4
Sisovsky, Mary	6/30/15	Teacher-Kerr/Grade 2
Southern, Dawn	7/01/15	Counselor-Hale
St. Clair, Bonita	6/30/15	Teacher-Cooper/Special Education
Starnes, Patricia	6/01/15	Teacher-Robertson/Grade 4
Tillis, Sheryl	6/30/15	Teacher-Sequoyah/Special Education
Warren, Sandra	6/01/15	Teacher-TRAICE High School/English
Yates, Terri	7/01/15	Teacher-Marshall/Title I Reading Interventionist
Young, Taylor	7/01/15	Director of Portfolio Management-Enrollment Center/District Accountability

RETIREMENTS - Continued

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Redricks, Charles	4/01/15	Custodian-East Central Jr. High
Thompson, Glenn	3/20/15	Head Custodian-East Central Jr. High
Wood, Bobby	3/06/15	Plumber Foreperson-Maintenance

## RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Arbizu, Miren	6/30/15	Teacher-Eisenhower/Grade 2
Barker, Tisha	6/30/15	Teacher-Hoover/ELD, Special Education
Boddy, Aleta	5/20/15	Teacher-Clinton/Science
Cole, Deven	3/22/15	Nurse-ESC/Health Services
Fernandez Miguelez, Christina	6/30/15	Teacher-Dual Language/Pre-K
Fernandez-Romas, Laura	6/30/15	Teacher-Dual Language/Grade 3
Kutschke, Deborah	6/01/15	Teacher-Memorial/Math
Mason, Megan	3/01/15	Teacher-Owen/
McIntosh, Ruben	2/17/15	Teacher-McLain/Social Studies
Poteete, Amanda	4/26/15	Teacher-Penn/Grade 6
Rine, Albert	3/10/15	Teacher-Rogers Jr. High/Gifted and Talented
Sayol-Lopez, Maria	6/30/15	Teacher-Dual Language Immersion Program/Grade 1
Winslow, Donald	2/27/15	Teacher-McLain/Spanish
<b>Support (Hourly):</b>		
Anderson, Colette	1/16/15	Parent Involvement Facilitator-Eugene Field
Barre, Nyesha	2/26/15	Bus Driver
Castaneda, Diana	3/06/15	Principal's Secretary-Marshall
Connor, Tony	3/13/15	Plumber Craftsperson-Maintenance
DeSilva, Dimuthu	2/28/15	Head Custodian-Owen
Dickerson, Candice	1/20/15	CNS Assistant-McLain
Franco, Veronica	1/05/15	CNS Assistant-Peary

RESIGNATIONS

Name	Effective Date	Assignment
Hooper, Phil	2/27/15	Grounds Journeyperson-Maintenance
Kelly, Earnestine	2/17/15	Site Assistant-Before and After Care/Robertson
Kinderson, Sartin	3/06/15	TA-Sequoyah
Lutz, Danny	3/06/15	Carpentry Craftsperson-Maintenance
Martinez, Antonio	3/06/15	Campus Police Officer-Rogers/Campus Police
Miller, Rhonda	3/18/15	Receptionist, Secretary-ESC/Chief of Staff
Moreton, Lauryn	5/30/15	TA-Disney
Nations, Maria	1/06/15	Health Assistant-Jones
Poole, Kaley	12/25/14	TA-Lanier
Rushing, Malisa	2/13/15	Parateacher-Monroe
Shepard, Robin	2/09/15	Custodian-Central
Treagesser, Kady	1/09/15	Paraprofessional-Hamilton
Tumey, Autumn	3/06/15	Bus Driver
Vazquez, Perla	2/03/15	CNS Assistant-Thoreau
Warner, Tiffany	2/11/15	Bus Driver Trainee
Whisman, Norma	6/08/15	CNS Assistant-Eugene Field
Williams, Stephen	2/27/15	Campus Police Officer-Webster/Campus Police
Wimberly, Kirsty	2/20/15	Help Desk Technician-CNS

