



## **AGENDA**

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, April 6, 2015**, at 6:30 PM , in the Cheryl Selman Room, Ground Floor Level, at the Charles C. Mason Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

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

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

**A. OPENING EXERCISES**

- A-1. Call to order and confirm that a quorum of the Board is present.
- A-2. Flag salute led by the Central High School JROTC under the direction of Commander Lawrence Benzel.
- 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 24, 2015	March 24, 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 20, 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: 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.

**E-3.** 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**

- E-4.** 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.

- E-5.** 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.

- E-6.** 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.

- E-7.** 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**

- E-8.** 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**

- E-9.** 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 reduce the summer reading decline.

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.

- 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: Enter into contract with Heartland Seating, the lowest responsible bidder, 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: Not to exceed \$205,347

FUND NAME/ACCOUNT: Classroom Bond Fund, 32-1135-4720-504500-000-000000-000-12-715 (\$97,320), 32-1135-4720-504500-000-000000-000-12-111 (\$42,574), 32-1135-4720-504500-000-000000-000-12-269 (\$65,453)

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

- E-12.** RECOMMENDATION: Enter into contracts with CEI Incorporated, Tulsa, Oklahoma, the lowest responsible bidder, 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: Not to exceed \$1,265,422.

FUND NAME/ACCOUNT: Classroom Bond Fund, 33-1140-4720-504500-000-000000-000-12-415-T0363 (\$1,090,741), 32-1220-4720-504500-000-000000-000-12-120-T0363 (\$17,4681)

REQUISITION NUMBER: 11514855

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

- E-13.** RECOMMENDATION: Enter into contract with VOY Construction, Tulsa, Oklahoma, the lowest responsible bidder, for painting at Dual Language Immersion.



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

**COST:** Not to exceed \$86,880

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

- E-14.** **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.

- E-15.** **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.

**E-16.** 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.

**E-17.** 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.

**E-18.** RECOMMENDATION: Enter into contract with Permaul Construction, Owasso, Oklahoma, 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: Not to exceed \$49,681.01

FUND NAME/ACCOUNT: Facilities Bond Fund, 32-1220-4720-504500-000-000000-000-12-150-GC025

REQUISITION NUMBER: 11514842

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.

**E-19.** RECOMMENDATION: Dedicate a public right-of-way for the City of Tulsa to provide access to Hinch Park, 1616 South 157th East Avenue, Tulsa, Oklahoma.

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

COST: 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.

**E-20.** RECOMMENDATION: Purchase new white fleet support vehicles and mobile equipment for various departments districtwide from the most responsive and responsible bidder to provide transportation for District personnel on a daily basis.

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**

**E-21.** RECOMMENDATION: Approve routine staffing items.

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

**E-22.** 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.

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 pipeline for assistant principal positions, there is still a need for attracting high quality 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**

**E-23.** 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.

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

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

**F-1.** RECOMMENDATION: Amend item E-6 approved on the January 20, 2015, consent agenda for a mailing and item tracking system for the District's Mail Services, Materials Management Office, to change the purchase method from a lease to outright purchase with Neopost USA Inc., Melford, Connecticut.

FURTHER RECOMMEND: Approve a budgetary transfer of \$30,000 from account 11-0002-1000-508400-100-000000-000-08-098 to account 11-0000-2620-507330-000-000000-000-08-054. This one-time transfer of funds is submitted for Board approval in compliance with Board Policy 5501.

COST: Not to exceed \$30,000

FUND NAME/ACCOUNT: Postage Services, 11-0000-2620-507330-000-000000-000-08-054

REQUISITION NUMBER: 11508478

RATIONALE: Funds have been identified to allow for purchase versus a multi-year lease. This is the same equipment, same provider, same funding source and reduces the five year total cost of ownership by \$10,008.71. The current postage equipment is obsolete and will no longer be supported by the manufacturer. The new purchase will provide the District with up-to-date equipment which will provide additional features that will allow for electronic tracking of express mail and package items for internal distribution purposes. Lead time from date of order placement is 8+ weeks. Because time is of the essence as installation, testing, and training for the software and equipment must be complete by June 30 to avoid interruption of service, this item has been placed on the action agenda for consideration.

