



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Tuesday, February 16, 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 McLain High School JROTC under the instruction of Lieutenant Colonel Darwin Sellers.
- 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. SEATING OF BOARD MEMBERS AND REORGANIZATION OF THE BOARD

- D-1. The Board president will read a statement concerning the election of a Board member to represent School Board Election District Number 5.
- D-2. School district's attorney will administer the oath of office to the newly elected Board member for Election District Number 5.
- D-3. The Board president will read a statement concerning the election of a Board member to represent School Board Election District Number 6.
- D-4. School district's attorney will administer the oath of office to the newly elected Board member for Election District Number 6.
- D-5. The Board president will call for nominations for the office of president. A vote will be taken.
- D-6. The new Board president will call for nominations for the office of vice president. A vote will be taken.
- D-7. The Board president will read the recommendation concerning the nonvoting members of the Board. A vote will be taken.

Treasurer	George P. Stoeppelwerth III
Assistant Treasurer	Roxy Roland
Clerk	Cindy Hutchings
Deputy Clerk	Sarah Bozone
Encumbrance Clerk	Janet Jamison

E. CONSENT AGENDA - Motion and vote on recommendation.

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

G. INFORMATION AGENDA

H. STAFF REPORTS

I. BOARD MEMBER REPORTS/CONCERNS

J. CITIZENS' COMMENTS

K. SUPERINTENDENT'S REPORTS/PRESENTATIONS

L. OTHER NON-ROUTINE ITEMS REQUIRING BOARD ACTION

M. ANNOUNCEMENTS

The next regularly scheduled meeting of the Board of Education will be held on Monday, March 7, 2016, at 6:30 p.m. in the Cheryl Selman Room, at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

N. 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: 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.

E-3. 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 tradition at Memorial High School. The senior class comes together in an elegant setting to celebrate and promote school spirit.

E-4. 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.

E-5. 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.

E-6. RECOMMENDATION: Enter into a subcontract 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.

- E-7.** RECOMMENDATION: Enter into an agreement with Rank One Sport, LP to provide a 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.

- E-8.** 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.

FINANCIAL SERVICES

- E-9.** RECOMMENDATION: Approve the January 29 through February 11, 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.

- E-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

- E-11.** RECOMMENDATION: Enter into a contract with McIntosh Services, Tulsa, Oklahoma, 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: Not to exceed \$1,848,489. This project is contingent upon the sale and receipt of 2016B bond funds.

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

- E-12.** RECOMMENDATION: Enter into a contract with MLC Metro Landscaping and Construction, Inc., Tulsa, Oklahoma, 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: Not to exceed \$34,775

FUND NAME/ACCOUNT: Facilities Bond Fund, 36-1210-4720-504500-000-000000-000-12-163

REQUISITION NUMBER: 11610146

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

- E-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 the Roosevelt site allows the program to expand but necessitates moving Project ACCEPT and Indian Education to different sites.

- E-14.** RECOMMENDATION: Enter into a contract with MLC, Inc., Tulsa, Oklahoma, 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: Not to exceed \$28,500

FUND NAME/ACCOUNT: Facilities Bond Fund, 36-1210-4720-504500-000-000000-000-12-735

REQUISITION NUMBER: 11610144

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.

HUMAN CAPITAL

E-15. RECOMMENDATION: Approve routine staffing items.

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

E-16. 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

- E-17.** 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 classrooms in the schools.

- E-18.** RECOMMENDATION: Purchase qualified elevator inspector services for the 2015-2016 school year from Otis 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 that the equipment meets code as well as safety devices are functioning as required.

E-19. 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.

E-20. 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. Minimum shipping requirements have also increased. Current frozen inventory reflects menu items through April 2016.

F. ACTION AGENDA - Motion and vote on each recommendation

CHIEF OF STAFF

F-1. RECOMMENDATION: Enter into a contract with Boston Consulting Group (BCG) to provide strategic consulting services to the district that will support the next phase of strategic planning work.

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 \$920,000.

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

REQUISITION NUMBER: 1161053

RATIONALE: The partnership between the district and BCG will provide the necessary capacity to effectively operationalize the new strategic plan, Destination Excellence. Specifically, this contract focuses on three sets of key deliverables while simultaneously building district capacity and skill. Phase I deliverables include articulating a set of sequenced priorities and related initiatives and the creation of an initial plan synthesizing initiatives, timelines and resourcing. Phase II deliverables include the development of implementation-ready action plans and a refined district plan containing a master timeline, human resource needs, as well as capability and financial requirements. Phase III deliverables include developing, training on, and implementing a structure, process and tools for week to week management of each initiative and the overall plan. In addition, a process for annual refresh of strategic priorities will be established and staff will be provided training to carry implementation forward. A communication and stakeholder engagement plan for keeping the Board and community apprised of priorities and progress toward our goals will also be designed.

F-2. 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, 2016, 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 \$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.

- F-3.** RECOMMENDATION: Enter into a contract with Visionary Solutions, LLC, Tisha Edwards, principal, Baltimore, Maryland, to provide technical assistance related to improving discipline and student support services, February 17, 2016, 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 \$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

Bond Projects and Energy Management

- F-4.** 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.

- F-5.** 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.

- F-6.** 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.

G. INFORMATION AGENDA

CHIEF OF STAFF

- G-1.** RECOMMENDATION: Enter into a contract with the Tulsa Veterans of Foreign Wars (VFW) Post 577 to provide a room for East Central High School's senior prom on April 23, 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 \$1,100

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

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

- G-2.** RECOMMENDATION: Revise School Board policies as listed.
2119 - Student Bullying Prevention and Intervention
2207 - Open Transfer
2607 - Student Discipline
4408 - Employee Ethics
4411 - Standards of Performance and Conduct for Teachers
4901 - Nondiscrimination
4902 - Harassment, Intimidation, and Bullying

RATIONALE: The revision of policy 4902 updates the district point of contact for Title IX issues. The remaining policy revisions add new language that is consistent with guidance from the Department of Justice and is consistent with current internal practices within the District regarding gender expression and gender identity.

