



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, February 1, 2016**, 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 Edison Preparatory School JROTC under the instruction of Major Paul Clark.
- 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 meeting of the Board of Education.

Regular Meeting
January 19, 2016

Special Meetings
December 16, 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 regularly scheduled meeting of the Board of Education will be held on Tuesday, February 16, 2016, at 6:30 p.m. in the Cheryl Selman Room at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

O. Motion and vote to adjourn.

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.

CHIEF OF STAFF

E-1. RECOMMENDATION: Approve routine 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 Glenpool Conference Center, Glenpool, Oklahoma, to host Webster High School's senior prom on April 8, 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 \$1,581

FUND NAME/ACCOUNT: Webster's School Activity Fund #861

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

E-3. RECOMMENDATION: Enter into a contract with the Doubletree Hotel Warren Place, Tulsa, Oklahoma, to host Edison Preparatory School's senior breakfast on May 18, 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 \$13,000

FUND NAME/ACCOUNT: Edison's School Activity Fund #861

RATIONALE: The senior breakfast is an annual event for the senior class at Edison Preparatory School attended by students and families to celebrate the end of the students' senior year in high school. This event has provided students with the opportunity to become involved with event planning, organization and teamwork skills.

E-4. RECOMMENDATION: Enter into a memorandum of understanding with The Parent Child Center of Tulsa, Inc. (PCCT) for the purpose of providing the Kids on the Block program for students in kindergarten through sixth grade during the 2015-2016 school year.

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

COST: No cost to the district

REQUISITION NUMBER: 41301469

RATIONALE: The Parent Child Center of Tulsa, Inc. will provide the Kids on the Block puppet education program and training to kindergarten through sixth-grade students regarding awareness on topics such as bullying, physical and sexual abuse, stranger danger, divorce issues and conflict resolutions.

FINANCIAL SERVICES

E-5. RECOMMENDATION: Approve the January 15 - 28, 2016, New Encumbrances and Encumbrance Changes Report.

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

Bond Projects and Energy Management

E-6. RECOMMENDATION: Enter into a unit-price contract with Fadco, Tulsa, Oklahoma, the lowest responsible bidder, for millwork at Central High School, Marshall Elementary School, McClure Elementary School, Lindbergh Elementary School, Celia Clinton Elementary School, the Roosevelt facility and other sites on an as-needed 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 exceed \$1,000,000. Individual purchase orders will be issued on an as-needed basis. This is a five-year contract renewed on a yearly basis.

RATIONALE: New millwork is part of the new construction and renovations in the 2015 bond issue.

E-7. RECOMMENDATION: Amend item E-9 of the January 4, 2016, agenda, to correct the amount of the guaranteed maximum price from \$1,975,095 to \$3,106,000 with KM Shillingford for the HVAC upgrades at Marshall Elementary School.

COST: Not to exceed \$3,106,000

FUND NAME/ACCOUNT: Library Bond Funds, 32-1522-4720-504500-000-000000-000-12-310 (\$177,974.15), and 34-1522-4720-504500-000-000000-000-12-310 (\$72,025.85). The remaining balance of \$2,856,000 is contingent upon the 2016A bond sale.

REQUISITION NUMBER: 11608750

RATIONALE: The amount was inadvertently entered incorrectly.

HUMAN CAPITAL

E-8. RECOMMENDATION: Approve routine staffing items.

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

E-9. RECOMMENDATION: Amend the agreement with Total Wellness, LLC, Oklahoma City, Oklahoma, approved on the September 8, 2015, agenda, item E-26, allowing Total Wellness to offer voluntary free health screenings and to add additional service for Tulsa Public Schools' employees at various district locations.

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: In addition to voluntary free health screenings offered to Tulsa Public Schools' employees, this amendment will allow Total Wellness to offer limited voluntary vaccinations (some at a small cost to the employee).

F. ACTION AGENDA - Motion and vote on each recommendation

HUMAN CAPITAL

F-1. RECOMMENDATION: Pay certified staff (to be named) who have received National Board Certification (NBC) and meet all eligibility requirements but are currently holding non-teaching positions an annual bonus based on funds provided by the district and subject to lawful withholdings.

COST: Not to exceed \$100,000

FUND NAME/ACCOUNT: General Fund, 11-0312-xxxx-501700-xxx-xxxxxx-201-07-xxx

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

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

COST: To be determined once final budget reductions are received from the State Department of Education.

RATIONALE: The Internal Revenue Service regulations require that the money be paid through individual districts. Final cost to the district will be determined after notification of final budget reductions from the State Department of Education, and it will be reflected on the action agenda prior to approval by the Board.

SUPERINTENDENT OF SCHOOLS

F-3. RECOMMENDATION: Endorse the Tulsa Metro Chamber's 2016 OneVoice Regional Legislative Agenda, which includes educational support at both the state and federal levels.

G. INFORMATION AGENDA

CHIEF OF STAFF

- G-1.** RECOMMENDATION: Revise School Board policies as listed.
5201 - Purchasing
5202 - Solicitation Requirements

RATIONALE: The updating of policy 5201 includes updating position title and updating the responsibility of the Director of Materials Management. The revision of 5202 serves to edit emergency procedures and adds adherence to federal law. It also includes the updating of purchasing dollar thresholds to align operating procedures with the new Uniform Grant Guidance as well as neighboring districts.

- G-2.** RECOMMENDATION: Enter into contracts/agreements with the following companies to provide services for Memorial High School's annual senior prom on April 30, 2016. Expenses (based on approximately 120 attendees) include but are not limited to the following:
- | | |
|--------------------------------|-----------|
| Meadowbrook Country Club | \$3755.20 |
| Disc Jockey (to be determined) | \$ 600.00 |
| Securitas (TPS Security) | \$ 220.00 |

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

COST: Not to exceed \$10,000

FUND NAME/ACCOUNT: Memorial's School Activity Fund #866

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

- G-3.** RECOMMENDATION: Enter into a contract with the Tulsa Zoo, Tulsa, Oklahoma, to host Central High School's senior prom on May 7, 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 \$6,000

FUND NAME/ACCOUNT: Central's School Activity Fund #861

RATIONALE: The senior prom is a tradition at Central High School. The class comes together in an elegant setting to celebrate and promote school spirit.