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

**F-2.** 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.

**F-3.** 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.

**F-4.** 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.

**G. INFORMATION AGENDA**

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

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

- G-1.** RECOMMENDATION: Enter into a contract with the Greenwood Cultural Center to host Webster High School's annual prom, April 24, 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 \$1,260

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

RATIONALE: The senior prom is a tradition at Webster High School. The seniors come together in an elegant setting to celebrate and promote school spirit.

- G-2.** RECOMMENDATION: Enter into a contract with the Embassy Suites Hotel, to host Hale High School's JROTC Military Ball, May 15, 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 \$1196.82

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

RATIONALE: The Military Ball and Awards is an annual event which recognizes the achievements of cadets and the JROTC Program.

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

- G-3.** RECOMMENDATION: Approve participation in the Science Fair initiative in collaboration with Oklahoma State University. The seventh-grade students at Central Jr. High and McLain Seventh Grade Academy will be the focus. The program will begin May 5, 2015, and will conclude May 29, 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:** The District and Oklahoma State University will collaborate in an effort to help seventh graders develop a stronger understanding of science by developing science fair projects that can be entered into science fair competitions and develop a better understanding of how science applies to everyday life. This initial project will begin in May of 2015 and will occur within a four session workshop series that brings together parents, youth, school staff, and community stakeholders to promote science while exploring possible paths to higher education. The Science Fair Initiative helps entire families (parents and youth) gain the knowledge and skills needed to bridge the gap from high school to college. The focus of this program is helping parents and youth and community stakeholders gain knowledge and resources to better comprehend science and to encourage families to work together to gain access to college and career opportunities related to all areas of science. The Science Fair Initiative will be piloted at two different sites: Central Jr. High and McLain Seventh Grade Academy.

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

**G-4.** RECOMMENDATION: Adopt the 2015-2016 District Staffing Plan.

**RATIONALE:** Provision of a quality learning experience depends upon making certain that schools are adequately staffed.

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

**G-5.** RECOMMENDATION: Purchase Chromebooks and related equipment from the most responsive and responsible vendor identified through the RFP process during the 2014-15 school year.

**COST:** To be determined and will be charged to the applicable fund/account.

**RATIONALE:** Utilizing one supplier for equipment leverages volume, ensures excellent pricing, a standard quality product and more efficient administration of purchases. Purchases will be made primarily, but not exclusively, from technology bond funds and on an as-needed basis Districtwide. This will allow the District to update technology in classrooms and deploy new equipment faster.

**G-6.** RECOMMENDATION: Enter into a contract with the lowest responsible bidder for a new fire alarm system at East Central Junior High.

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

COST: The 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: Improvements of fire alarm systems are part of the 2013 bond issue.

**G-7.** RECOMMENDATION: Enter into a contract with the lowest responsible bidder for a new security system at East Central Junior High.

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

COST: The 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: Improvements to the security alarm systems is part of the 2013 bond issue.

**G-8.** RECOMMENDATION: Purchase a Safari Montage Network DVR 8-Stream Server and 44 *Safari Video Streaming School Licenses* and *Pathways SM Client Licenses* for schools to provide IPTV, internet protocol television, access to television channels as well as locally produced content via the *Safari Montage* video system. The DVR server will allow teachers to record content for later viewing on the Safari Montage system.

COST: Not to exceed \$53,000

FUND NAME/ACCOUNT: Classroom Bond Fund, 33-1144-2580-506530-000-000000-000-02-026.

RATIONALE: The 2013 Bond included IPTV as part of the "standard classroom" for teachers. Several TPS schools already have the IPTV system installed as part of new building construction. The purchase of these 44 additional licenses will complete access for all TPS building sites and classroom.