FINANCIAL SERVICES

Bond Projects and Energy Management

- G-3.** RECOMMENDATION: Amend item E-11 of the January 19, 2016, agenda to correct the change order from **#2** to change order **#3** with CEI, Inc., Tulsa, Oklahoma, for the fire sprinkler project at Springdale Elementary School and Tulsa Met at Bryant.

RATIONALE: The change order number was inadvertently entered incorrectly.

G-4. RECOMMENDATION: Approve change order #1 for the library renovation at Anderson Elementary School to Watts Company, Tulsa, Oklahoma. The original contract was approved on June 1, 2015, item E-7, in the amount of \$259,711.

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

COST: The total cost of this change order is \$20,088.41.

FUND NAME/ACCOUNT: Facilities Bond Fund, 36-1210-4720-504500-000-000000-000-12-111-T0382

REQUISITION NUMBER: 11610117

RATIONALE: Funds will be used for additional accent and graphics paint in corridors; additional millwork, framing and carpentry for windows; and additional electrical work. The renovation of the library at Anderson Elementary School is part of the 2010 bond issue.

G-5. RECOMMENDATION: Approve change order #1 for the library renovation at Bell Elementary School to the Watts Company, Tulsa, Oklahoma. The original contract was approved on the October 6, 2014, agenda, item E-11, in the amount of \$117,711.

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

COST: The total cost of this change order is \$15,990.

FUND NAME/ACCOUNT: Facilities Bond Fund, 36-1210-4720-504500-000-000000-000-12-118-T0223

REQUISITION NUMBER: 11610119

RATIONALE: Funds will be used to provide additional electrical work and to refinish millwork and walls to match existing surfaces. Funds will also be used to provide five additional data drops, add an additional drop ceiling and lower headers. The renovation of the library at Bell Elementary School is part of the 2010 bond issue.

G-6. RECOMMENDATION: Approve change order #1 to Permaul Construction for the interior renovation at Mitchell and Jackson elementary schools. The original contract was approved on the March 24, 2015, agenda, item E-14, in the amount of \$1,246,000.

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

COST: The total deduction change order is \$16,716.26.

RATIONALE: The contractor was unable to complete the project in a timely manner. The district hired another contractor to complete the punch list items.

G-7. RECOMMENDATION: Approve the dedication of right-of-way at Lindbergh Elementary School to the City of Tulsa for the Americans with Disabilities Act (ADA) improvements at the intersection of 11th Street and 89th Avenue.

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 City of Tulsa is requesting a dedication of land to accommodate new ADA improvements.

G-8. RECOMMENDATION: Enter into a contract with the lowest responsible bidder for the development of a district demographic study and capacity report for use in long-range strategic planning.

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 project is in the bidding process and will be funded with the 2015 Bond. Final numbers will be on the consent agenda.

RATIONALE: Long range strategic planning relies on accurate forecasting and population projections as well as building capacity reports for each school and for the entire district. The study will be used to help ensure we have adequate space for students and that we use our buildings to capacity.

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/AFJROTC Cadets	Students: 32 Parents: 4 Staff: 1	To participate in the Air Force South Central JROTC Drill Championships and conduct a STEM Fieldtrip/San Antonio, Texas	March 11-14, 2016	1	Not to exceed \$13,000/Washington's Student Activity Fund #564
Memorial High School/Boys Baseball Team	Students: 18 Parents: 17 Staff: 3	To participate in the Free State High School Baseball Tournament/Lawrence, Kansas	April 14-16, 2016	2	No cost to the District. Memorial's Baseball Booster Club will cover all expenses.
Hoover Elementary School/Fifth Grade Students	Students: 60 Parents: 25 Staff: 3	Study trip to the Capulin Volcano National Monument, Fort Union National Monument, Clayton Lake State Park, and Sugarite Canyon State Park/ Raton, New Mexico; Bent's Old Fort National Historic Site/La Junta, Colorado	May 2-6, 2016	5	Not to exceed \$23,375/Hoover's Student Activity Fund #523

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 manner 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

SUPPORTING INFORMATION

CONSENT ITEM E-15

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Chesnut, Shealyn	1/04/16	B-3	\$ 17,631.25	Teacher-Kendall Whittier/ Grade 2 Rate: \$34,100.00 Return from leave
Crane, Otis Jr.	1/21/16 5/26/16	B-4	15,485.79	Teacher-McLain Seventh Grade Academy/ Geography Rate: \$34,500.00
Dennis, Kay	2/01/16	M60-16	19,016.59 707.20	Counselor-Webster Rate: \$46,485.00 Counselor Rate: \$1,831.00
Downing, Sarah	2/01/16	B-2	19,701.54 985.08	Teacher-Owen/ Special Education Rate: \$33,700.00 Return from leave
Drink, Linda	1/23/16	BG-7	24,408.25	Service Desk Supervisor- ESC/Information Technology Rate: \$56,662.00 Return from leave
Farley, Penny	1/19/16	B-24	25,169.60 1,258.48	Teacher-Chouteau/ Special Education Rate: \$46,630.00 Return from leave
Gaddy, Keith	2/01/16	B-11	15,385.91	Teacher-Hamilton/Pre-K Rate: \$37,610.00 Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Hernandez, Diana	1/19/16 5/26/16	BG-B	\$ 10,391.75	Child Nutrition Services (CNS) Manager-Columbus Rate: \$19,209.00 Return from leave
Law-Lowery, Mary	2/08/16 5/26/16	B-14	14,987.44	Teacher-McClure/ Music Rate: \$39,370.00
Meeker, Jasey	12/01/15	M-2	20,747.05	Teacher-Webster/ELA Rate: \$34,776.00 Return from leave
Scott, Jennifer	1/04/16	B-7	19,270.00 963.50	Teacher-Hale/ Special Education Rate: \$35,700.00 Return from leave
Striplin, Sylvetta	1/20/16	M60-25	25,306.82	Teacher-McLain Rate: \$55,675.00 Return from leave
Troglin, Samuel	1/21/16	BG-6	29,423.85	Security Systems Manager-ESC/ Campus Police Rate: \$52,760.00 Return from leave
West, Melanie	1/04/16	M-0	16,399.20	Teacher-Burroughs/ Grade 5 Rate: \$33,956.00 Return from leave
Support (Hourly):				
Alvarez, Lorena	1/29/16 5/24/16	IS-6	\$ 10.81	Teacher Assistant (TA)- Mitchell
Ball, William	1/04/16 6/30/16	MT-14	21.17	Grounds Mechanic – Maintenance Return from leave
Beavers, Elisha	2/02/16 5/24/16	IS-10	13.11	Autism Paraprofessional- Key