TERMINATIONS

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Moreno, Diana	2/24/15	Custodian-Owen
Walker, Jo	2/27/15	CNS Cook II - Rogers



DECEASED

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Duvall, Danelle	2/06/15	Teacher-Carver/Science

SUBSTITUTE AND TEMPORARY ELECTIONS

SUBSTITUTE TEACHERS

Anderson Kamri	George, Lamont	Martin, Ryan	Shelton, Emily
Anderson, Kolby	Goad, Timothy	Mays, Shannell	Spoo, Paula
Anderson, Patricia	Hiddle, William	McCLure, Jenetta	Stacy-Stunkard,
Armour, Wanda	Hitchye, Sammye	Miller, Charlotte	Sherri
Barnes, DiMarco	Hodge, Linda	Morton, Darick	Stanton, Venus
Beavers, Caleb	Hytche, Byron	Muhammad,	Thurmond, Sheila
Bello, Rita	Ijaz, Samra	Kareemah	Vincent, Cacye
Boyaci, Sandra	Jones, Ashlie	Mullen, Susan	Whibbey, Tiesha
Brown, Miranda	Jones, Johniece	Newton, Alexis	Williams, Shelby
Catto, Samiro	Jones, Sandra	Parish, Taylor	Willis, Lisa
Cole, Zachary	Jones, William	Patterson, Jared	Wilson, Carrie
Cruel, Kimberly	Kinshella, Tyler	Powell, Amaris	Wilson, Marquita
Ford, Willene	Lamont, George	Rhea, Wright	Wilson, Sharon
Freistedt, August	Lawson, Kiley	Richardson, Megan	
Fruh, Jonathon	Licht, Lloyd	Sawyer, Tim	

Nurse

Cole, Deven

Tutor

Eccles, Nina  
Long, Virtlee  
Soper, Paula

Campus Police Officer

Williams, Stephen

Help Desk Technician

Jones, Diana

Access Tester

Castro, Teresa  
Geiss, Joseph Jr.  
Goodridge, Joan  
Morgan, Juanita  
Robinston, Linda  
Rose, Rutha  
Williams, Florieta  
Wissen, Beverly  
Young, Deborah

CNS

Duncan, Phyllis  
Fisher, Drake  
Ijaz, Samra  
Walker, Ashley

Custodian

Edwards, Joe  
Keith, Brandon

Health Assistant

Bell, DeShanna

SUBSTITUTE AND TEMPORARY ELECTIONS - Continued

Adjunct Teacher

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

Roberta McLardy, Head Tennis @ \$713, March 2, 2015 to May 25, 2015

Memorial – 13-11-000-1000-501930-820-330000-201-07-705

Garry Deason, Football @ \$3,335, September 1, 2014 to December 31, 2014

Washington – 13-11-000-1000-501930-810-330000-201-07-735

Kenneth Gonzales, Soccer Boys @ \$1,202, January 2, 2015 to May 25, 2015

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Extended School Year Program

11-6210-1000-501700-239-XXXXXX-210-05-XXX-6210

11-6210-1000-501800-239-XXXXXX-414-05-XXX-6210

11-6210-2132-501700-239-000000-347-05-XXX-6210

11-6210-2152-501700-239-000000-353-05-XXX-6210

11-6210-2410-501800-239-000000-609-05-XXX-6210

11-6210-1000-501800-239-XXXXXX-328-05-XXX-6210

Pay Special Education staff, to be named listed below (total not to exceed \$129,633.04) to provide an extended school year (ESY) educational program for identified students on an Individual Educational Plan (IEP), June 15, 2015 through July 9, 2015.

Lead Teachers - \$25/hr.

Teachers - \$23/hr.

Nurses - \$23/hr.

Speech Pathologists - \$23/hr.