- G-4.** RECOMMENDATION: Enter into an agreement with Franklin Covey Client Sales, Inc., Salt Lake City, Utah, to provide "The Leader in Me" coaching program for Hoover Elementary School during the 2015-2016 school year.

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

COST: Not to exceed \$5,500

FUND NAME/ACCOUNT: Title I, 11-5118-2213-503200-494-000000-000-05-215-5118

REQUISITION NUMBER: 11609353

RATIONALE: "The Leader in Me" is a schoolwide model structured to increase teacher effectiveness, student engagement and academic achievement while preparing students to be leaders.

- G-5.** RECOMMENDATION: Enter into a sub-contract agreement with Communities in Schools of Mid-America, Inc. (CISMidAm); National Women's Law Center (NWLC) to provide consultation and training to secondary school sites on the issues of Title IX and pregnant and/or parenting students February 17, 2016, through June 30, 2018.

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: CISMidAm shall pay a fee of \$17,000 to NWLC for Services to be provided to the district pursuant to this agreement. Tulsa Public Schools is responsible for overseeing the services and reporting any issues or concerns with the services provided by NWLC to CISMidAm. The district has no financial obligation under the items of this agreement to CISMidAm or NWLC.

REQUISITION NUMBER: 41301477

RATIONALE: CISMidAm has a donor wishing to provide funding for NWLC to provide consultation and training to secondary sites to ensure the district is following Title IX regulations and to understand how it applies to pregnant/parenting teens. CISMidAm will provide districtwide training to

secondary site staff, create appropriate guidelines at each school site level as necessary, provide support to change the customs and standards of pregnant/parenting teen students and conduct one site visit to the district. The services provided pursuant to this agreement are advisory only. Tulsa Public Schools is not forming an attorney-client relationship with NWLC or its attorneys.

- G-6.** RECOMMENDATION: Enter into an agreement with Rank One Sport, LP to provide the license and use of the Athletic Management System software for district administration and staff during the 2015-2016 school year.

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

COST: Not to exceed \$3,000

FUND NAME/ACCOUNT: General Fund/11-0000-2132-503360-000-000000-000-16-068

REQUISITION NUMBER: 11606545

RATIONALE: This system will increase compliance, simplify collection of athletic forms, increase accountability, reduce risk of lost information and increase the protection of confidentiality on protected health and personal information. It will also reduce copying and duplication costs and paper usage as much will be eliminated by going to an electronic system. This system will also improve communication between coaches and athletic administration on student paperwork as well as between coaches and parents. Athletic schedules can be coordinated and venue conflicts can be identified quicker and easier. This program will also be able to archive records and speed retrieval of medical records as needed.

- G-7.** RECOMMENDATION: Enter into an individualized education plan (IEP) service agreement with Catoosa Public Schools to provide a free appropriate public education (FAPE) for certain students for whom they are unable to do so.

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: 41301486

RATIONALE: An IEP service agreement between two districts is entered into when the student's resident district is unable to provide FAPE. The resident district maintains all legal, financial and transportation obligations for their student and pays tuition to the receiving district. The student is counted on the resident district's child count and the resident district receives average daily attendance for the student. The receiving district will invite the resident district to all meetings regarding the provision of FAPE for the student.

- G-8.** RECOMMENDATION: Enter into a contract with Kimberly Lewis, Mount Airy, Maryland, a leading expert in special education services, to provide technical assistance in implementing recommendations from the most recent special education program review, February 17 - 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 \$175,000

FUND NAME/ACCOUNT: Civic Donor funds, 11-0224-2340-503200-000-000000-000-05-091-0224

REQUISITION NUMBER: 11609478

RATIONALE: Under this contract Kim Lewis will provide technical assistance and consultation services to district staff to support the implementation of recommendations from the most recent special education program review. These recommendations are designed to realize improvements in special education programming and guidance to schools and services to students. The recommendations are designed to be implemented in a phased approach. This 18-month contract will be presented to the Board for an extension of services for the 2016-2017 school year with no additional cost to the district.

- G-9.** RECOMMENDATION: Enter into a contract with Visionary Solutions, LLC, principal Tisha Edwards, Baltimore, Maryland, to provide technical assistance related to improving discipline and student support services, February 17 - 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 \$113,400

FUND NAME/ACCOUNT: Civic Donor fund, 11-0224-2340-503200-000-000000-000-05-091-0224

REQUISITION NUMBER: 11609479

RATIONALE: Under this 18-month contract Visionary Solutions will provide the district and specifically the Office of Family and Student Support Services with technical assistance to implement recommendations put forth in a recent program review of discipline and student support services. These recommendations are designed to realize reforms in student discipline and improved school culture and climate for Tulsa Public Schools. The recommendations are designed to be implemented in a phased approach. The technical assistance will focus building the district's capacity and infrastructure to support schools. This contract will be presented to the Board for an extension of services for the 2016-2017 school year with no additional cost to the district.

FINANCIAL SERVICES

- G-10.** RECOMMENDATION: Approve sanctioning of the Columbus Elementary School parent/teacher association (PTA) in accordance with Board Policy 5707 for the 2015-2016 fiscal year.

RATIONALE: Sanctioned status provides an organization exemption from the statutory controls relating to school activity funds found in the Oklahoma School Code. The Board may sanction associations and clubs that advance the education objectives of the district and are beneficial to students under the guidelines established in Board Policy 5707. This organization has submitted the required information in support of the application.

Bond Projects and Energy Management

- G-11.** RECOMMENDATION: Enter into a contract with the lowest responsible bidder for the HVAC upgrades at Lindbergh Elementary School.

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

COST: The bid process for the award has not been finalized. Final information on the amount and awardee will be included when the item is on the consent agenda.

RATIONALE: The HVAC renovation is part of the 2015 bond issue.

G-12. RECOMMENDATION: Enter into a contract with the lowest responsible bidder for drainage improvements at Dual Language Academy.

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

RATIONALE: The drainage improvements will eliminate flooding that occurs on the sidewalks, parking lot and playground each time it rains.