**G-9.** RECOMMENDATION: Increase the payment to the Tulsa County Election Board approved on the February 2, 2015, agenda, item F-4, to pay the election administration costs for conducting the bond election on March 3, 2015.

COST: Not to exceed \$58,781.79 (an increase of \$13,560.44)

RATIONALE: The final tabulation of cost has come in for the March 3, 2015, election and this is a reimbursable of actual cost.

**G-10.** RECOMMENDATION: Increase the contract for asbestos abatement services as needed for various sites throughout the District from Asbestos Handlers of Tulsa, Inc., Tulsa Oklahoma, during the 2014-2015 school year.

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

COST: Not to exceed \$250,000.

RATIONALE: The original contract was approved for \$250,000. We are increasing the contract to remove the floor tile and black mastic, which is part of the 2010 bond issue.

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

**G-11.** RECOMMENDATION: Approve position creations/deletions.

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

**G-12.** RECOMMENDATION: Enter into a contract with the Institute of International Education (IIE) to act as a visa sponsor for candidates returning to the Visiting Teachers Program in Spain.

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

COST: Not to exceed \$17,000

FUND NAME/ACCOUNT: General Fund, 11-0000-2571-508100-000-000000-000-04-041

REQUISITION NUMBER: 11514769

RATIONALE: In an effort to continue to build the pool of bilingual and biliterate teachers, the District is continuing to participate in a visiting teachers program offered by the Oklahoma State Department and the country of Spain. As a result, the district has the potential to retain these biliterate teachers. These current employees have education experience and, have demonstrated competency in both languages, filling various immersion vacancies. The sponsorship fee would cover all costs associated with managing the process of securing immigration visas for the employee and any family members, to be handled by the Institute of International Education.

- G-13.** RECOMMENDATION: Enter into a contract with the Amity Institute to act as a visa sponsor incoming candidates chosen from the Visiting Teachers Program in Spain.

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 \$15,000

FUND NAME/ACCOUNT: General Fund, 11-0000-2571-508100-000-000000-000-04-041

REQUISITION NUMBER: 11514775

RATIONALE: In an effort to build the pool of bilingual and biliterate teachers, the District is continuing to participate in a visiting teachers program offered by the Oklahoma State Department and the country of Spain. The District has received an invitation to interview a new cohort of biliterate teachers. These potential employees have education experience and, after successfully completing the hiring process and demonstrating competency in both languages, would be able to fill various immersion vacancies. The sponsorship fee would cover all costs associated with managing the process of securing immigration visas for the employee and any family members, to be handled by Amity Institute.

**G-14.** RECOMMENDATION: Correct the fund name and account number approved on the March 24, 2015 Agenda, item E-17, for the contract with Expo Square for the District's employee recognition and retirement event on April 30, 2015.

COST: Not to exceed \$35,000 (no change from the original agenda item)

FUND NAME/ACCOUNT: Education Service Center's Activity Fund #520

REQUISITION NUMBER: 21514215

RATIONALE: The incorrect fund name and account was entered inadvertently.

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

**G-15.** RECOMMENDATION: Approve contract for sale of the surplus lot at 68 North Lewis Avenue, site of the former Whittier School, to the buyer whose offer is most favorable to the District.

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: Proceeds from the sale will pay for any costs related to the closing of the property.

RATIONALE: Contracts for Purchase of Real Estate have been received from Quick Trip Corporation and Vintage Housing, Inc., each offering a purchase price of \$550,000.00. The surplus property committee reviewed both proposals and a community forum has been held.