Paraprofessionals – at their current hourly rate of pay

Secretary – at their current hourly rate of pay

Interpreter- at their current hourly rate of pay

Kravis Summer Arts Camp – 81-2439-2340-501700-000-000000-109-06-070

Pay sixteen certified staff members @ \$23/hr. (total not to exceed \$30,400) to manage the Kravis Summer Arts Camp offered June 15-26, 2015, on the University of Tulsa Campus - Phillips Hall Building, and the Rogers College Senior High School Campus.

Kravis Summer Arts Camp -81-2439-2212-501800-000-000000-609-06-070

Pay Cathy Walton, support staff member, @ her current hourly rate (total not to exceed \$1,000) to assist with the Kravis Summer Art Program during the 2014-2015 school year.

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES – Continued

Kravis Summer Art – 81-2439-2212-501800-000-000000-609-06-070

Pay Sheri Underwood, support staff member, @ her current hourly rate (total not to exceed \$1,000), to manage enrollment materials for the Kravis Summer Arts Camp for the 2015 Kravis Summer Arts Camp.

Memorial Extra Duties – School Activity Fund #520

Pay certificated staff member, Janet Parker a total not to exceed \$1,000 to serve as the Special Olympic Coach for Memorial High School during the school year 2014-2015.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

**January 2, 2015 Agenda, page 19 – Correct title. “Technician” was inadvertently left out of the title due to Human Capital error.**

**Create:**

Position	Salary/Grade	Duties
<b>Service Desk Analyst, Technician-ESC/ Information Technology</b>	TS-11 \$16.79/hr. to \$22.79/hr. 12 Months	Serve as escalated technical support for the service desk as well as support first contact resolution. Provide daily technology support for administrative offices. Ensure work orders are updated accurately and followed up on in a timely manner.
<i>Annual Budget Impact:</i> \$ 34,923 min. – \$ 47,403 max.		

*Funding Source:*  
11-0000-2560-501210-  
000-000000-603-02-057

TULSA PUBLIC SCHOOLS

Policy 1102

**BOARD OF EDUCATION**

**PURPOSE:** To define elections and organization of the Board of Education and to outline requirements, duties, responsibilities, authority, and compensation for Board members.

Legal Status

State law provides public schools will be maintained and operated by local boards of education. Therefore, local school boards are legal instruments of the state and derive their powers from the Oklahoma Legislature. They have responsibilities to the local citizenry they serve, and by whom they are elected. Independent School District Number One, Tulsa County, Oklahoma, has seven school board members. Each board member is chosen by the electorate of a designated portion of the District to a four-year term of office.

Powers and Responsibilities

Members of the Board will exercise and retain full legislative authority and control over the schools. This jurisdiction will be in accordance with the policies established by the Board, the constitution and laws of the state of Oklahoma.

In exercising rights and responsibilities affecting the governance of the District, the Board will adopt policies serving as guidelines for the organization and administration of schools. Administrative authority, and the power to delegate such authority, will be given to the Superintendent. The Superintendent serves as Chief Executive Officer of the District in carrying out the policies of the Board.

The Board may exercise its powers only when convened in a legally constituted meeting.

School Board Elections

Candidates

Candidates vying for office as a member of the Board of Education for TPS will file written declarations of candidacy at the Tulsa County Election Board. Candidates seeking election to a local school board are also required to file a statement of organization, a report of contributions and expenditures, and a statement of financial interests with the Clerk of the Board of Education. These statements must comply with all the procedural requirements established and enforced by the Oklahoma Ethics Commission and will be public records. The records will be maintained for 4 years by the Board Clerk and may be posted on the District's website. The filing period will begin at 8:00 a.m. on the first Monday in December through 5:00 p.m. on the following Wednesday.

### Eligibility

To be eligible as a candidate for member of the Board of Education, a person must have been a registered voter with the Tulsa County Election Board, residing within the geographical boundaries of the election district for which the person desires to become a candidate for six months preceding the first day of the filing period.