G-13. RECOMMENDATION: Approve the following program relocations due to the move and expansion of Tulsa School of Arts and Sciences to the Roosevelt site.

Project ACCEPT from the Roosevelt site to the Lombard site.
Phoenix Rising from the Lombard site to the former Sequoyah site.
Indian Education from the Roosevelt site to the Grant building.
Before- and after-care from the Grant building to the Enrollment Center.

COST: Not to exceed \$60,000

FUND NAME/ACCOUNT: Facilities Bond Fund, 36-1210-4720-504500-000-000000-000-12-037

REQUISITION NUMBER: 11609473

RATIONALE: The relocation of Tulsa School of Arts and Sciences to Roosevelt allows the program to expand but necessitates moving Project ACCEPT and Indian Education to different sites.

G-14. RECOMMENDATION: Enter into a contract with the lowest responsible bidder for drainage improvements at Washington 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 bid process for the award has not been finalized. Final information on the amount and awardee will be included when the item is on the consent agenda.

RATIONALE: The new drainage system will eliminate flooding that occurs on the sidewalks, parking lots and athletic fields between Washington High School and KIPP Tulsa College Preparatory each time it rains.

G-15. RECOMMENDATION: Approve a resolution fixing the amount of Building Bonds, Series 2016A to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of the District's Building Bonds, Series 2016A.

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 sale of bonds approved as part of the 2015 voter referendum will allow the District to proceed with projects as outlined in the District's Bond Book. The resolution authorizes the issuance of: \$7,500,000 in building bonds (Proposition No. 1). The 2016A Bonds in the aggregate amount of \$7,500,000 would be sold on March 21, 2016 and approved/awarded at the Board's March 21, 2016 meeting, with proceeds made available to the District on or about May 10, 2016. Upon issuance of these bonds, there would be \$397,500,000 in bonds remaining to be sold from the 2015 authorization.

G-16. RECOMMENDATION: Approve an agreement for registrar and paying agent services with BOKF, NA on the District's Building Bonds, Series 2016A.

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

RATIONALE: A registrar and paying agent is necessary to properly administrate the sale and receipt of bond funds. BOKF, NA has served as the District's Registrar and Paying Agent for all past bond programs with excellent results.

G-17. RECOMMENDATION: Approve an agreement with Hilborne & Weidman, P.C. to serve as Bond Counsel on the District's Building Bonds, Series 2016A.

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 District engages experts for these services in connection with bond issuing to ensure compliance with all rules and regulations governing the sale of bonds. The use of bond counsel is necessary to prepare the required documentation for a bond sale in a correct manner and provide a legal opinion to the purchaser of the bonds regarding the tax-exempt nature of the obligations.

HUMAN CAPITAL

- G-18.** RECOMMENDATION: Renew the contract with Teach For America (TFA) to supply the district with up to 60 teachers for the 2016-2017 school year and continue providing professional development for the returning second-year TFA teachers.

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

COST: Not to exceed \$4,000 per year per new and returning teacher (not to exceed \$560,000)

FUND NAME/ACCOUNT: Title II, 11-5410-2571-503100-000-000000-000-05-041-5410 (recruitment - \$240,000) and 11-5410-2213-503600-000-000000-000-05-041-5410 (professional development - \$320,000)

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

INFORMATION AND OPERATIONS

- G-19.** RECOMMENDATION: Increase the contract with EQ - The Environmental Quality Company, Livonia, Michigan, approved on July 20, 2015, for removal and disposal of hazardous waste, obsolete chemicals and old specimens from school science labs.

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

COST: Not to exceed \$12,000 (an increase of \$6,000)

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

REQUISITION NUMBER: 11608851

RATIONALE: More material was identified as potentially hazardous during collection of chemicals than was originally inventoried. Science projects can result in materials that need proper disposal which must be conducted in a safe manner in compliance with state and federal laws. This contract allows the district to achieve that goal by properly disposing of chemicals and other hazardous waste from science rooms in the schools.

- G-20.** RECOMMENDATION: Purchase qualified elevator inspector services for the 2015-2016 school year from ATIS Elevator, St. Louis, Missouri, the most responsive and responsible offeror in accordance with the terms and conditions of the request for proposal (RFP).

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 \$8,000.

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

REQUISITION NUMBER: 11608860

RATIONALE: The state requires all elevators and lifts to be inspected annually by an elevator inspector licensed by the state of Oklahoma. This contract allows for inspection and testing of elevators and lifts to confirm the equipment meets code as well as safety devices functioning as required.

- G-21.** RECOMMENDATION: Purchase a black and white production unit from Ricoh USA, Inc., for the Print Center in accordance with the terms and conditions as set forth in the request for proposal.

COST: Not to exceed \$115,900.

FUND NAME/ACCOUNT: Technology Bond Fund, 33-1178-2580-507330-000-000000-000-02-026

REQUISITION NUMBER: 11606581

RATIONALE: The Print Center workload has doubled since Ricoh was awarded the contract in 2013. The addition of a second black and white production unit will improve the quality of Print Center services by increasing job capacity. This will allow sites to shift volume printing from site multi-function devices to the Print Center, thereby reducing costs.

G-22. RECOMMENDATION: Purchase additional cold storage services from United Cold Storage, Inc., Tulsa, Oklahoma, to provide off-site storage of overflow frozen foods for the Child Nutrition program.

COST: Not to exceed \$33,000 (an increase of \$8,100)

FUND NAME/ACCOUNT: Child Nutrition Repairs and Maintenance Contracts,
22-3850-3140-504302-700-000000-000-03-053

REQUISITION NUMBER: 11609364

RATIONALE: Off-site storage is used to supplement the district's cold storage capacity. Frozen foods were received earlier this year than in previous years and also reflect minimum ship requirements from a variety of vendors. Current frozen inventory reflects menu items through April 2016.