**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>
Central High School/ Marching Band	Students: 30 Parents: 5 Staff: 3	A-State Battle of the Bands/White Hall, Arkansas	April 11-12, 2015	0	No Cost to the District
Carver Middle School	Students: 100 Parents: 8 Staff: 4	Thrill U Education Week and the Festival of Music @ World's of Fun. End of the school year trip that will have academic activities embedded throughout the course of the day/Kansas City, Missouri	May 8, 2015	1	Not to exceed \$20,000/Carver's SAF #559 and student scholarships.
Hale High School/ Boys Basketball Team	Students: 15 Parents: 0 Staff: 2	University of Arkansas Fort Smith Team Camp/Fort Smith, Arkansas	June 19-20, 2015	0	Not to exceed \$350/Hale's SAF #539

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

**SUPPORTING INFORMATION**

**CONSENT ITEM E-21**

**ROUTINE STAFFING ITEMS**

**ELECTIONS**

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Butcher, Richard	4/07/15	BG-10	\$ 21,030.00	Manager of Business Intelligence-ESC/ Information Services Rate: \$90,000.00
Fadness, Stephanie	3/09/15 5/26/15	B-0	9,346.59	Teacher-Hawthorne/ Grade 5 Rate: \$32,900.00
Griffith, Catherine	3/23/15 5/26/15	M-1	8,786.76	Teacher-Hale/English Rate: \$34,366.00
Rasmus, Gary	3/10/15 6/09/15	M-0	5,112.69	Teacher-Chouteau/ELD Half-Time Rate: \$16,978.00
Yevtushenko, Maria	3/01/15 5/26/15	B-12	11,449.00	Teacher-Edison/Russian Rate: \$38,020.00
<b>Support (Hourly):</b>				
Barnett, Kelsey	3/10/15 5/22/15	MT-6	\$ 13.30	Bus Driver Return from leave
Burks, Kristen	3/02/15 5/22/15	IS-3	9.35	Teacher Assistant (TA)- Bell
Cranick, Ronald	3/23/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Davis, Cheniequa	3/24/15 5/22/15	MT-6	10.72	Bus Driver Trainee
Gilliland, Nancy	3/23/15 5/22/15	MT-6	11.38	Bus Driver Trainee Former Employee (f.e.)

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Penn, Glencia	4/06/15 5/28/15	CA-5	\$ 10.70	Health Assistant- Patrick Henry
Shenefield, Kent	3/30/15 5/22/15	MT-3	10.72	Bus Driver Trainee
Smith, Adrian	3/23/15 5/22/15	MT-4	9.77	Bus Driver Trainee
Tohkubbi, Mary	3/16/15 5/22/15	MT-1	8.87	Child Nutrition Services (CNS) Assistant- Hale Jr. High Return from leave
Warren, Dana	3/23/15 5/22/15	IS-3	9.35	TA-McLain
<b><u>Rescind:</u></b>				
Monroe, LaQuinto	4/09/14 5/28/14	TS-3	12.00	Campus Security Officer- ESC/Campus Police

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Bevan, Karen	Teacher-Disney/ ELD M-13	1/05/15	\$ 40,286.00	\$ 20,957.00	M30-13 Rate: \$41,914.00
Bozone, Sarah	Executive Secretary-ESC/ Chief of Staff CA-15 2-CI	4/07/15 6/30/15	23.25	24.81	Executive Secretary, Deputy Clerk of the Board-ESC/Office of the Superintendent CA-16 2-CI
Chavez, Mary	Teacher- Carnegie/ Grade 3 B-16	8/14/14	40,800.00	42,220.00	Credit for Experience B-17

