



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, March 7, 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 Rogers College High School JROTC under the instruction of Colonel Daryl Ping.
- A-3. Remind those wishing to address the Board, sign with the clerk -- 5-minute limit.
- A-4. Motion and vote to adopt the agenda.

B. RECOGNITION OF VISITORS

C. SPECIAL PRESENTATIONS/AWARDS/RESOLUTIONS

- C-1. Superintendent's special presentations and awards.

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

Regular Meeting
February 1, 2016
February 16, 2016

E. CONSENT AGENDA – Motion and vote on recommendation.

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

G. INFORMATION AGENDA

H. STAFF REPORTS

I. BOARD MEMBER REPORTS/CONCERNS

J. CITIZENS' COMMENTS

K. SUPERINTENDENT'S REPORTS/PRESENTATIONS

L. OTHER NONROUTINE ITEMS REQUIRING BOARD ACTION

Motion, second, discussion, if any, and vote to approve a settlement agreement between the District and Travis Hill and authorize its due execution by the Board President and Board Clerk.

M. NEW BUSINESS

Consideration and possible action on any matter which could not have been reasonably foreseen prior to the legal time deadline for posting of the agenda for this meeting.

N. ANNOUNCEMENTS

The next regularly scheduled meeting of the Board of Education will be held on Monday, March 21, 2016, at 6:30 p.m. in the Cheryl Selman Room at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

O. Motion and vote to adjourn.

E. CONSENT AGENDA - Motion and vote on recommendations

Note: With the exception of encumbrances, student trips and routine staffing items, consent items appeared on the previous regular meeting's agenda as information agenda items unless otherwise indicated.

CHIEF OF STAFF

E-1. RECOMMENDATION: Approve routine field trips.

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

E-2. RECOMMENDATION: Enter into 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 #861

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.

E-3. 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

- E-4.** RECOMMENDATION: Approve the "February 12 through March 4, 2016, New Encumbrances and Encumbrance Changes Report."

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

Bond Projects and Energy Management

- E-5.** 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.

- E-6.** RECOMMENDATION: Approve change order #1 for the library renovation at Anderson Elementary School to The 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.

- E-7.** RECOMMENDATION: Approve change order #1 for the library renovation at Bell Elementary School to the 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, 34-1522-4720-504500-000-000000-000-12-118-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.

- E-8.** 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.

- E-9.** 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.

HUMAN CAPITAL

E-10. RECOMMENDATION: Approve routine staffing items.

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

INFORMATION AND OPERATIONS

E-11. RECOMMENDATION: Correct the vendor approved on the February 16, 2016, agenda, item E-18, to purchase qualified elevator inspector services from Otis Elevator to ATIS Elevator, St. Louis, Missouri.

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: This item was submitted correctly on the February 1, 2016, information agenda, item G-21, but was inadvertently updated incorrectly when submitted on the February 16, 2016, consent agenda.

F. ACTION AGENDA - Motion and vote on each recommendation

FINANCIAL SERVICES

Bond Projects and Energy Management

F-1. RECOMMENDATION: Enter into a contract with Fanning Howey, Oakbrook, Illinois, 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: Not to exceed \$42,000

FUND NAME/ACCOUNT: Building Fund, 21-0055-4300-508400-000-000000-000-08-037

REQUISITION NUMBER: 11611322

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. Total cost includes performing study per Request for Proposal (RFP) plus additional funding to cover travel expenses.

HUMAN CAPITAL

F-2. RECOMMENDATION: Amend item E-16 of the December 7, 2015, agenda to change the deadline for submitting an irrevocable and written notification of retirement to Human Capital from Monday, February 29, 2016, to Thursday, March 31, 2016. Pay eligible retiring teachers and applicable administrators a \$1,000 incentive for early notice of an irrevocable and written notification of retirement according to the requirements set forth by the Oklahoma Teachers' Retirement System to become effective no sooner than the end of a retiring employee's employment contract term for the 2015-2016 fiscal year. The written notification must be received by the Human Capital Department no later than close of business Thursday, March 31, 2016.

RATIONALE: Extending the deadline for retirement notification will allow qualifying employees additional time to inform the district about their plans for next year and will allow the Human Capital team to plan. The term "administrator" is a certified position which requires an Oklahoma teacher's certification and whose position is graded within the education grade (EG) salary schedule; or an administrative position which is graded within the

executive grade (XG) and business grade (BG) salary schedule grade 10 and above. The term “teacher” is a person, other than an administrator, who is employed on a certified contract for the 2015-2016 fiscal year and whose compensation is based from the teachers’ pay scale. In case of a dispute as to whether any teacher or administrator qualifies for an early retirement incentive payment, such dispute shall be resolved by the Chief Human Capital Officer, whose decision is final and non-appealable.