No person will be eligible as a candidate for, or elected to be, a member of the Board unless the person has been awarded a high school diploma or certificate of high school equivalency. No person will be eligible as a candidate for, or to serve on, the Board if currently employed by the District or related within the second degree by affinity or consanguinity to any other member of the Board or to any employee of the District. These prohibitions will not apply to members who were serving on September 1, 1992. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of Oklahoma or of the United States, or has entered a plea of guilty or nolo contendere to a misdemeanor involving embezzlement or a felony, or has been convicted of a crime in another state that would have been a misdemeanor involving embezzlement or a felony under the laws of Oklahoma, or has entered a plea of guilty or nolo contendere to such crime, will not be eligible as a candidate for, or be elected as a member of the Board for a period of 15 years following completion the sentence, or during the pendency of an appeal of such conviction or plea, unless the person has received a pardon.

### General Election

On the second Tuesday in February, a general election will be held, except in any year when a presidential preferential primary is held in February and then the election shall be held on the same day as the Presidential Preferential Primary. The electors of each election district in which a member's term is expiring or in which a vacancy exists will select nominees from among candidates for a member to represent such election district. If, in the general election, one candidate has a majority of all votes cast then a run-off election is not required and that candidate is elected to represent the election district. If no candidate receives more than 50 percent of the votes cast in the general election, then a run-off election will be held between the two candidates with the highest number of votes.

### Run-off Election

On the first Tuesday in April, there will be a run-off election in an election district in which no candidate received a majority of the votes cast at the general election. The electors of the election district will select one of the two candidates at such run-off election as the member of the Board representing such election district.

### Term of Office

The term of each member, except for members appointed to fill a vacancy, will be four years commencing on the first regular, special, or emergency Board meeting after the member has been certified as elected. Persons appointed to fill vacancies will serve only until the next succeeding regular election, at which time the office they

hold will be placed on the ballot for the balance of the unexpired term. Vacancies filled by appointment following the delivery of the resolution calling for regular elections to the Secretary of the Tulsa County Election Board will be filled until the next regular elections the following year. Persons elected to fill an unexpired term will begin the term of office at the next regular meeting of the Board following the election. If the Board does not fill the vacancy by appointment within 60 days of the date the Board declared the seat vacant, the Board will call a special election to fill the vacancy for the unexpired term.

#### School Board Unexpired Term Fulfillment

The Board has the power to fill by appointment any vacancy occurring within its ranks for a period extending until the next regular District election. An election will be held to fill the balance of the unexpired term. If the vacancy is not filled by the Board within 60 days, the Tulsa County Election Board will call for a special election to fill the vacancy for the unexpired term.

#### School Board Member Oath of Office

Each member of the Board will take and subscribe to the following oath:

"I, \_\_\_\_\_ (name) \_\_\_\_\_, hereby declare under oath, that I will faithfully perform the duties of member of the Board of Education of Independent School District Number One, Tulsa County, Oklahoma, to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma."

#### School Board Member Code of Ethics

The Board desires its members to adhere to all laws regarding conflict of interest and to avoid actions that might embarrass themselves and the Board. Therefore, the Board will adhere to the following code of ethics:

As a member of my local Board of Education, I will strive to improve public education and I will:

Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.

Recognize that I should endeavor to make policy decisions only after full discussion at public Board meetings.

Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.

Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, employees, and all elements of the community.

Work with other Board members to establish effective Board policies.

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards' association.

Support the employment of those persons best qualified to serve as school employees and insist on a regular and impartial evaluation of all employees.

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain.

Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

#### School Board Member Conflict of Interest

District School Board members are expected to maintain the highest ethical standards in the conduct of District affairs.

A situation presenting a conflict of interest may take many different forms. No Board member should use the District affiliation for private or personal advantage. No Board member should have any outside business interests which might, in fact or appearance, interfere with the individual's loyalty to the District. No Board member should have any interest or association that interferes with, or appears to impair, the independent exercise of the judgment in the best interests of the District.

#### *Contracts with Board Members or Business in Which Board Members Have an Interest*

The District will not enter into any contract with a Board member or any company, individual, business concern, or other entity in which any Board member is directly or indirectly interested, except as otherwise provided by Oklahoma law.