ELECTIONS – Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Berg, Joshua	2/02/16 5/24/16	IS-10	\$ 13.11	ED Paraprofessional- McLain Jr. High
Carpenter, Christy	1/18/16 5/24/16	IS-3	11.19	Paraprofessional-Wright Return from leave
Droms, Karen	1/14/16 5/25/16	CA-3	10.84	Clerk-Memorial Jr. High
Gonzalez, Axel	1/08/16 6/30/16	MT-3	9.35 .46	Custodian-Edison Shift differential
Helt, Ronald	12/19/15 5/24/16	MT-7	14.18	Bus Driver Return from leave
Houchin, Shawn	2/08/16 6/30/16	MT-9	12.28 1.26	Communications Specialist-ESC/ Campus Police Shift differential
Johnston, Alyssa	1/20/16 5/24/16	IS-10	13.11	Autism Paraprofessional- Webster Return from leave
Lee, Teresa	1/22/16 5/24/16	IS-10	15.36	Paraprofessional- Kendall Whittier Return from leave
Llera-Llorente, Mirian	1/25/16 5/31/16	IS-3	9.76	Parent Involvement Facilitator-Hamilton
Maples, Brandi	1/12/16 5/24/16	IS-6	13.11	ED Paraprofessional- Cooper
Marlow, Amy	1/19/16 5/24/16	MT-7	11.21	Bus Driver
Mason, Shelly	1/13/16 6/30/16	MT-3	9.35 .46	Custodian-Mayo Shift differential
Mendoza, Virginia	1/19/16 5/24/16	MT-7	11.21	Bus Driver

ELECTIONS – Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Miller, Emmanuel	1/11/16 6/30/16	MT-5	\$ 10.19 .50	Assistant Head Custodian-Rogers Shift differential
Milzarek, Matthew	2/01/16 5/24/16	IS-6	10.81	TA-Jones
Miranda-Murillo, Pamela	1/20/16 5/24/16	IS-3	9.35	TA-Lewis and Clark
Morris, Teresa	2/01/16 5/25/16	MT-1	10.03	CNS Assistant- Washington
O'Brien Hicks, Jennifer	1/04/16 5/24/16	IS-10	14.42	Autism Paraprofessional- Columbus Return from leave
Phillips, LaShanwna	2/01/16 5/25/16	MT-1	9.03	CNS Assistant-Sequoyah
Rodriguez-Solis, Armandina	2/01/16 5/25/16	MT-1	9.03	CNS Assistant-Kerr
Rooks, Bradley	2/01/16 5/24/16	IS-3	9.35	TA-Jones
Rooks, Jerry	1/14/16 6/30/16	MT-3	9.35 .46	Custodian-Edison Shift differential
Rouse, Carey	2/01/16 5/24/16	MT-7	11.21	Bus Driver Former Employee (f.e.)
Russell, Lisa	1/20/16 5/24/16	IS-6	10.81	TA-Hawthorne
Thompson, Dorothy	2/01/16 6/01/16	CA-8	13.02	Principal's Secretary- Burroughs
Thomsen, Courtney	2/15/16 5/25/16	MT-1	9.03	CNS Assistant-Skelly
Tinker, Samuel	1/19/16 5/24/16	MT-A	8.29	Site Assistant-Mayo/ Before and After Care

ELECTIONS – Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Williams, Ora	1/29/16 5/24/16	IS-6	\$ 10.81	TA-Mitchell
Wood, Lonnie	1/19/16 5/24/16	MT-7	11.21	Bus Driver
Yagami-Moback, Tetsuko	1/25/16 5/24/16	IS-6	10.81	TA-Key

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Enriquez Delgadillo, Abegail	Teacher-Memorial/P.E. B-6	8/14/15 5/26/16	\$ 35,300.00	\$ 36,376.00	M-6
Johnson, Cardell	Autism Paraprofessional -McLain Jr. High IS-10	12/01/15 5/26/16	13.31	19,627.84 981.39 186.93	Teacher-McLain/ TRAICE Rate: \$32,900.00 Alternative Education Additional days
Key, Jennifer	CNS Manager-Thoreau BG-B	1/16/16 6/03/16	20,920.00	8,267.31	CNS Traveling Manager-Ross BG-A Rate: \$18,678.00
Dickison, Laura	Paraprofessional -McClure IS-6	2/03/16 5/26/16	10.97	13,085.23 654.26	Teacher-McClure/ Special Education Rate: \$32,900.00
Rescind:					
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

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Support (Hourly):					
Bailey, Brenda	CNS Assistant- Skelly MT-1	1/15/16 6/30/16	\$ 9.03	\$ 9.75 .48	Custodian-Peary MT-3 Shift differential
Bocalandro, Monica	Parateacher- Zarrow IS-3	8/18/15 5/24/16	10.30	11.84	IS-6 Credit for Education
Davis, Kenneth	Assistant Head Custodian- Webster MT-5	1/20/16 6/30/16	10.90 .54	10.09 .50	Custodian-Webster MT-3 Shift differential
Gibson, Laura	CNS Cook II – Jackson MT-3 6.5hrs/day	2/01/16 5/25/16	11.11	11.11	7.5hrs/day
Lindsey, Shalyn	TA-McKinley IS-6 6hrs/day	1/22/16 5/31/16	10.97	10.97	Parent Involvement Facilitator-McKinley IS-6 8hrs/day
Reyes De Laguna, Issis	CNS Cook I – Columbus MT-2	1/25/16 5/24/16	9.50	11.21	Bus Driver MT-7
Robinson, Adolfo	Custodian- Edison MT-3	1/22/16 6/30/16	9.76	10.56 .52	Assistant Head Custodian-Edison MT-5 Shift differential
Shannon, Sheila	Custodian- Springdale MT-3	1/29/16 6/30/16	9.76 .49	11.74	Head Custodian- Springdale MT-8 Shift differential
Smith, Steve	Bus Driver MT-7 8hrs/day	12/07/15 5/24/16	11.38	11.38 .30	Bus Driver MT-7 6hrs/day Special needs