F-3. RECOMMENDATION: Approve the Tulsa Public Schools (TPS) Employee Attrition Plan, to pay qualified personnel (as defined below) an incentive to immediately end their current employment contract for the 2015-2016 school year, equal to the remainder of their base salary for the 2015-2016 school year from the effective date of resignation plus any eligible accruals, in return for providing a signed TPS Employee Attrition Release and Waiver Agreement specifying a resignation date no later than April 15, 2016.

RATIONALE: The district is considering a realignment and overall reduction of the number of administrative and leadership positions for the coming fiscal year and the reassignment of a number of current administrative and leadership personnel for the next school year. Offering an additional attrition incentive to selected personnel at this time may provide sufficient flexibility for the needed reassignment of existing personnel, as well as provide a financial benefit to the district for the 2016-2017 school year. Although some personnel who may opt for this plan will need to be immediately replaced, the expectation is that a significant portion of costs associated with this plan will be generated from those who will not be replaced for the 2016-2017 school year.

The term “qualified personnel” for the purposes of this Employee Attrition Plan proposal is defined as exempt personnel employed in the pay grades of education grade (EG), business grade (BG) and executive grade (XG) and non-school based non-exempt administrative/clerical/technical employee groups that meet the following eligibility requirements. All school-based positions are excluded from this program.

1. Must be full-time (25 hours or more per week)
2. Must have five years of continuous service with Tulsa Public Schools
3. Must agree to and sign an Employee Attrition Release and Waiver Agreement with Tulsa Public Schools.

G. INFORMATION AGENDA

CHIEF OF STAFF

G-1. RECOMMENDATION: Enter into a contract with Oral Roberts University (ORU) Mabee Center, Tulsa, Oklahoma, for the 2016 commencement ceremonies to be held on May 17, 18, 19 and 20, 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 \$50,000

FUND NAME/ACCOUNT: General Fund, 11-0071-2199-504400-000-000000-000-16-077

REQUISITION NUMBER: 11610884

RATIONALE: Graduation is an annual event to celebrate the success of the district's high school seniors. Rental of the above-named facility and other expenses involved in the 2016 ceremonies are included in the contract.

G-2. RECOMMENDATION: Enter into a contract with the OU Schusterman Center to provide a room and catering for Edison Preparatory School's JROTC Military Ball on April 9, 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 \$3,000

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

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

G-3. RECOMMENDATION: Renew an annual subscription service to ReadyRosie to provide parent education videos via email and SMS/text to parents of immigrant students from March 22, 2016, through March 1, 2017.

COST: Not to exceed \$54,000

FUND NAME/ACCOUNT: Title III Fund, 11-5710-2194-504440-410-000000-000-05-070-5710

RATIONALE: With the increasing immigrant student population, it is critical to ensure that the parents of early childhood and elementary immigrant students in grades prekindergarten through second have the tools and resources necessary to effectively support their children's education. ReadyRosie delivers brief videos via email to the cell phones of parents that provide interactive modeling of parents and children engaging in learning activities together in everyday locations, including home, grocery stores, parks, and restaurants. The videos are available to parents in both English and Spanish. While services will continue through March 1, 2017, all funds will be expended in the 2015-2016 fiscal year.

G-4. RECOMMENDATION: Approve amendments to the data sharing agreement with City Year, Inc.

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

COST: No cost to the district.

REQUISITION NUMBER: 41301502

RATIONALE: There is an existing contract, approved on May 6, 2013, between City Year and the district under which City Year provides AmeriCorps members to deliver research-based whole school supports and student interventions to the district. To enable City Year to successfully implement its services and improve student performance, it is essential that City Year have access to necessary student data to properly design, monitor, adjust and measure the impact of the student support services. The existing contract includes a data sharing agreement. The amended data sharing agreement will streamline the sharing of data by, among other things, implementing an automated data transfer process. The other terms and conditions in the existing contract for City Year's services will not be changed by the amended data sharing agreement.

G-5. RECOMMENDATION: Approve an addendum to the memorandum of understanding with Boston Avenue United Methodist Church, Tulsa, Oklahoma, approved on the July 20, 2015, agenda, item E-7.