The Board Clerk will request each new Board member to provide a statement of companies, individuals, business concerns, or other entities in which the new Board member has an interest. In addition, the Board Clerk will annually request a similar statement from each incumbent Board member. These statements will be provided to the District's Purchasing office. Any listed entity will be placed on a "no bid" list as long as the Board member continues on the Board or until the Board member notifies the Board Clerk that the affiliation no longer exists.

Questions concerning the application of this portion of this policy will be referred to the Board attorney for a written opinion.

### Gifts and Favors

A Board member shall not seek any gift, payment, fee, service, rebate, valuable privilege, hospitality, meal, entertainment, admission tickets, flowers, discount, travel, sporting event (including golf and other social athletic events), vacation, use of vacation property, loan (other than a conventional loan from a lending institution) or other favor from any person or business organization that does, or seeks to do business, with the District. No Board member shall accept or convert anything of value in exchange for referral of third parties to any such person or business organization.

A Board member shall not accept gifts or favors (including those described above) from any person or business organization where these might tend, or appear to tend, in any way to impair independent judgment concerning District operations. Board members MAY accept common courtesies, gifts, or meals of a nominal value (\$125 or less) usually associated with accepted business practices for themselves. Care should be taken to avoid accepting frequent common courtesies or gifts from the same person or business organization that does, or seeks to do business, with the District. Additionally, promotional and advertising novelties and tickets specifically used for advertising purposes are allowable. If an unsolicited gift of more than nominal value is offered or received, it must be declined or returned.

An offer of a gift or favor shall be reported promptly, in writing, to the Board President. Under NO circumstances is it permissible to accept a gift of cash or cash equivalents (for example: gift certificates, stocks or other forms of marketable securities).

### Travel

Board members will not accept or participate in travel that is paid or provided by a vendor or prospective vendor, even if the travel is deemed to benefit the District. Vendors or prospective vendors who extend travel opportunities to Board members will be advised of this policy.

### Unlawful or Unethical Payments

A Board member shall not give, or promise to give, any property, gift, business favor, or anything of value to another person or entity if the giving of such items is, or appears to be, improper or unethical.

It is in the best interest of the District to avoid even the appearance of impropriety. The District's concern is not only whether activity is technically legal or customary, but also whether or not the public might reasonably view such an act as improper or unethical if all the circumstances were fairly disclosed. The District intends to follow a uniform practice in all areas of its operation consistent with its basic policy.



### Competition

Representation of the District in transactions in which the Board member or any close relative has a substantial interest is prohibited. Competition with the District, directly or indirectly, in the purchase or sale of property or interests in property is prohibited.

### New School Board Member Orientation

The Board and Superintendent, to the best of their ability, will assist each newly elected or appointed member to understand the Board's functions, policies, and administrative regulations.

In discussions with new members, the Board President and/or Superintendent will clarify procedures involving:

- How a community member (parent/guardian, teacher, student, business representative, etc.) may make a request of the Board and what appropriate responses/actions of an individual Board member should be when a request is presented directly to the Board member.
- How Board members make arrangements to visit schools and the protocol associated with such visits.
- How Board members assigned a specific task may request information or services of the staff.
- How the Board receives and examines complaints relating to personnel.

Each newly elected or appointed member of the Board will be given selected materials for Board members and other pertinent District documents and data.

### Organization of the School Board

There are five basic statements dealing with the organization of the Board. These are:

- At the first regular, special or emergency Board meeting after the annual school election and certification of election of new members, the Board will elect officers and organize for the ensuing year. The Board may reorganize at any other time in which circumstances may require.
- Officers of the Board will consist of the President, Vice President, Treasurer, Director of Treasury Services, Encumbrance Clerk, Clerk and Deputy Clerk. Only the President and Vice President are required to be elected members of the Board. The President and Vice President shall serve a term of one year and until a successor is elected and qualified. The Treasurer, Director of Treasury Services, Encumbrance Clerk, Clerk and Deputy Clerk will hold office during the pleasure of the Board.
- Election of officers will be by nomination and voice vote unless the majority of the Board members request a vote by ballot. A majority vote of the members present and voting is required for election.
- All standing committees will be appointed by the Board President.
- By law, the Superintendent is chief executive officer of the Board.