SUPPORTING INFORMATION

CONSENT ITEM E-1

ROUTINE SECONDARY FIELD TRIPS

| SCHOOL/ PARTICIPANTS | NUMBER OF STUDENTS/ PARENTS/ STAFF | PURPOSE OF TRAVEL AND LOCATION | TRAVEL DATES | NUMBER SCHOOL DAYS MISSED | TRAVEL COST AND FUNDING SOURCE |
|---------------------------------------|---|---|---------------------------------|--|---|
| Washington High School/Pom Dancers | Students: 17 Parents: 0 Staff: 2 | To participate in the National Dance Association (UDA) National Competition at Universal Studios/Orlando, Florida | February 25-March 1, 2016 | 4 | No cost to the District. BTW Pom Booster Club will cover all expenses. |

SUPPORTING INFORMATION

CONSENT ITEM E-8

ROUTINE STAFFING ITEMS

ELECTIONS

| <u>Name</u> | <u>Effective Date</u> | <u>Degree/ Step</u> | <u>Contract Amount</u> | <u>Assignment</u> |
|-------------------------------------|-----------------------|---------------------|------------------------|---|
| Certificated/Administrative: | | | | |
| Aycock, Anita | 1/07/16 | M-30 | \$ 28,486.00 | Teacher-Eliot/ Grade 1 Rate: \$56,936.00 Return from leave |
| Beckman, Amanda | 1/11/16 | B-9 | 17,981.82 | Teacher-Mayo/Pre-K Rate: \$36,800.00 Return from leave |
| Drever, Jennifer | 1/04/16 | B-9 | 19,027.27 | Teacher-Eliot/ Grade 3 Rate: \$36,800.00 Return from leave |
| Gilley, David | 1/13/16 5/26/16 | M60-0 | 17,184.20 | Teacher-Hale/ English Rate: \$36,005.00 |
| Henderson, Charles | 1/04/16 | M-9 | 19,604.30 | Teacher-Clinton/ Alternative Education Rate: \$37,916.00 Return from leave |
| Jones, Amy | 1/04/16 | M30-12 | 21,257.81 | Librarian-Central Jr. High Rate: \$41,114.00 Return from leave |
| Maxwell, Joshua | 1/19/16 6/30/16 | BG-6 | 22,500.00 | Communications Specialist-Wilson/ Academic Services Rate: \$50,000.00 |
| Mendenhall, Ginger | 1/14/16 | D-21 | 25,680.03 | Teacher-Tulsa Met/ Alternative Education Rate: \$54,454.05 Return from leave |

ELECTIONS - Continued

| Name | Effective Date | Degree/ Step | Contract Amount | Assignment |
|--------------------------|--------------------|--------------|-----------------|--|
| Nein, John | 1/09/16 | NS | \$ 29,859.97 | JROTC Instructor- East Central Rate: \$63,636.00 Return from leave |
| Patterson, Jennifer | 1/04/16 5/26/16 | M-0 | 17,556.79 | Teacher-McLain/Math Rate: \$33,956.00 |
| Roloff, Marilyn | 1/04/16 5/26/16 | B-9 | 19,027.27 | Teacher-McLain/Math Rate: \$36,800.00 |
| Saner, Krystal | 1/15/16 | M-1 | 16,011.43 | Teacher-Celia Clinton/ Kindergarten Rate: \$34,366.00 Return from leave |
| Thomas, Natasha | 1/04/16 | B-0 | 17,010.80 | Teacher-Cooper/ Kindergarten Rate: \$32,900.00 Return from leave |
| Thompson, Shawn | 1/15/16 5/26/16 | B-5 | 16,260.23 | Teacher-Hale/English Rate: \$34,900.00 |
| Support (Hourly): | | | | |
| Anderson, Tanisha | 1/11/16 5/24/16 | IS-3 | \$ 9.76 | Teacher Assistant (TA)- Penn |
| Bates, Abbey | 1/18/16 5/25/16 | MT-1 | 9.03 | Child Nutrition Services (CNS) Assistant-Bell |
| Berens, Nicholaus | 1/04/16 5/24/16 | IS-6 | 11.21 | Paraprofessional-McLain |
| Bornet, Heidi | 1/19/16 5/24/16 | IS-6 | 12.46 | TA-Eisenhower |
| Burks, Melva | 1/18/16 5/24/16 | MT-1 | 10.53 | CNS Assistant-Eliot |
| Ciscernos-Basquez, Isela | 1/11/16 5/25/16 | CA-3 | 9.76 | Clerk-East Central |

ELECTIONS - Continued

| Name | Effective Date | Degree/ Step | Contract Amount | Assignment |
|-------------------------------|---------------------|--------------|-----------------|--|
| Compher, Carol | 1/04/16 5/24/16 | IS-10 | \$ 16.33 | MD Paraprofessional- Jackson Return from leave |
| Cooper, Calen | 1/04/16 6/30/16 | MT-8 | 11.74 | Grounds Journeyperson- Maintenance Return from leave |
| Crawford, Lincoln | 1/04/16 5/24/16 | MT-7 | 12.61 | Bus Driver Return from leave |
| Elueme, Joyce | 1/05/16 5/24/16 | IS-6 | 13.57 | TA-Marshall Return from leave |
| Flores, Maria | 1/11/16 6/30/16 | MT-3 | 9.35 .46 | Custodian-Patrick Henry Shift differential |
| Glenn, Sonya | 1/18/16 5/25/16 | MT-1 | 8.87 | CNS Assistant-Clinton |
| Gomez De Quintero, Fabiola | 1/04/16 6/30/16 | MT-3 | 9.88 | Custodian-Cooper Return from leave |
| Green, Glenda | 1/18/16 5/25/16 | MT-1 | 9.53 | CNS Assistant-MacArthur |
| Harmon, Berny | 1/06/16 5/24/16 | IS-3 | 9.35 | TA-Zarrow |
| Harris, Tennile | 1/18/16 5/25/16 | MT-1 | 9.03 | CNS Assistant- Academy Central |
| Harvey, Devon | 1/18/16 5/25/16 | MT-1 | 9.03 | CNS Assistant- Lewis and Clark |
| Herrera Flores, Sanjuanna | 12/21/15 6/30/16 | MT-3 | 9.35 .46 | Custodian- Lewis and Clark Shift differential |
| Horn, Brittani | 1/11/16 5/24/16 | IS-10 | 13.11 | Autism Paraprofessional- Kendall Whittier |
| Lamb, Julia | 1/18/16 5/25/16 | MT-1 | 10.03 | CNS Assistant-Edison |