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: 41301293

RATIONALE: Sistema Tulsa will plan and develop a phase-two orchestra called the Community Youth Orchestra to begin March 31, 2016. This group will include students aged 12 to 17 who are part of the Tulsa Public Schools' music programs and have two years of instrumental musical experience. A focus of the Sistema Tulsa Community Youth Orchestra (STCYO) will be for students to work on improving their instrumental musical skills, form a community of rigor, foster integration and grow as leaders who can inspire their school programs to improve. STCYO students will receive a full-tuition scholarship and have opportunities to participate in weekly orchestral rehearsals/sectionals, public concerts, and master classes with Sistema Tulsa faculty and guest teaching artists. Rehearsals will take place once a week on Thursdays from 5:30 to 7:00 p.m. at Boston Avenue United Methodist Church. A pilot program will include seven rehearsal sessions from March 31 to May 12, 2016, followed by one concert on May 13, 2016. Musical instruments of participating students will be loaned and serviced by the Fine Arts Department.

- G-6.** RECOMMENDATION: Enter into a facilities usage agreement with the University of Tulsa to house the High School Kravis Summer 2016 Arts Camp.

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: 41301504

RATIONALE: The Kravis Summer Arts program allows high school students to receive instruction from University of Tulsa professors on the University of Tulsa campus. Students engage in advanced level coursework utilizing state-of-the-art equipment in the Art Department building. This high school arts camp will be offered June 13-24, 2016, on the University of Tulsa Campus, Phillips Hall building.

- G-7.** RECOMMENDATION: Approve the Tulsa Public Schools 2016-2017 *High School Course of Study* and *Middle School and Junior High Course of Study*.

COST: No cost to the District.

RATIONALE: The *Course of Study* is reviewed and edited yearly for compliance and alignment with the Oklahoma State Department of Education standards for course and graduation requirements. A committee accepts and reviews

requests for new courses based on campus recommendations. Schools, students and parents use the *Course of Study* to guide and make decisions for students when scheduling classes for the upcoming year and planning high school careers. The *Course of Study* is available as an online searchable database to facilitate ease of use.

- G-8.** RECOMMENDATION: Revise School Board policies as listed.
4409 - Conflict of Interest

RATIONALE: The revision of 4409 and adds language that aligns with updated federal and state guidelines.

FINANCIAL SERVICES

- G-9.** RECOMMENDATION: Approve the 2015-2016 Amended School Budget and Financing Plan prepared in accordance with Section 5-164 of the School District Budget Act. The amended budget presents to the Board the details of the estimated revenue and expenditures that total \$575,303,929 and \$549,233,008, respectively for all appropriated funds.

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

RATIONALE: The Board of Education approved the 2015-2016 Preliminary School Budget and Financing Plan on June 15, 2015, and filed the plan before the end of the fiscal year as required by law. The Amended School Budget and Financing Plan supersedes the preliminary document and also complies with the appropriate law. The 2015-2016 Preliminary School Budget and Financing Plan presented to the Board of Education with details of the estimated revenue and expenditures totaled \$570,170,353 and \$544,099,432, respectively for all appropriated funds.

- G-10.** RECOMMENDATION: Purchase summer take-home book packs from a vendor to be determined to provide supplemental reading material and literacy resources for parents, families and guardians to eliminate the summer reading slide.

COST: Not to exceed \$300,000

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

REQUISITION NUMBER: 11611060

RATIONALE: Providing access to engaging, age-appropriate reading materials is critical to closing the reading gap. Summer reading take-home book packs ensure that children are able to continue to develop literacy skills throughout the summer. This low-cost per student intervention provides an at-home summer learning opportunity. Research shows unequal access to these opportunities creates an achievement gap between lower- and higher-income youth. Summer books will be provided to schools identified as most in need of support by the Oklahoma State Department of Education's school improvement designations.

Bond Projects and Energy Management

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

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

COST: The project is in the bidding process and will be funded with the sale and receipt of the 2016 bond funds. Final information on amount and awardee will be included when the item is on the consent agenda.

RATIONALE: HVAC improvements at McClure Elementary School are part of the 2015 bond sale.

- G-12.** **RECOMMENDATION:** Approve change order #1 for the re-roofing project at Kendall Whittier Elementary School to Metal Roof Contractors, Edmond, Oklahoma. The original contract was approved on the November 2, 2015, agenda, item E-8, in the amount of \$1,571,000.

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 cost of this change order is \$55,088.

FUND NAME/ACCOUNT: Facilities Bond Fund, 34-1260-4720-504500-000-000000-025-12-251-RF007

REQUISITION NUMBER: 11610838

RATIONALE: Inspections revealed the need to provide additional metal around library clearstory windows and provide 16 gauge boots over all new downspouts. The new roof at Kendall Whittier Elementary School is part of the 2015 bond issue.

G-13. RECOMMENDATION: Approve change order #1 for the interior renovation at Remington Elementary School with the Watts Company, Tulsa, Oklahoma. The original contract was approved on the May 4, 2015, agenda, item E-8, in the amount of \$603,063.