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Crooks, Alexandra	Paraprofessional -Tulsa Met High IS-6	2/27/15 5/26/15	10.81/hr.	10,094.32/yr.  504.72	Teacher-Tulsa Met High/Science Rate: \$32,900.00 Alternative Education Rate: \$1,645.00
Duncan, Roberto	Teacher-McLain Jr. High/Special Education M-4	9/23/15	\$ 35,576.00  1,778.80	\$ 30,456.95  1,522.85	Credit for Experience M-5 Rate: \$35,976.00 Special Education Rate: \$1,798.80
Frank, Patty	CNS Manager A- Monroe BG-A	4/16/15	17,759.00	4.029.07	CNS Manager B – Lindbergh BG-B Rate: \$19,800.00
Gibson-Johnson, Evelyn	Teacher- Chouteau/ Grade 3 B-9	3/10/15	36,800.00	11,417.89	M-9 Rate: \$37,916.00
Gist, Adam	Teacher-Edison/ Social Studies M30-12	1/05/15	41,114.00	21,362.50	M60-12 Rate: \$42,725.00
Griffin, Regina	CNS Manager – Key BG-B	3/16/15	21,598.00	5,274.49	CNS Traveling Manager-Child Nutrition BG-A Rate: \$19,338.00
Jackson, Dwight	Assistant Police Chief-ESC/ Campus Police BG-5	3/25/15	51,632.00	16,645.82	Deputy Police Chief- ESC/Campus Police BG-8 Rate: \$62,500.00
Janzen, Bettie	Teacher- Jackson/Grade 3 M-14	8/18/14	41,206.00	41,736.27	Credit for Experience M-15
Johnson, Ashley	Teacher- Remington/ Grade 5 B-1	8/14/14	32,900.00	33,300.00	Credit for Experience B-2

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Lebak, Tamara	Instructional Coach-Wilson/ Academic Services M-5	2/18/15	35,946.00  3,270.55	13,034.66  3,475.91	M60-5 Rate: \$38,235.00 Additional days
McDaniel, Wendy	Teacher- Thoreau/ Reading M-9	8/18/14	\$ 36,800.00	\$ 38,326.00	Credit for Experience M-10
Pano, Katarina	Teacher-Monroe/ ELD, Gifted and Talented B-0	10/16/14	32,900.00	24,975.00	B-1 Rate: \$33,300.00
Schmitz, Margaret	Teacher- Columbus/Gifted and Talented B-2	1/05/15	33,700.00	17,388.00	M-2 Rate: \$34,776.00
Troglin, Samuel	Security Systems Manager-ESC/ Campus Police BG-5	3/25/15	44,568.00	13,844.02	Security Systems Manager-ESC/ Campus Police BG-6 Rate: \$51,980.00
Wicks, Matthew	Deputy Police Chief-ESC/ Campus Police BG-5	3/25/15	42,000.00	15,580.50	Deputy Police Chief- ESC/Campus Police BG-8 Rate: \$58,500.00
Yountz, Catherine	Teacher-Bell/ Grade 2 M-0	8/14/14	33,956.00	34,366.00	Credit for Experience M-1

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Support (Hourly):</b>					
Cranick, Ronald	Bus Driver Trainee MT-4	3/23/15 5/22/15	\$ 9.77	\$ 10.72	Bus Driver MT-6
Hutchins, Cynthia	Bus Driver Trainee MT-4	2/11/15 5/22/15	9.77	10.72	Bus Driver MT-6
Knickerbocker, Jason	Bus Driver Trainee MT-4	11/19/14 5/22/15	9.77	10.72	Bus Driver MT-6
Lewis, Camille	CNS Cook II – Penn MT-3 6.5hrs/day	2/20/15 6/30/15	\$ 9.58	\$ 9.58	CNS Cook II – ESC/Child Nutrition MT-3 8hrs/day
Scyfore, Brittney	Paraprofessional- Shadow Mountain IS-6	3/11/15 5/22/15	13.02	14.32	ED Paraprofessional- Shadow Mountain IS-10
Smith, Adrian	Bus Driver Trainee MT-4	3/23/15 5/22/15	9.77	10.72	Bus Driver MT-6
Vasquez, Jorge	Bus Driver MT-6 6hrs/day	3/16/15 5/22/15	11.21 .30	11.21 .30	8hrs/day Special needs