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Snider, Joshua	Assistant Head Custodian- Memorial MT-5	2/01/16 6/30/16	\$ 11.51	\$ 10.65 .53	Custodian-Memorial MT-3 Shift differential
Spaulding, Charles	Parent Involvement Facilitator-Bell CA-3	1/15/16 6/30/16	10.35	11.74	Accountability Specialist-Enrollment Center/District Accountability CA-8
Stuckey, Eric	Custodian- Edison MT-3	1/28/16 6/30/16	9.65 .48	11.74	Assistant Head Custodian-Edison MT-8 Shift differential
Wilmoth, Rebecca	Assistant Site Director-Grimes/ Before and After Care MT-2	1/25/16 5/24/16	9.35	8.78	Site Assistant- Grimes/Before and After Care MT-A

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT

Name	Effective Date	Site	Special Assignment	Amount
Certificated/Administrative:				
Orick, David	8/20/15	Clinton MS	MS girls basketball – 6th Grade	\$ 1145.00
Johnson, Marcal	8/20/15	Edison MS	MS boys basketball – 6th Grade	1145.00
Martin, Rachel	1/04/16	Hale JH	Yearbook Sponsor - MS	516.00
Loveland-Davis, Julie	12/21/15	Hawthorne	Team Leader	517.00
Bemis, Emily	8/20/15	Hoover	Building Site Test Coordinator	750.00
Gates, Alexander	8/20/15	Hoover	Building Site Test Coordinator	750.00
Ramiro-Prieto, Fatima	8/20/15	Kendall-Whittier	Interpreter - Certified	720.00
Patterson, Jennifer	1/04/16	McLain HS	Vocal Music - HS	840.00
Kirk, Robin	11/02/15	McLain JH	Site Tech Contact - <or=to 400 Students	975.00
Skimbo, Audra	8/14/15	Memorial HS	Soccer – Asst. - Girls	1202.00
Koenig, Tina	12/10/15	Park	Student Council Sponsor - Elem	308.00
Ellington, Victoria	10/20/15	Penn	Teacher-in-Charge - Elem	859.00
Groves, Mary	11/16/15	Penn	Bus Duty	587.00

SPECIAL ASSIGNMENTS IN ADDITION TO REGULAR CONTRACT - Continued

Name	Effective Date	Site	Special Assignment	Amount
Gould, Kristina	12/01/15	Remington	Breakfast Program Supervisor	\$ 512.00
Peregrina, Amanda	8/20/15	Wilson	Interpreter - Certified	720.00
			Translator - Certified	720.00
Support:				
Ford, John	1/04/16	McLain HS	Breakfast Program Supervisor	691.00

LEAVES OF ABSENCE

Name	Effective Date	Assignment
Certificated/Administrative:		
Allen, Anita	12/16/15	Teacher-Edison/Special Education
Drink, Linda	1/09/16	Service Desk Supervisor-ESC/ Information Technology
Hernandez, Diana	10/06/15	CNS Manager-Columbus
Jones, Jimmie	1/28/16	Teacher-Hale Jr. High/P.E.
Scott, Jennifer	1/04/16	Teacher-Hale/Special Education
Swain, Robert	1/06/16	Campus Police Chief-ESC/Campus Police
Support (Hourly):		
Barnett, Kelsey	11/02/15	Bus Driver
Carbajal, Margarita	12/08/15	Clerk-East Central Jr. High
Cardenas De Loeza, Marisa	1/18/16	Head Custodian-Skelly
Carpenter, Christy	1/04/16	Paraprofessional-Wright
Funes, Amparo	1/04/16	Custodian-Jones
Garcia, Socorro	1/11/16	Head Custodian- ECDC Reed
Sepulveda, Eufracia	1/15/16	Custodian-Zarrow

RETIREMENTS

Name	Effective Date	Assignment
Certificated/Administrative:		
Allen, Janet	6/01/16	Teacher-Edison/Special Education
Charlot, Ronald	6/01/16	Teacher-Edison/Special Education
Holt, Judith	7/01/16	Assistant Principal-Edison
Wilson, Venus	10/01/15	Teacher-Memorial Jr. High/P.E.
Support (Hourly):		
Ghaziosharif, Slavash	1/08/16	Electrical Craftsperson-Maintenance
Rodriguez, Julva	1/15/16	Custodian-Plant Operations
Walton, Cathy	3/01/16	Administrative Assistant IV-Wilson/ Curriculum and Instruction

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Putman, Amy	6/30/16	Principal-Marshall
Vann-Jackson, Rosalyn	1/29/16	Assistant Director of Transportation- Transportation
Support (Hourly):		
Basden, Andrew	2/08/16	Security Monitor-ESC/Campus Police
Branch, Brandon	1/08/16	Bus Driver
Brooks, William	1/16/16	Custodian-Mayo
Bryant, Veronica	1/04/16	Bus Driver
Collins, Andrea	12/28/15	Bus Driver