ELECTIONS - Continued

| Name | Effective Date | Degree/ Step | Contract Amount | Assignment |
|-------------------------|--------------------|--------------|-----------------|--|
| Lamer, Richard | 1/06/16 5/24/16 | MT-7 | \$ 12.92 | Bus Driver Return from leave |
| Leithner, Christian | 1/18/16 5/25/16 | MT-1 | 9.03 | CNS Assistant-Rogers |
| Malik, Saima | 1/10/16 6/30/16 | CA-11 | 14.40 | Bookkeeper-Ross/ Child Nutrition Return from leave |
| McKenzie, David | 1/04/16 5/24/16 | IS-10 | 13.51 | Autism Paraprofessional- Salk Return from leave |
| Murray, Myrna | 1/18/16 5/25/16 | MT-1 | 8.87 | CNS Assistant-Salk |
| Myers, Lynette | 1/18/16 5/25/16 | MT-1 | 8.87 | CNS Assistant-Edison |
| Page, Evelyn | 1/15/16 5/24/16 | IS-6 | 10.81 | TA-Academy Central |
| Parra, Mairia | 1/18/16 5/25/16 | MT-1 | 9.03 | CNS Assistant-Rogers |
| Pressley, Jill | 1/04/16 5/24/16 | MT-7 | 13.13 | Bus Driver Return from leave |
| Requina, Stella | 1/18/16 5/25/16 | MT-1 | 8.87 | CNS Assistant- Mark Twain |
| Robertson, Brenda | 1/18/16 5/25/16 | MT-1 | 9.03 | CNS Assistant- Mark Twain |
| Robinson, Adolfo | 1/06/16 6/30/16 | MT-3 | 9.76 | Custodian-Edison |
| Robinson, Donna | 1/18/16 5/25/16 | MT-2 | 8.98 | CNS Cook I – Central |
| Rocha-Gusman, Magdalena | 1/12/16 5/24/16 | IS-3 | 9.35 | TA-Springdale |

ELECTIONS - Continued

| Name | Effective Date | Degree/ Step | Contract Amount | Assignment |
|-----------------|---------------------|--------------|-----------------|---|
| Salas, Gabriela | 12/01/15 5/25/16 | MT-1 | \$ 10.10 | CNS Assistant-Skelly Return from leave |
| Salomon, Anna | 12/04/15 5/25/16 | MT-1 | 8.87 | CNS Assistant-McLain |
| Scott, Latosha | 1/04/16 5/27/16 | CA-5 | 11.89 | Health Assistant-Edison Return from leave |
| Sharp, Judy | 1/18/16 5/25/16 | MT-1 | 8.87 | CNS Assistant-Burroughs |
| Sims, Rosa | 1/18/16 5/25/16 | MT-1 | 8.87 | CNS Assistant-Burroughs |
| Snider, Joshua | 1/04/16 6/30/16 | MT-5 | 11.51 | Assistant Head Custodian-Memorial Return from leave |

ADJUSTMENTS

| Name | Position Grade/Step (if applicable) | Effective Date | Present Contract | Proposed Contract | Reason |
|-------------------------------------|--|--------------------|-----------------------|-----------------------|---|
| Certificated/Administrative: | | | | | |
| Alston, John | Teacher- East Central/ Math B-0 | 8/14/15 5/26/16 | \$ 32,900.00 | \$ 34,900.00 | Credit for Experience B-5 |
| Blevins, Andrea | Counselor- Wright M-0 | 1/04/16 | 33,956.00 | 18,482.00 | M30-0 Rate: \$36,964.00 |
| Bustinza, Alejandra | Teacher- McKinley/ELD B-3 | 8/14/15 | 34,100.00 | 17,588.00 | M-3 Rate: \$35,176.00 |
| Davis, Joshua | Teacher-Owen/ Enrichment, P.E. M30-9 | 1/04/16 | 39,034.00 | 20,077.50 | M60-9 Rate: \$40,155.00 |
| Hart, Ebony | Teacher- Eugene Field/ Grade 6 M-7 | 8/14/15 | 36,796.00 | 37,406.00 1,839.80 | Teacher- Eugene Field/ Special Education |
| McCartney, Kara | CNS Traveling Manager-Ross BG-A | 1/16/16 5/26/16 | 18,652.00 | 17,608.17 | CNS Manager-Wright BG-B Rate: \$20,000.00 |
| Morris, Michelle | CNS Manager- Chouteau BG-A | 9/16/15 5/26/16 | 18,682.00 | 17,836.85 | CNS Manager- Central BG-B Rate: \$20,924.00 |
| Morris, Nathaniel | Dean-Hale High B-3 | 8/10/15 | 34,100.00 1,937.50 | 17,588.00 1,199.18 | M-3 Rate: \$35,176.00 Additional days Rate: \$1,998.64 |
| Newberry, Susan | Librarian- Monroe M-12 | 8/14/15 | 37,406.00 1,121.48 | 40,286.00 1,144.50 | M-13 Additional days |
| Nole, Barbara | Teacher- MacArthur/ Kindergarten B-19 | 1/04/16 | 43,930.00 | 22,465.00 | Add Career Increment Rate: \$44,930.00 |