## School Board Officers

### President and Vice President

The Board President, in addition to the duties prescribed by law, will exercise such powers as properly pertain to the office. In carrying out responsibilities, the President will:

- Preside at Board meetings.
- Bring before the Board such matters that may require the attention of the Board.
- Make certain that the policies of the Board are properly enforced.
- Appoint or provide the election of any Board committee desired or required by decision of the Board.
- Sign contracts and warrants authorizing school expenditures.
- Perform other duties as may be required by the Board. In the absence of the President, the Vice President will have the powers of the President and perform such duties. When a quorum of the Board has convened, and neither the President nor the Vice President is present, and no other Board member has been designated by the President to chair the meeting, the members will select a member to serve as chairperson for that meeting.

### Treasurer and Director of Treasury Services

In addition to the duties and obligations imposed by state law, the Treasurer will perform other duties as may be required by the Superintendent. In the absence of the Treasurer, the Director of Treasury Services will have the powers of the Treasurer and perform the duties.

### Clerk and Deputy Clerk

The Clerk will be present at all public meetings of the Board, keep an accurate journal of its proceedings, take charge of its books and documents, countersign all warrants drawn upon the Treasurer by order of the Board, maintain all required school board election related filings for a period of four (4) years, and perform other duties prescribed by law or required by the Board. The Deputy Clerk will serve in the absence of the Clerk and will have these responsibilities when serving in that capacity.

### School Board – Superintendent Relationship

The Board recognizes one of its greatest responsibilities is to establish a good working relationship with the Superintendent. Failure to meet this responsibility results in disruption of the educational process and poor community attitudes concerning the schools. Unless harmony that is based on mutual trust and understanding exists, the children of the community become the losers.

The Board delegates to the Superintendent primary responsibility for all matters of decision and administration that come within the scope as chief executive officer of the District as determined by the established policies of the Board. While the Board reserves to itself the right to make ultimate decisions on all matters related to policy, it will normally proceed in these areas only after receiving recommendations from its chief executive officer.

#### School Board – Staff Communication

The business of the Board is conducted with the Superintendent who is responsible for implementation of its decisions. The Superintendent usually delegates some responsibilities to subordinates, but exercises general supervision of their execution. However, subordinates are responsible primarily to their immediate supervisor and the Superintendent. They are responsible only indirectly to the Board.

Recognizing this situation, Board members will generally refrain from dealing directly with staff on school matters. Exceptions are on such occasions as when employees are invited before the Board by the Superintendent to assist in interpreting some phase of the school program or when the Board is conducting a fact-finding inquiry on a school matter about which these persons possess information.

The appropriate Cabinet member will work with Board committees in an advisory capacity regarding matters related to the committees' area of responsibility.

#### Continuing Education

Each Board member shall be required, within 15 months following or preceding election, to complete a two-day new school board member workshop sponsored by the State Department of Education in cooperation with the Oklahoma State School Boards Association. Other organizations and associations may conduct workshops if they represent district boards of education. Such workshops will include study and instruction on the subjects of: school finance, Oklahoma School Code and related laws, ethics and duties, and responsibilities of district boards of education members.

A Board member may attend 12 hours of other workshops conducted by OSSBA, or upon approval of the State Board of Education, by any organization or association representing district boards of education as an alternative to the above requirement. Once a new Board member has completed certification, a minimum of 15 hours of continuing education shall be required during the term of office. A Board member may attend and receive credit for approved workshops before the time the Board member is sworn in and seated as a member of the Board.