RESIGNATIONS - Continued

Name	Effective Date	Assignment
Cooper, Shatara	1/13/16	Site Assistant-Lee/Before and After Care
Cowen, Stephanie	4/01/16	Principal's Secretary-Park
Dunn, Maydel	8/18/15	Clerk-Kendall Whittier
Edwards, Emily	1/28/16	Autism Paraprofessional-Key
Forcum, Lurhonda	1/25/16	Compliance Monitoring Technician-ESC/ Special Education and Student Services
Garrison, Bruce	12/31/15	Bus Driver
Graham, Dustin	1/26/16	CNS Assistant-Mark Twain
Harris, Solomon	1/04/16	Custodian-Hawthorne
Hill, Cathy	1/15/16	Custodian-Plant Operations
Jones, Jonathon	1/11/16	Site Assistant-Eisenhower/Before and After Care
Kirkendoll, Dama	1/13/16	CNS Cook II – Disney
Luther, Elizabeth	2/03/16	Site Director-Hoover/Before and After Care
Malek, Sandra	2/12/16	CNS Assistant-Lewis and Clark
McCoy, Amy	12/11/15	Paraprofessional-Kendall Whittier
McCoy, Irlinda	12/18/15	Paraprofessional-Patrick Henry
McKinzie, David	1/29/16	Autism Paraprofessional-Salk
Medina-Jaime, Yesica	1/15/16	CNS Assistant-Mitchell
Miller, Billye	2/02/16	CNS Assistant-ECDC Reed
Oaks, Claudia	1/15/16	Bus Driver
Pavey, Stephanie	1/15/16	Custodian-Celia Clinton
Payne, Soraya	1/22/16	Parent Involvement Facilitator-McKinley
Rice, Mark	1/26/16	Culinary Coordinator-ESC

RESIGNATIONS - Continued

<u>Name</u>	<u>Effective Date</u>	<u>Assignment</u>
Rodriguez, Andrus	1/11/16	Clerk-Memorial
Rodriguez, Mercedes	1/25/16	TA-Jones
Sellers, Darwana	1/07/16	Bus Driver
Shaw, Ashley	1/13/16	Site Assistant-Eliot/Before and After Care
Smith, Gregory	1/09/16	Bus Driver
Tinker, Samuel	1/19/16	Site Assistant-Mayo/Before and After Care
Wallace, Brandy	1/20/16	Bus Driver
Walls, Christopher	1/26/16	Plumber Craftsperson-Maintenance

SUBSTITUTE AND TEMPORARY ELECTIONS

Access Testers

Betts, Karen
Blank, Kathryn
Brown, Susan
Goodridge, Joan
Goodwin, Brenda
Henderson, Betty
Moua, Sue
Richards, Terry
Rose, Rutha
Thomas, Deborah
Whisenhunt, Terry
Young, Deborah

Tutor

Andrews, Laura
Banks, Nydia
Simmons, Martha

Interpreters

Banks, Jonathan
Banks, Nydia

Communication Specialist-ESC/Campus Police

Basden, Andrew

CNS Assistant Manager – Kendall Whittier

Valladolid, Rosalinda

CNS

Cilio, Gladys
Meza De Esparza, Lucila
Razo, Blanca
Ruiz, Martha
Qualls, Dreana
Williams, Taylor

Custodians

Gladney, Lula
Rodriguez, Anacleto

DRS Student Workers

Bahena, Rosa
Black Isiah
Bray, Amanda
Doty, Michael
Guess, Cortez
Hillard, Talor
McPhearson, Christopher
Rochester, Cody

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Athletics – School Activity Fund #536

Pay Deanna Marlow, certified employee a total not to exceed \$3,000 to provide swim coaching at Thoreau for the 2015-2016 school year.

Athletics - SAF #536

Pay certified staff member, Angie Ellis @ \$300/mo. (total not to exceed \$1,800) to serve as the Washington cheer coach for the remainder of the cheer season Nov. 2015 – Apr. 2016. BTW Cheer Booster will reimburse the district so there will be no cost to the district.

Edison Extra Duties - 11-0000-1000-501210-100-300000-413-07-712

Pay certified staff member Janie House a total not to exceed \$500 to provide additional accompanist duties for after-hours rehearsals for the “Guys and Dolls” musical. To be paid from the HS Vocal Music Accompanist account.

Memorial – School Activity Fund #536

Pay certified staff member Steve Irvine and support staff members, Andrew Dickinson and Charles Jestice amounts listed below (total not to exceed \$4,150) for coaching baseball during the 2015-2016 school year. Memorial Baseball boosters will reimburse the district so that there is no cost to the district.

Steve Irvine - \$1750

Charles Jestice - \$1000

Andrew Dickinson - \$1400

Mitchell –11-0000-2410-501110-000-0000-107-07-330

Pay Clara Southerland, certified employee a total not to exceed \$360 for serving as interim assistant principal January 12, 2016 to February 5, 2016.

Multi Café Site Management Child Nutrition– 22-3850-3120-501210-700-000000-513-03-xxx

Pay the Robin Eichens, cafeteria manager a stipend of \$800/mo. for the months of October and November to manage all administrative café duties for the sites listed below for the 2015-2016 school year.

Disney and Eastside Academy

Thoreau Extra Duties - School Activity Fund #536

Pay Sandro Rodriguez a total not to exceed \$500 to coach soccer during the 2015 – 2016 school year.

TULSA PUBLIC SCHOOLS

Policy 2119

STUDENT BULLYING PREVENTION AND INTERVENTION

PURPOSE: To address student bullying behavior effectively through a multi-faceted approach that includes education and the promotion of a positive school atmosphere.

The Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying. In addition, the Board prohibits bullying behavior by students outside of the regular school day if it causes a substantial and material disruption at school or an interference with rights of students and personnel to be secure. This includes but is not limited to bullying through electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

The Superintendent or his/her designee will develop a regulation to support and provide specific procedures for implementation of this policy. The Superintendent or designee will also ensure that each site principal implements administrative regulations in furtherance of this policy. Students who engage in bullying behavior shall be subject to school discipline, up to and including suspension out of school in accordance with the policies, rules and regulations of the District's Board of Education.