ADJUSTMENTS - Continued

| Name | Position Grade/Step (if applicable) | Effective Date | Present Contract | Proposed Contract | Reason |
|------------------------------|--|--------------------|---|---|---|
| Thomas, Cathryn | Teacher- Patrick Henry, Dual Language/ Art M30-2 | 8/14/15 | \$ 35,384.00 | \$ 36,605.00 | M60-2 |
| Tuiolosega-Morse, Celesty | Teacher- Kendall Whittier/ Grade 3 B-0 | 8/14/15 | 32,900.00 | 34,000.00 | Credit for Experience B-5 |
| Young, Lori | Psychometrist- Enrollment Center/Special Education and Student Services B-24 | 1/04/16 | 44,653.00 2,232.65 529.89 | 25,819.18 1,290.96 556.09 | M-24 Rate: \$49,936.00 Special Education Rate: \$2,496.80 Additional days |
| Support (Hourly): | | | | | |
| Anderson, Debi | TA-Wright IS-3 | 8/18/15 5/24/16 | \$ 9.93 | \$ 10.82 | Credit for Education IS-6 |
| Barnett, Saneca | TA-Hamilton IS-3 | 1/05/16 5/24/16 | 9.91 | 13.11 | MD Paraprofessional- Hamilton IS-10 |
| Cullars, Sandra | CNS Assistant Manager-Edison MT-6 7.5hrs/day | 1/18/16 5/25/16 | 11.43 | 11.43 | 8hrs/day |
| Gamble, Jacqueline | Clerk-Cooper CA-3 3-CI | 1/06/16 6/01/16 | 14.38 | 15.80 | Principal's Secretary- Cooper CA-8 3-CI |
| Gutierrez, Maria | CNS Cook I – Kendall Whittier MT-2 7.5hrs/day | 1/18/16 5/25/16 | 10.06 | 10.06 | 6hrs/day |

ADJUSTMENTS - Continued

| Name | Position Grade/Step (if applicable) | Effective Date | Present Contract | Proposed Contract | Reason |
|-----------------------------|--|---------------------|---------------------|----------------------|--|
| Jerome, Robert | Police Officer- ESC/ Campus Police TS-9 195 days | 1/01/16 6/30/16 | \$ 16.62 | \$ 19.16 1.92 | Credit for Experience Shift differential 12 months |
| Johnson, Alyssa | TA-Owen IS-6 | 8/18/15 5/24/16 | 9.35 | 9.49 | Salary correction |
| Johnson, Ceaira | CNS Cook I – Lanier MT-2 6.5hrs/day | 1/04/16 5/25/16 | 9.64 | 10.31 | CNS Cook II – Lanier MT-3 7hrs/day |
| Lindsey, Shalyn | TA-McKinley IS-6 7hrs/day | 1/04/16 5/24/16 | 10.97 | 10.97 | 6hrs/day |
| Ponder, Calvin | CNS Cook I – College Bound Academy MT-2 | 1/18/16 5/25/16 | 9.66 | 10.33 | CNS Cook II – College Bound Academy MT-3 |
| Pressler, Lisa | CNS Assistant- ECDC Porter MT-1 | 1/18/16 5/25/16 | 9.03 | 10.68 | CNS Assistant Manager-Wright MT-6 |
| Ralston, Kathy | CNS Manager- Kerr BG-8 8hrs/day | 1/18/16 5/25/16 | 21,928.00/yr. | 11.21/hr. | CNS Assistant-Skelly MT-1 6hrs/day |
| Ramirez De Torres, Maria | Custodian- Lewis and Clark MT-3 | 12/18/15 6/30/16 | 9.49 .47 | 10.25 .76 | Custodian-ESC MT-5 Shift differential |
| Shoals, Lyndell | Police Officer- ESC/ Campus Police TS-9 12 months | 9/09/15 6/13/16 | 16.88 1.68 | 16.88 | 195 days Shift differential |
| Smith, Wendy | CNS Cook I – Washington MT-2 | 1/18/16 5/25/16 | 9.66 | 10.33 | CNS Cook II – Washington MT-3 |
| Stalnaker, Linda | CNS Assistant Manager-McLain MT-6 | 1/18/16 5/25/16 | 11.22 | 10.10 | CNS Assistant- Gilcrease MT-1 |

ADJUSTMENTS - Continued

| Name | Position Grade/Step (if applicable) | Effective Date | Present Contract | Proposed Contract | Reason |
|--------------------------|---|--------------------|---------------------|----------------------|--|
| Tow, Starla | CNS Assistant- Disney MT-1 | 1/18/16 5/25/16 | \$ 8.87 | \$ 9.58 | CNS Cook II – Disney MT-3 |
| Valladolid, Cassandra | CNS Cook I – Jones MT-2 | 1/18/16 5/25/16 | 10.73 | 11.49 | CNS Cook II – Jones MT-3 |
| Wallace, Phillip | Apprentice- Transportation MT-6 | 1/04/16 6/30/16 | 11.73 | 12.90 | Craftsperson- Transportation MT-10 |
| Ward, Shandalaya | CNS Assistant- Bell MT-1 7.5hrs/day | 1/04/16 5/25/16 | 8.87 | 8.87 | 6hrs/day |

LEAVES OF ABSENCE

| Name | Effective Date | Assignment |
|-------------------------------------|----------------|--|
| Certificated/Administrative: | | |
| Dean, Milton | 12/18/15 | Teacher-Central Jr. High/Math |
| Dibler, Domonique | 1/11/16 | Teacher-Owen/Grade 6 |
| Hixson, Joshua | 1/25/16 | Teacher-Thoreau/Social Studies |
| Howland, Nathaniel | 12/20/15 | TLE Project Manager-ESC/ Office of the Superintendent |
| Ibitayo, Tobeya | 11/09/15 | Teacher-Gilcrease/Grade 3 |
| Madison, Jodi | 1/04/16 | Teacher-Monroe/Special Education |
| Nein, John | 11/16/15 | JROTC Instructor-East Central |
| Schmidt, Kegan | 1/04/16 | Teacher-Sequoyah/Pre-K |
| Wilson, Erin | 1/19/16 | Teacher-Grissom/Enrichment |
| Support (Hourly): | | |
| Arain, Salma | 1/06/16 | CNS Assistant-Salk |
| Brooks, Georgia | 11/14/15 | Floor Crew-Maintenance |
| Chaney, Opa | 11/20/15 | MD Paraprofessional-Academy Central |
| Compher, Carol | 10/12/15 | MD Paraprofessional-Jackson |
| Frye, Shane | 1/04/16 | Paraprofessional-Lee |
| Hopkins, Celestia | 11/05/15 | CNS Assistant Manager-Kendall Whittier |
| Johnston, Alyssa | 12/21/15 | Autism Paraprofessional-Webster |
| Lamer, Richard | 12/11/15 | Bus Driver |
| Lee, Teresa | 1/10/16 | Paraprofessional-Kendall Whittier |
| Malik, Saima | 11/23/15 | Bookkeeper-Child Nutrition Services |
| Manning, Stuart | 12/15/15 | Culinary Coordinator-ESC/Child Nutrition |