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT

Name	Effective Date	Site	Special Assignment	Amount
<b>Certificated/Administrative:</b>				
Michel, Carment	8/14/14	Cooper	Translator - Certified	\$ 720.00
	8/14/14	Cooper	Interpreter - Certified	720.00
Laney, Jennifer	12/16/14	Fine Arts Department	Fine Arts District Chair - HS Art	1,045.76
Benson, John	9/03/14	MacArthur	Interpreter - Certified	667.00
Beckman, Amanda	3/09/15	Mayo	Team Leader	131.00
	3/09/15	Mayo	Lead Teacher	533.00
Pape, Rachel	3/09/15	Mayo	Team Leader	131.00
	3/09/15	Mayo	Lead Teacher	533.00
Bustinza, Alejandra	8/14/14	McKinley	Interpreter - Certified	720.00
	8/14/14	McKinley	Translator - Certified	720.00
Jantz, Andrea	8/14/14	McKinley	Interpreter - Certified	720.00
	8/14/14	McKinley	Translator - Certified	720.00
Stufflebeam, Mary	12/01/14	McLain 7th Gr	Building Site Test Coord.	1,125.00
Lowe, John	2/16/15	Rogers HS	Instrumental Music - HS	2,166.00
	2/16/15	Rogers HS	Site Asset Mgr - HS Music	170.00
	2/16/15	Rogers JH	Instrumental Music - MS	390.00
<b>Support:</b>				
Hart, Jessica	2/12/15	Carver MS	Interpreter - Hourly	\$ .50/hour
	2/12/15	Carver MS	Translator - Hourly	.50/hour
Morrison, Tommi	1/28/15	Hale JH	Interpreter - Hourly	.50/hour
	1/28/15	Hale JH	Translator - Hourly	.50/hour

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
Plascencia-Alvarez, Epigmenio	2/20/15	McKinley	Interpreter - Hourly	\$ .50/hour
	2/20/15	McKinley	Translator - Hourly	.50/hour
Cordoba, Myra	3/25/15	McKinley	Interpreter - Hourly	.50/hour
	3/25/15	McKinley	Translator - Hourly	.50/hour
Molina, Ruby	3/25/15	McKinley	Interpreter - Hourly	.50/hour
	3/25/15	McKinley	Translator - Hourly	.50/hour
Goodman, Nathaniel	1/01/15	Monroe	Academic Bowl Coach - MS	289.00
Jones, Brian	3/02/15	Monroe	Breakfast Program Supervisor	452.00
Espinoza, Maria	2/12/15	Penn	Interpreter - Hourly	.50/hour
Bolivar, Jonathan	2/12/15	Springdale	Interpreter - Hourly	.50/hour
	2/12/15	Springdale	Translator - Hourly	.50/hour
Rojas, Luz	2/12/15	Springdale	Interpreter - Hourly	.50/hour



LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
<b>Certificated/Administrative:</b>			
Carey, Douglas	2/27/15	Teacher-Memorial Jr. High/English	Personal illness
Coman, Judith	1/05/15	Teacher-Shadow Mountain/ Special Education	Personal illness
Hernandez, Susana	1/08/15	Teacher-Salk/ELD	Personal illness
Medina, Sherri	11/17/14	Teacher-Wright/ Grade 5	Maternity
Zuniga, Haven	3/09/15	Teacher-Cooper/ Grade 2	Maternity
<b>Support (Hourly):</b>			
Behnke, Wendi	3/23/15	CNS Assistant-Owen	Maternity
Francis, Candice	3/12/15	Paraprofessional-Burroughs	Personal illness
Martinez-Reyes, Jesus	3/03/15	Grounds Journey person- Maintenance	Worker's Comp
Taylor, Edwina	2/27/15	Clerk-Washington	Personal illness
Thompson, Akilah	3/01/15	Bus Driver	Personal illness