Student and Staff Education and Training

The District is committed to providing appropriate and relevant training annually to students and staff regarding preventing, identifying, responding to and reporting incidents of bullying. A full copy of this policy will be posted on the District's website and included in all District handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the District's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all District school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the District's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the District's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the District's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting

methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to District policy. Any accusations confirmed to be false will be removed from the falsely-accused student's file. Parents and guardians may participate in a parent education component.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed. Reports can also be made by any student, parent, or patron through the District's TIPS (Threat Assessment, Incident Management and Prevention Services) online reporting system found on the District's website or by telephone at 918-746-6868.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against an alleged bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal or his/her designee on an official report form. Any staff member who witnesses, hears about, or has reliable information that would lead a reasonable person to suspect that a student is a target of bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the District's website, and in the bullying prevention education provided annually to students and staff. The District's anti-bullying program is coordinated at the District level by the District's Safe School Coordinator.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether the bullying conduct occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent or his/her designee.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within two (2) school days that a bullying report has been received. Within two (2) school days of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within two (2) school days of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

Parental Responsibilities

All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other

students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 *et seq.*, the district will identify a bullying coordinator who will serve as the District contact responsible for providing information to the State Board of Education. The bullying coordinator shall maintain updated contact information on file with the State Department of Education and the School District will notify the State Department of Education within fifteen (15) days of the appointment of a new bullying coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the District's Annual Performance Report.

The Administration recognizes that there are many motivations behind the act of bullying, one of which may be for a discriminatory purpose. If the bullying behavior constitutes discriminatory harassment, intimidation or bullying (i.e., it is targeted toward an individual because of race, color, religion, sex, sexual orientation, gender expression, gender identity age, national origin, marital status, veteran status, disability or genetic information), the misconduct is prohibited pursuant to District Policy 4902 regarding Discriminatory Harassment, Intimidation and Bullying and is subject to the procedure and protections specified in 4902 in addition to this policy. Retaliation is expressly prohibited against any person who participates in reporting, investigating or addressing any incident of bullying behavior.

Legal reference: "School Safety and Bullying Prevention Act, 70 O.S. § 24-100.2, et seq." ;

Cross reference: 4902, Harassment, Intimidation, and Bullying

Adopted: May 2011

Revised:

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OPEN TRANSFER
(INTERDISTRICT)

PURPOSE: To define the Open Transfer (Interdistrict) policy.

All requests for transfers into the District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident district does not offer the grade the student is entitled to pursue will be approved if the student resides within the transportation area of the District.

Delegation of Authority

The Board delegates the authority to approve or deny a transfer application pursuant to the criteria listed in the policy to the Superintendent or designee in the Public Schools of Choice Office.

First Priority

First priority for transfers will be given to children of Tulsa Public Schools' employees who are nonresident students. Transfer requests for such children will be numbered as received, and considered on a first-come, first-serve basis.

Any currently enrolled District student who is a child of a District employee for whom an open transfer has been approved in the past and siblings of such students will be given priority if an application is filed no later than the annual established date in February, and the first-come, first-serve list will be compiled only after current students and their siblings have been placed on the list.

Second Priority

Second priority for transfers will be given to nonresident students who are children of parents who work in the District. Transfer requests for such children will be numbered as received, and considered on a first-come, first-serve basis.

Any currently enrolled District student who is a child of a parent working within the District for whom an open transfer has been approved in the past and siblings of such students will be given priority if an application is filed no later than the annual established date in February, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Order of Review Determination

Transfer requests will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student for whom an open transfer has been approved in the past and siblings of such students will be given priority if an application is filed no later than the annual established date in February. The first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Students with Disabilities

If a student with disabilities applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current Individualized Education Plan (IEP) so that the District may:

- Determine whether the District currently has appropriate programs, staff, placement and services needed to fulfill the current or anticipated IEP of the student; and
- If a preliminary determination is made that the District has the appropriate programs, staff, placement and services needed to fulfill the current IEP of the student if the transfer application is approved, conduct the statutorily-required joint IEP conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of the policy, students with disabilities may be educated in the District pursuant to special education cooperative agreements between the District and other school districts. Such transfers will not be deemed to be parent-initiated or student-initiated transfer applications governed by the policy.

Time Deadlines

An application for an open transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the Public Schools of Choice Office not later than the annual established date in February of the school year preceding the school year in which the transfer is requested. On or before MARCH 1 of the school year proceeding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. The District shall approve or deny the application not later than JUNE 1 of the same year in which the application is submitted, and by August 1 shall inform the State Board of Education and the resident district of the students who have been granted transfers and the grade levels.

Athletic and Other Competition

A transfer student, other than a student granted an emergency transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of ONE (1) YEAR from

the first day of attendance in the District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Emergency Transfer

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the Public Schools of Choice Office may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

- The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;
- The inability of the resident district to offer the subject the pupil desires to pursue; PROVIDED the pupil became a legal resident of the school district after the annual established date in February of the school year immediately prior to the school year for which the pupil is seeking the transfer;
- A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;
- The total failure of the resident district to provide transportation to and from school; or
- The concurrence of both the resident school district and the District.

Applications for approval of an emergency transfer based upon the reason of approval of the sending district and the requested approval of the District will not be considered unless the parent has secured approval of the sending resident district and has signed the Student Consent to Cancellation of Transfer, which will cancel the transfer if the conditions stated in the attachment occur. The District shall have complete discretion as to whether to approve or not to approve an emergency transfer, which is based upon prior approval of the resident district.

Approval of an Emergency Transfer

Approval of transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student fails to comply with the District's rules and regulations governing student behavior; or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to, payment for lunches or lost or destroyed District property. The Board hereby delegates to the Public Schools of Choice Office the authority to cancel any transfer previously granted upon a determination that cancellation is appropriate. The consent form may be amended by administrative regulation.

Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the District grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the District after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until:

- Test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and
- The criteria of the policy are then applied to determine if the applicant is eligible for transfer approval.

An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Accepting Assignment/Subsequent Change

Since approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the Public Schools of Choice Office. A transfer student will NOT be allowed at the time of, or after, enrollment to change the grade/courses/programs in which the student enrolled on the transfer application without specific written permission from the Public Schools of Choice Office. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the Public Schools of Choice Office.

Criteria for Denial

Adoption of an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the District.