LEAVES OF ABSENCE - Continued

| Name | Effective Date | Assignment |
|----------------------------|----------------|-------------------------------------|
| Newman, Allen | 12/01/15 | Glazier Craftsperson-Maintenance |
| Portillo De Flores, Bertha | 1/13/16 | CNS Assistant-East Central Jr. High |
| Spearman, Michelle | 1/18/16 | Bus Assistant-Transportation |
| Walker, Francine | 1/13/16 | CNS Cook II – McLain |

RETIREMENTS

| Name | Effective Date | Assignment |
|--------------------------|----------------|-------------------------------------|
| Support (Hourly): | | |
| Harrison, Marvin | 1/08/16 | Electrical Craftsperson-Maintenance |
| Mounce, Sharon | 12/17/15 | TA-Academy Central |
| Nunnally, Mary | 5/31/16 | Head Custodian-Park |

RESIGNATIONS

| Name | Effective Date | Assignment |
|-------------------------------------|----------------|----------------------------|
| Certificated/Administrative: | | |
| Howell, Donald | 1/23/16 | Teacher-Edison/History |
| Mendoza, Manny | 1/08/16 | Teacher-Hale/Science |
| Robertson, Michelle | 1/03/16 | Librarian-Sequoyah |
| Support (Hourly): | | |
| Benditz, Tracy | 1/13/16 | ED Paraprofessional-Lanier |
| Crawford, Amy | 1/08/16 | TA-Eisenhower |
| Dalton, Brigette | 12/16/15 | CNS Assistant-Jones |

RESIGNATIONS - Continued

| <u>Name</u> | <u>Effective Date</u> | <u>Assignment</u> |
|--------------------|-----------------------|--|
| Dixon, Angela | 1/06/16 | CNS Traveling Manager-Ross |
| Frewaldt, Ana | 12/10/15 | Parateacher-Zarrow |
| Hatter, Stephanie | 1/18/16 | Police Officer-ESC/Campus Police |
| Jay, Timothy | 1/08/16 | Custodian-Webster |
| Johnson, Cameron | 1/12/16 | TA-Edison |
| Kelly, Ernestine | 1/05/16 | Site Director-Disney/Before and After Care |
| Lankford, Nicholas | 1/15/16 | Custodian-Memorial Jr. High |
| McFarland, Taylor | 1/04/16 | TA-Hale Jr. High |
| Perez, Espiridion | 1/04/16 | Custodian-Edison |
| Perez, Lucia | 1/04/16 | Custodian-Edison |
| Porter, Rebecca | 1/04/16 | Custodian-Peary |
| Seay, Arius | 12/18/15 | Head Custodian-McClure |
| Smith, Angela | 1/13/16 | Paraprofessional-Remington |

TERMINATIONS

| <u>Name</u> | <u>Effective Date</u> | <u>Assignment</u> |
|--------------------------|-----------------------|------------------------|
| Support (Hourly): | | |
| Cordoba, Teresa | 1/07/16 | CNS Assistant-McKinley |

SUBSTITUTE AND TEMPORARY ELECTIONS

Substitute Teacher

Conner, Jonathan

Nurses – Health Services

Green, Mary
Hargroves, Jennifer

Clerks

Bridges, Terry
Morton, Judy

CNS – Cook II

Trammel, Mary

CNS

Arredondo, Amber
Baker-Brecht, Yunion
McDugle, Jennifer
Rigsbee, Janice
Roberts, Mekelle
Templeton, Doreen

Adjunct Teachers

Rogers– 11-000-1000-501930-810-330000-201-07-730

David Perryman, girls soccer @ \$1,202, January 4, 2016 to May 22, 2016

Clinton– 11-000-1000-501930-820-136000-201-07-530

Dejuan Driver, boys basketball @ \$1,145, January 4, 2016 to May 22, 2016

Monroe– 11-000-1000-501930-820-136000-201-07-563

Donald Pope, boys basketball @ \$1,145, January 7, 2016 to May 22, 2016

Monroe– 11-000-1000-501930-820-136000-201-07-563

Marcus Morrow, girls basketball @ \$1,145, January 7, 2016 to May 22, 2016

Athletics – School Activity Fund #536

Pay Kenneth Gonzales, adjunct coach a total not to exceed \$500 to provide supplemental coaching for BTW boys soccer during the school year 2015-2016.

Athletics – School Activity Fund #536

Pay Michael Deckard, adjunct coach a total not to exceed \$625 to provide supplemental coaching for Edison Head Baseball during the school year 2015-2016.

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Athletics – School Activity Fund #536

Pay John Croisant, certified staff a total of \$500 to provide supplemental coaching for Edison Varsity girls soccer during the school year 2015-2016.

Carver Extra Duties – School Activity Fund #520

Pay certified staff member, Haleigh Lankster a total not to exceed \$800 for additional basketball duties at Carver Middle School for the 2015-2016 school year.

Carver Extra Duties – School Activity Fund #520

Pay certified, staff member John (Isaac) Bennett a total not to exceed \$200 for additional basketball duties at Carver Middle School for the 2015-2016 school year.

Memorial Extra Duties – School Activity Fund #520

Pay certified staff member, Shane Azzopardi a total not to exceed \$1,600 to coach boys and girls soccer for Memorial Jr. High during the 2015-2016 school year.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

January 19, 2016 Agenda, page 24 – Correct contract amount and effective date

ADJUSTMENTS

| Name | Position Grade/Step (if applicable) | Effective Date | Present Contract | Proposed Contract | Reason |
|-------------------------------------|--|-------------------|---------------------|----------------------|--|
| Certificated/Administrative: | | | | | |
| Young, Lori | Child Find and Data Collection Specialist- Enrollment Center/Special Education and Student Services B-24 | 12/01/15 | \$ 47,630.00 | \$ 28,415.63 | Psychometrist- Enrollment Center/ Special Education and Student Services B-24 Rate: \$47,630.00 |
| | | | 2,232.66 | 1,420.78 | Special Education Additional days |
| | | | 529.89 | 2,036.16 | Psychometrist Rate: \$3,413.00 |

TULSA PUBLIC SCHOOLS

Policy 5201

PURCHASING

PURPOSE: To define Purchasing responsibilities and source of authority.