## RETIREMENTS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Barnett, Linda	6/01/15	Teacher-Wright/Grade 2
Brown-Dugger, Leigh Ann	6/30/15	Teacher-Salk/Special Education
Clark, Barbara	6/30/15	Teacher-Lee/Grade 5
DeVerges, Stephanie	6/01/15	Teacher-Carnegie/P.E.
Gill, Heidi	6/30/15	Teacher-Edison/Science
Howard, George	6/01/15	Teacher-David L. Moss/Alternative Education
Isam, Carol	6/30/15	Teacher-Key/Kindergarten
Kievit, Kathryn	6/01/15	Teacher-Hamilton/Grade 3
Moschovidis, Maureen	6/01/15	Teacher-Carnegie/Kindergarten
Murdock, Tracy	6/01/15	Teacher-McClure/Grade 6
Peters, Anthony	6/01/15	Teacher-Hale/History
Reichmuth, Kathleen	6/30/15	Counselor-Eugene Field
Ross, Sherry	6/01/15	Teacher-Hamilton/Grade 2
Sinan, Rami	6/01/15	Teacher-Math/Hale Jr. High
Tart, Lynetta	6/01/15	Teacher-Hale Jr. High/Career Tech
Williamson, Verda	6/30/15	Teacher-Kerr/Music

RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Hutson, Betsy	6/01/15	Teacher-McClure/Grade 2
Janzen, Bettie	6/01/15	Teacher-Jackson/Grade 4
McArthur, Mary	6/01/15	Teacher-Skelly/Special Education
Richardson, Cassidy	6/01/15	Teacher-Mitchell/Grade 1
Sheets, Leslie	6/01/15	Teacher-East Central Jr. High/Spanish
Stassel, Christie	6/30/15	Teacher-Webster/ELA
Wood, Logan	6/01/15	Teacher-Jackson/Grade 5
<b>Support (Hourly):</b>		
Al-Adhami, Roula	3/09/15	Bus Driver
Coleman, JoAnn	5/21/15	TA-Penn
Fitzgerald, Latisha	2/11/15	CNS Assistant-Columbus
Hightower, Aubriana	3/13/15	Autism Paraprofessional-Bell
Jones, Marico	3/23/15	TA-Carver
Livingstone, Lynetta	8/22/14	Paraprofessional-Marshall
Nelson, Maria	3/08/15	Clerk-Memorial
Nickols, Vanessa	3/06/15	MD Paraprofessional-Memorial
Powell, Kristi	11/20/14	Paraprofessional-Cooper
Swank, Frank	3/12/15	Bus Driver
Taylor, John	3/16/15	Bus Driver Trainee

SUBSTITUTE AND TEMPORARY ELECTIONS

Access Tester

Diggs, Lois  
Ham, Susan  
Whisenhunt, Teresa

CNS

Byrd, Starla

Adjunct Teacher

McLain – 13-11-000-1000-501000-100-330000-201-07-715

Michael Green, Instrumental Music Assistant @ \$962, March 23 2015 to May 25, 2015

**SUPPORTING INFORMATION**

**INFORMATION ITEM G-11**

**POSITION CREATIONS/DELETIONS**

**Delete:**

Position	Salary/Grade	Duties
<p><b>Assistant to the Director of Special Education, Elementary-ESC/ Special Education</b></p> <p><i>Annual Budget Impact:</i>                      \$ 52,500 min. –                      \$ 78,700 max.</p>	<p>EG-4 12 Months</p>	<p>Serve as a liaison between the Department of Special Education and the elementary school teams, under the supervision of the Director of Special Education. Ensure that special education services provided within the District are of the highest quality and in compliance with all applicable district, state and federal IDEA/504 requirements.</p>

*Funding Source:*  
 11-6210-2330-51110-239-  
 000000-109-05-066-6210

**Delete:**

Position	Salary/Grade	Duties
<p><b>Assistant to the Director of Special Education, Secondary-ESC/ Special Education</b></p> <p><i>Annual Budget Impact:</i>                      \$ 52,500 min. –                      \$ 78,700 max.</p>	<p>EG-4 12 Months</p>	<p>Serve as a liaison between the Department of Special Education and the secondary school teams, under the supervision of the Director of Special Education. Ensure that special education services provided within the District are of the highest quality and in compliance with all applicable district, state and federal IDEA/504 requirements.</p>

*Funding Source:*  
 11-6210-2330-51110-239-  
 000000-109-05-066-6210