A transfer application will NOT be approved if the District does not:

- Provide the courses/educational programs in which the applicant desires to enroll or in which the Public Schools of Choice Office deems the student is required to enroll in order to comply with state and federal laws and regulations;
- Have adequate facilities to provide the courses/educational programs in which the applicant desires to enroll or in which the Public Schools of Choice Office deems the student is required to enroll in order to comply with state and federal laws and regulations;

- Have adequate space for the student in the courses/educational programs in which the applicant desires to enroll or in which the Public Schools of Choice Office deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the Public Schools of Choice Office may deny a transfer if approval would:
 - Place a financial or educational burden on District facilities or staff in the courses/educational programs the student would attend;
 - Exceed class size limitations set by state law or District policy in such courses; or
 - Exceed a percentage of such class size limitations as set by the Director of Pupil Accounting. The Public Schools of Choice Office may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent exceeding class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
- Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

Further, a transfer application will NOT be approved if the student:

- Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the state of Oklahoma or any court within or without the state of Oklahoma, show the student at any time:
 - Violated school regulations;
 - Committed an act commonly regarded as being immoral;
 - Was adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;
 - Was adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;
 - Was convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;
 - Was convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;
 - Committed on school property, in school transportation, or at a school event, a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
 - Possessed on school property, in school transportation, or at a school event, an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or
 - Possessed on school property, while in school transportation or at a school event, a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.

Further, a transfer application will NOT be approved if the applicant:

- Fails to complete the application form, provide the Public Schools of Choice Office with sufficient educational records, or inform the Public Schools of Choice Office in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied in time for the Public Schools of Choice Office to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to the District whatever confidential records the District deems are necessary to review in applying the approval/denial criteria of the policy. The Public Schools of Choice Office has authority to amend the application form by regulation to include additional information needed to review an application request;
- Fails to timely submit a completed application; or
- Provides incorrect information on the application request.

Nondiscrimination

The Public Schools of Choice Office shall not accept or deny an open transfer application based upon the student's ethnicity, national origin, race, religion, gender, gender expression, gender identity income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in the policy for approval will not be deemed to be rejection for a discriminatory reason.

Revised: February 2016

Legal Reference: Title 70 O.S., 8-101-111

Title 70 O.S. 18-110

Cross Reference: 2202, Student Admissions

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STUDENT DISCIPLINE

PURPOSE: To provide standards for student conduct.

The District will establish uniform standards and expectations for student conduct. The Board will adopt these standards and expectations annually, and will publish them in the Behavior Response Plan, formerly known as the Code of Student Conduct.

The expected standards of student behavior within the Behavior Response Plan shall be applied to support the educational mission of the District and to foster constructive social behavior by and among students. The expected standards of student behavior are to be applied without discrimination as to race, religion, gender, gender expression, gender identity, age, national origin, or disability. These behavioral expectations for students are critical to academic development and shall not be punitive.

It shall be the responsibility of each student to comply with these expected behavioral standards while on or adjacent to District premises, on any District-provided transportation, or in the course of any school or District sponsored class, function, or activity, whether on or off District premises. As provided for in the Behavior Response Plan, appropriate disciplinary referrals or actions will result from student violations of these behavioral standards.

The Behavior Response Plan will describe means by which any student subject to disciplinary referrals or actions may respond to and appeal such referrals or actions.

A copy of the Behavior Response Plan will be provided to each student during the student's first week of each school year. Copies will also be available at every school site, at the Education Service Center, and will be posted on the District's web site for public review and access.

Adopted: November 1982

Revised: February 2016

Cross Reference: 2112, Corporal Punishment
2618, Student Detention
2619 and 2619-R, Student Suspension

EMPLOYEE ETHICS

PURPOSE: To establish expectations for ethical behavior.

The Board of Education expects employees to adhere at all times to recognized standards of professional ethical behavior. Teachers, administrators, and support employees are role models and must exemplify ethical and establish an example of acceptable behavior for students. Employees must not engage in conduct detracting from a positive learning environment.

Inappropriate exploitation of employee/student relationships will not be tolerated. Commercial dealings between students and employees are not acceptable. Additionally, an employee may not use a teacher/administrator relationship with a student for personal gain. Exploitation of a student may result from an improper personal relationship encouraged by the teacher/administrator. Employees should be aware gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students and parents/guardians. Therefore, teachers/administrators/support employees must avoid any conduct that might be characterized as evidencing an improper and unprofessional personal involvement with a student.

In their capacity as role models, employees are expected to establish an example of acceptable behavior standards for students. Employees are expected to encourage respect for the law and the institutions of our democratic society.

Employees are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, creed, national origin, gender, gender expression, gender identity, marital status, political or religious beliefs, family, social or cultural background, sexual orientation, or disability. Use of ethnic slurs constitutes unprofessional conduct.

Adopted: October 1990

Revised: February 2016

Cross Reference: 4409 Employee Conflict of Interest
5706, Student Donations, Gifts, and Solicitations

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

PURPOSE: To establish performance standards and conduct for teachers.

Teachers are expected to behave in a professional manner that supports a quality learning environment.

Commitment to Students

In fulfillment of their obligation to the students, teachers:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, creed, gender, gender expression, gender identity, national origin, marital status, political or religious beliefs, family, social or cultural background, sexual orientation, or disability unfairly:
 - a. Exclude any student from participation in any program.
 - b. Deny benefits to any student.
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

Commitment to the Profession

In order to ensure the quality of services to the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate encouraging the exercise of professional judgment, achieve conditions attracting persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of their obligation to the profession, teachers shall not:

1. Make false statements or fail to disclose a material fact related to competency and qualifications, in an application for a professional position.
2. Misrepresent their professional qualifications.
3. Assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attributes.

4. Knowingly make a false statement concerning the qualifications of a candidate for the professional position.
5. Assist an unqualified person in the unauthorized practice of the profession.
6. Disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Knowingly make false or malicious statements about a colleague.
8. Accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

Teacher Due Process Act of 1990

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

Subject to the provisions of the Teacher Due Process Act, a career teacher may be dismissed or not reemployed for:

1. Willful neglect of duty.
2. Repeated negligence in performance of duty.
3. Mental or physical abuse to a child.
4. Incompetence.
5. Instructional ineffectiveness.
6. Unsatisfactory teaching performance.
7. Any reason involving moral turpitude.