Delegation of Authority

The Board endorses the concept of centralized purchasing and authorizes the Purchasing Office to supervise the purchase of all materials, supplies, equipment, and services for the District.

It is the responsibility of the Purchasing Office to aid and advise administrators in the proper selection of materials and services and to ensure compliance with all aspects of law in the purchasing process. The purchase of materials will be made by designated buyers, authorized by the Board, utilizing properly executed purchase contracts. These will be supported by requisitions bearing the approvals of the appropriate personnel. This procedure will apply throughout the District, except when petty cash or the District Procurement Card is used to purchase materials. School Activity Funds are governed by Policy 5703.

The Director of Materials Management is responsible for all solicitations (quotes, bids and proposals) and awarding of resulting business. The Director of Materials Management is responsible for approving standard operating procedures to which the Chief Operations Officer and the Executive Director of Bond Projects must adhere.

Competitive Purchasing

Competition shall be solicited for professional services (i.e. physical therapists, maintenance services, insurance/risk management brokers, and auditors) unless specifically waived by the Superintendent.

Cooperative Purchasing

The Board will join in cooperative purchasing with other school districts and governmental agencies, or participate in national cooperatives, provided such purchasing is beneficial to the District.

Adopted: November 1982

Revised:

Legal References: Title 62 O.S., 310.1, 310.1a, 310.1b, 310.2 and 310.3

SOLICITATION REQUIREMENTS

PURPOSE: To define requirements for solicitations and a competitive environment.

Administration

The Director of Materials Management for the District develops necessary procedures and forms for the requisition and purchase of materials, supplies and equipment. Federal law, state law and Board policy will be followed at all times. Full and open competition will be invited and encouraged. Competitive solicitation will be practiced by the Purchasing Office; however, competitive solicitation for School Activity Fund purchases under \$10,000 may be handled at the site level (see policy 5703 School Activity Fund Management). Lease/purchase agreements are specifically covered by this policy and regulation 5202-R, "Solicitation Requirements, Lease/Purchase Contracts."

Quotes/Requests for Proposals:

- Less than \$3,000 Shall be secured verbally.
- \$3,000 to \$50,000 Shall be obtained in written form from the supplier. (Three competitive written, faxed, telephone responses or e-mails are recommended to adequately review markets.)

- \$50,000 and over Shall be secured by formal requests for proposals (RFPs) or sealed bids handled in accordance with specific procedures established by the Director of Materials Management. Must be submitted to the Board for approval before the award is made; however, during emergency situations, the Superintendent may approve items costing above \$50,000.

Bids

The Public Competitive Bidding Act of 1974 and its supplements require "bids" as the method of solicitation for construction. Also, 70 O.S. 9-109 requires sealed "bids" for school bus purchases.

Exemptions

Tulsa Public Schools' competitive solicitation requirements are waived for the following:

- Expenditures for school activity fund-raisers.
- Expenditures for legal settlements.
- Books, films, manuscripts, research references, publication subscriptions and library materials that are available only from the sources holding exclusive distribution rights to the materials.
- Items available from only one source because of patents, copyrights, or natural monopolies, including proprietary replacement parts or components for equipment.
- Software upgrades and specialized source software.
- Institutional memberships in professional, trade and other similar associations.
- Utility services and postage.
- Items available for purchase on an existing state contract, or through the cooperative solicitation of another municipality/school district/government agency, when this is determined to be the best method of purchase.
- A procurement made necessary because of unforeseen disaster or acts of God that requires immediate acquisition to preserve District property or to protect public health (see additional Board requirements as defined by state statute). In an emergency, the Chief Financial Officer is authorized to approve procurement card use by key district personnel to expedite support response.
- Items for which a "Sole Source Affidavit" is authorized by the Director of Materials Management.
- Expenditures for professional services provided by uniquely qualified or talented persons (i.e. speakers, performing artists, specialized attorneys) are waived. Competition shall be solicited for other professional services (i.e. physical therapists, maintenance services, insurance/risk management brokers, and auditors) unless specifically waived by the Superintendent.

Distribution

Opportunity will be provided for all responsible suppliers to do business with the District. The Director of Materials Management will develop and maintain information from potential vendors for the various types of materials, equipment, and supplies. Any supplier may be included on the list upon request. Solicitation requests will be publicized in a matter to encourage and foster fair and open competition.

Receiving and Opening of Responses

Designated staff will receive documents until the specified deadline, date stamp them, and keep them properly secured until the publicized opening time. All documents will then be delivered to the Director of Materials Management or designee to be opened. Results of bids and quotes will be read aloud. Details of responses to Requests for Proposals will remain confidential pending further evaluation and negotiation.

Awards

No award will be made at a bid or proposal opening. An announcement will be made that the staff will analyze all responses and respond to all inquiries from vendors after the award is made.

- Quotes/Proposals

The award to the best and most responsible vendor(s) will be made within a reasonable time period, based, in the sole opinion of the District, upon the “best value” taking into consideration the total cost of ownership including purchase price, quality, ability to deliver, maintenance and service, and durability and longevity.

- Bids

The award will be made pursuant to the terms of the Public Competitive Bidding Act of 1974 and its supplements and/or other applicable state law.

- Awards – Local Preference

It is the Board intent to purchase locally whenever equal goods and services are offered. In cases where two or more responsible suppliers at the local, state or out-of-state level offer equal materials, supplies, services, and equipment, preference will be granted in the following order:

Local Supplier*

State Supplier

Out-of-State Supplier

*A local supplier is defined as one who “maintains a distributing, manufacturing, or processing facility within the confines of the District” with real property or taxable personal property appearing on the ad valorem tax rolls.

Adopted: November 1982

Revised:

Cross Reference: 5202-R, Solicitation Requirements-Lease/Purchase Contracts
5203, Payment Procedures

5202 Page 3 of 3