The Board Clerk will be responsible for notifying Board members of regular and continuing education requirements. If there is a change in Board membership, the Board Clerk will also notify the State Department of Education.

### School Board Memberships

The Board will maintain memberships in the national and state school boards associations and take an active part in the activities of these groups. It may also maintain institutional memberships in other educational organizations that the Superintendent and Board find to be of benefit to members and District personnel.

The materials and services of these organizations will be available for use by the Board and the staff.

### School Board Legislative Program

The Board, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Board is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. Recognizing this:

- The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at the local, state and national level.
- The Board will work with legislative representatives, Oklahoma State School Boards Association, National School Boards Association and other concerned groups in developing an annual, as well as a long-range, legislative program.
- The Superintendent or designee will be the official legislative representative of the Board. The Superintendent will be authorized to speak on the Board's behalf with respect to legislation being considered by the Oklahoma State legislature or the United States Congress. In dealing with the Oklahoma legislature or Congress, the Board's representative will be guided by positions taken by the Board.

### School Board Member Conferences, Conventions, and Workshops

The Board encourages participation of its members at appropriate conferences, conventions, and workshops. Funds for these activities will be included in the District budget on an annual basis.

When a conference is not attended by the full Board, those who do participate will be encouraged to share information, recommendations, and materials acquired at the conference.

### School Board Member Compensation and Expenses

Board members will be paid \$25 for each regular, special, or adjourned meeting from the District's General Fund that they attend, not to exceed \$100 in a calendar month. All payments made to Board members are treated as employee compensation in determining applicable state and federal withholding requirements.

Expense reimbursement for Board members will be under the same guidelines in Policy 5204, "Expense Reimbursement," except that any required approval is granted by the Board President. Board members will use the same documentation for reimbursement for expenses and forms for reimbursement of travel expenses as required by Board policy for District employees.

Adopted: November 1982

Revised: March 2015

Reference: 5204, Expense Reimbursement

Legal Reference: 26 O.S., 5-105 (a)  
26 O.S., 13A-106  
26 O.S., 13A-110  
26 O.S., 13A-103  
26 O.S., 13A-105  
70 O.S., 5-107A-B  
70 O.S., 5-117  
70 O.S., 5-119  
70 O.S., 5-124  
70 O.S., 2-110 through 2-119

## EMPLOYEE CRIMINAL RECORD

**PURPOSE:** To require all employees to report if they have been charged or convicted of certain criminal activity.

On an annual basis, all District employees who are employed on September 1 of each year are required to truthfully answer the Annual Criminal Report questionnaire.

Refusal by the employee to sign and return the required questionnaire or giving false information or misinformation on the questionnaire will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action, including termination of employment.

It is the duty of every employee within ten days of any of the following occurrences to notify, in writing, the Superintendent:

1. If the employee is charged with a felony or misdemeanor sex or drug crime.
2. If the employee enters a plea of guilty or nolo contendere to a state (any state) or federal felony charge.
3. If the employee is convicted of a state (any state) or federal felony offense.
4. If the employee enters a plea of guilty or nolo contendere to a misdemeanor offense that originally was a state (any state) or federal felony charge.
5. If the employee enters a plea of guilty or nolo contendere or has been convicted of a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity.
6. If the employee enters into a deferred prosecution agreement with a state (any state) or federal prosecutor.

Failure to provide the referenced information, in writing, to the Superintendent within the ten-day period may result in termination for insubordination and willful neglect of duty.

In accordance with Oklahoma Statute, Title 57, Section 589, an annual name search will be conducted against the Oklahoma Sex Offenders Registry and the Mary Rippy Violent Crime Offenders Registry of all district employees who provide or offer services to secondary students and children.

At the discretion of the Board, up to five percent of the total staff (certified, support and administrative) may be randomly selected each year for a complete criminal record check to be conducted in the same manner as pre-employment criminal record checks for all employees.

Adopted: April 1999

Revised: March 2015

57 O.S. 589

Reference: 4102, Criminal Record Search for Employees and Prospective Employees