A teacher convicted of a felony shall be dismissed or not reemployed, unless a presidential or gubernatorial pardon has been issued.

A teacher may be dismissed, refused employment or reemployment after a finding that such person has engaged in criminal sexual activity or sexual misconduct impeding the effectiveness of the individual's performance of school duties.

As used in this policy:

Criminal sexual activity means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma statutes, which is the act of sodomy.

Sexual misconduct means the soliciting or imposing of criminal sexual activity.

Established by Law

Adopted: June 1994

Revised: February 2016

Legal Reference: Title 70 O.S., 6-101.22, House Bill 1017, Section 76

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NONDISCRIMINATION

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the Tulsa Public Schools' non-discrimination policies:

Human Rights and Title IX Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6131
(918) 746-6517

The Board and the District fully support a policy of nondiscrimination/equal opportunity in employment in all job classifications of the District. All employees and job applicants are guaranteed equality of employment opportunity. Students are provided equal educational opportunities. This means the District will not discriminate against any employee or applicant, students, parents/guardians, patrons, and beneficiaries on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age. The District will make reasonable accommodations for students, job applicants and employees with disabilities in accordance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act.

The Board recognizes the effective application of this policy involves undertaking a program of nondiscrimination/equal opportunity. All District personnel concerned with recruitment, hiring, training, assignments, promotion, transfer, compensation, dismissal, and all other employment practices are directed to govern personnel actions and procedures within the intent of federal and state law.

All recruitment, selection, placement, training, and layoff decisions or recommendations made by the District's supervisors or managers will be based solely on the basis of an individual's ability, merit (as demonstrated by the individual's performance record), and any other considerations that may be mandated by collectively-bargained agreements with employee organizations recognized under Oklahoma law.

All employees applying for a promotion or transfer will be given equal consideration. Assuming an opening exists, the qualifications of candidates for a promotion or transfer will be based solely on the basis of an individual's ability, merit (as demonstrated by the individual's performance record), and any other considerations that may be mandated by collectively-bargained agreements.

All other personnel policies and practices of the District, including compensation, benefits, discipline, safety, and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual's race, color, religion, sex, sexual orientation, gender expression, gender identity, age, national origin, genetic information, veteran status, marital status or disability.

The District will continually review its personnel practices and procedures to ensure employees, supervisors, and managers are adhering to the District's commitment to equal employment opportunity principles and practices.

Employees having equal employment opportunity related questions, problems, or complaints should first communicate their concerns to their immediate supervisor. If they are dissatisfied with the supervisor's handling of the matter, they may pursue their complaint through the District's formal dispute resolution procedure which is set forth in Regulation 4901-R Grievance Procedure for Discrimination Complaints.

In keeping with the requirements of state and federal law, the District will strive to prevent any discrimination in employment, assignment and promotion of personnel, and in educational opportunities and services offered to students in the District's programs and activities. Additionally, there shall be no discrimination against any employee on the basis of membership/non-membership or participation in any professional, civic, parent or charitable organization and in the evaluation, employment, transfer, or promotion of personnel.

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing.

Adopted: November 1982

Revised: February 2016

Legal References: Title 6, Civil Rights Act of 1964
Title 7, Civil Rights Act of 1964, as amended by the Equal Employment
Opportunity Act of 1972
Title 9, Education Amendments of 1972
Education for All Handicapped Children Act of 1975
Title 25, O.S., Section 1302
Boy Scouts of America Equal Access Act

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HARASSMENT, INTIMIDATION, AND BULLYING

PURPOSE: To define the District's position on harassment, intimidation, and bullying.

Tulsa Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the Tulsa Public Schools' non-discrimination policies:

Human Rights and Title IX Coordinator
Tulsa Public Schools Human Capital Department
3027 South New Haven Avenue
Tulsa, Oklahoma 74114-6131
(918) 746-6517

Harassment, intimidation, and bullying include but are not limited to verbal or physical contact, epithets, slurs, gestures, or graffiti, even in jest, that are targeted toward an individual because of race, color, religion, sex, sexual orientation, gender expression, gender identity, age, national origin, marital status, veteran status, disability or genetic information. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions are directed.

Harassment, intimidation, and bullying constitute unethical and unacceptable conduct that will not be tolerated at any level. All persons are strictly prohibited from engaging in any form of harassment of any employee, student, or applicant for employment. Anyone engaging in any form of harassment is subject to disciplinary action in accordance with District policy. Harassment also may constitute discrimination.

Any applicant for employment, employee, or student to whom improper comments or actions are directed should utilize the Tulsa Public Schools Regulation 4901-R Grievance Procedure for Discrimination Complaints, or the Tulsa Classroom Teachers Association/Administration Negotiations Grievance Procedure, whichever is appropriate. Violation of this policy by an employee may result in disciplinary action, including a recommendation for employment termination. Students violating this policy will be subject to appropriate disciplinary action at the school level by the principal or designee.

When allegations of harassment, intimidation, or bullying, are filed, a thorough investigation will be conducted by the Superintendent or designee. The investigation will include interviews with all relevant persons. Such persons include, but are not limited to, the complainant, the accused, student(s) and other potential witnesses. Employees and students are assured the privacy of the complainant and the persons accused of harassment will be protected to the extent possible.

When complaints or allegations of harassment based on race, religion, color, national origin, sex, sexual orientation, gender identity, gender expression, disability, genetic information, veteran status, marital status or age are made, the grievance procedures set forth in Tulsa Public Schools Regulation 4901-R Grievance Procedure for Discrimination Complaints will be followed.

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for opposing or complaining about discrimination, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, appealing or participating in any other discrimination complaint, proceeding or hearing.

Adopted: April 1992

Revised: February 2016

Legal References: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964
Title IX, 1972 Educational Amendments
Oklahoma Anti-Discrimination Act
Americans with Disabilities Act of 1990 (ADA)
Section 504-Rehabilitation Act of 1973
Boy Scouts of America Equal Access Act

Cross Reference:

3309, Teaching About Religion
4408, Employee Ethics
4901, Nondiscrimination Policy
2119, Student Bullying Prevention and Intervention

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