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 \$109,775.91.

FUND NAME/ACCOUNT: Facilities Bond Fund, 34-1220-4720-504500-000-000000-000-12-378-T0373

REQUISITION NUMBER: 11610841

RATIONALE: This change order will provide an additional split system heating and air conditioning unit; additional floor leveling and patch to correct cracks in the slab; additional electrical drops and lighting; and provide additional millwork for classrooms.

G-14. RECOMMENDATION: Approve change order #1 for the interior renovation at Kerr Elementary School with the Watts Company, Tulsa, Oklahoma. The original contract was approved on the May 4, 2015, agenda, item E-8, in the amount of \$464,648.

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 \$32,244.56.

FUND NAME/ACCOUNT: Facilities Bond Fund, 34-1220-4720-504500-000-000000-000-12-252-T0373

REQUISITION NUMBER: 11610842

RATIONALE: This change order will provide additional millwork at the new secure entrance/office area; additional floor leveling and patch to correct cracks in the slab; additional vinyl enhanced tile (VET) flooring; and additional electrical drops and lighting.

G-15. RECOMMENDATION: Approve change order #1 for the turf and track at East Side Sports Complex with Field Turf USA, Auburn Hills, Michigan. The original contract was approved on the December 7, 2015, agenda, item E-9, in the amount of \$566,485.

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 \$3,774.75.

FUND NAME/ACCOUNT: Facilities Bond Fund, 34-1220-4720-504500-000-000000-000-12-018-T0387

REQUISITION NUMBER: 11610844

RATIONALE: The existing base required additional rock in the west end zone. The new turf was part of the 2010 bond issue.

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
Mayo Demonstration Academy/5 th grade students	Students: 63 Parents: 55 Staff: 3	To participate in a US History and Science study trip/St. Louis, Missouri.	May 4-6, 2016	3	No cost to the District.
Edison Preparatory School/Cross Country Track Team	Students: Parents: 1 Staff: 3	To participate in team building activities/Red River, New Mexico	June 1-5, 2016	0	No Cost to the District.

CORRECTION TO PREVIOUSLY APPROVED FIELD TRIPS – December 21, 2015, agenda, page 19 – Correct dates of travel

SCHOOL/ PARTICIPANTS	NUMBER OF STUDENTS/ PARENTS/ STAFF	PURPOSE OF TRAVEL AND LOCATION	TRAVEL DATES	NUMBER SCHOOL DAYS MISSED	TRAVEL COST AND FUNDING SOURCE
Edison Preparatory School/Pre-AP 2 and AP Studio Art students	Students: 30 Parents: 2 Staff: 2	Museum Tour of Crystal Bridges Museum of Art/ Bentonville, Arkansas	March 28, 2016	1	No cost to the District (Full Reimbursement Grant from Crystal Bridges)

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:

2119 Page 4 of 4

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

2207 Page 6 of 6

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

4411 Page 2 of 2

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

4901 Page 2 of 2

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

4902 Page 2 of 2

SUPPORTING INFORMATION

CONSENT ITEM E-10

ROUTINE STAFFING ITEMS

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Certificated/Administrative:				
Alikor, Patty	2/29/16	M-30	\$ 16,844.36	Teacher-Penn/ Special Education Rate: \$55,936.00 Return from leave
Allen, Anita	3/01/16	B-12	11,233.18 561.66	Teacher-Edison/ Special Education Rate: \$38,020.00 Return from leave
Allen, Quanda	2/08/16	EG-3	27,241.79	Assistant Principal- Mitchell Rate: \$68,925.00 Return from leave
Amundson, Tielsa	2/16/16	M-5	12,673.36	Teacher-Burroughs/ Grade 6 Rate: \$35,976.00 Return from leave
Boley, Cathy	1/04/16	B-28	26,178.01	Nurse-East Central Rate: \$50,630.00 Return from leave
Cervini, Andrew	1/04/16	B-0	16,450.00	Teacher-Washington/ Career Tech Rate: \$32,900.00 Return from leave
Conner, Jonathan	1/04/16 5/26/16	B-0	17,010.79	Teacher-McLain/Math Rate: \$32,900.00
Dodge, Carol	1/18/16	M-25	23,672.25	Teacher-Grimes/Grade 6 Rate: \$51,436.00 Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Dunagan, Jamie	2/29/16 5/26/16	B-6	\$ 10,630.11	Teacher-McClure/Music Rate: \$35,300.00
Gray, Ashley	2/04/16 5/26/16	B-0	17,010.80 850.54	Teacher-Jones/ Special Education Rate: \$32,900.00
Grigsby, Dawn	2/02/16 5/26/16	BG-B	8,814.90	Child Nutrition Services (CNS) Manager- Washington Rate: \$21,799.00 Return from leave
Hargroves, Jennifer	1/25/16 5/26/16	B-17	18,471.25	Nurse Supervisor-ESC Health Services Rate: \$42,228.00
Hasty, Rebecca	1/04/16	B-7	17,850.00	Teacher-Sequoyah/ Grade 2 Rate: \$35,700.00 Return from leave
Hickman, Sherri	2/03/16 5/26/16	B-10	14,795.45	Teacher-McKinley/ Grade 5 Rate: \$37,200.00
Hixson, Joshua	2/08/16	B-5	13,285.80	Teacher-Thoreau/ Social Studies Rate: \$34,900.00 Return from leave
Howland, Nathaniel	2/15/16	BG-7	18,948.95	TLE Project Manager- ESC/Superintendent's Office Rate: \$50,791.00 Return from leave
Humphrey, Rachel	2/03/16	B-2	13,403.41	Teacher-Lee/Grade 5 Rate: \$33,700.00 Return from leave
Jones, Jimmie	2/16/16	M-13	13,895.05	Teacher-Hale Jr. High/ P.E. Rate: \$39,444.00 Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Langva, Leesa	2/18/16	M-18	\$ 15,346.00 767.30	Teacher-Columbus/ Special Education Rate: \$45,016.00 Return from leave
Madison, Jodi	3/03/16	M30-13	11,907.39 595.37	Teacher-Monroe Demonstration Academy/ Special Education Rate: \$41,914.00 Return from leave
Mahar, Barbara	3/01/16	B-18	12,831.59	Teacher-Disney/ELD Rate: \$43,430.00 Return from leave
Morales, Katrina	2/11/16	M-10	13,936.73	Librarian-Lanier Rate: \$38,326.00 Return from leave
Parker, Teresa	1/04/16	B-4	17,838.07	Teacher-Edison/ Language Arts Rate: \$34,500.00 Return from leave
Peregrina, Amanda	2/03/16	M60-22	21,069.60	Instructional Technology Coach-Wilson/ Academic Services Rate: \$52,975.00 Return from leave
Santiago Ramos, Dania	2/15/16	B-9	12,963.64	Teacher-Zarrow/Art Rate: \$36,800.00 Return from leave
Schmidt, Kegan	2/01/16	B-4	17,250.00	Teacher-Sequoyah/Pre-K Rate: \$34,500.00 Return from leave
Swain, Robert	1/25/16	BG-10	42,848.62	Campus Police Chief- ESC/Campus Police Rate: \$99,470.00 Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Thornton, Jennifer	1/20/16	B-11	\$ 17,095.45	Teacher-Key/Grade 3 Rate: \$37,610.00 Return from leave
Wilson, Deborah	2/01/16	BG-5	20,897.05	Occupational Therapy Assistant-Enrollment Center/Special Education and Student Services Rate: \$48,420.00 Return from leave
Support (Hourly):				
Agler, Scott	2/19/16 6/30/16	MT-3	\$ 9.35 .46	Custodian-Robertson Shift differential
Barnett, Saneca	1/04/16 5/24/16	IS-10	13.11	MD Paraprofessional- Hamilton Return from leave
Bell, Antonio	2/17/16 5/24/16	MT-7	11.21	Bus Driver
Bell, Deborah	2/10/16 5/24/16	IS-6	11.84	Teacher Assistant (TA)- Disney
Brooks, Delfred	2/08/16 6/30/16	MT-3	9.35 .46	Custodian-Eisenhower Shift differential
Brooks, Georgia	2/24/16 6/30/16	MT-13	16.74	Floor Crew-Maintenance Return from leave
Carbajal, Margarita	3/01/16 5/25/16	CA-3	11.72	Clerk- East Central Jr. High Return from leave
Daniels, Sharon	2/01/16 5/25/16	MT-1	8.87	CNS Assistant- Washington
Eaton, Shannon	2/09/16 5/24/16	IS-10	13.11	Autism Paraprofessional- Salk
George, Essence	2/08/16 5/24/16	IS-3	9.35	TA-Project Accept

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Grente Neagu, Mihaela	2/16/16 5/24/16	IS-3	\$ 9.35	Parateacher-Eisenhower
Harjo, Rayleen	2/02/16 6/30/16	MT-3	9.35 .46	Custodian-Mark Twain Shift differential
Herring, Tyler	1/27/16 5/24/16	IS-6	10.81	Paraprofessional-Hale
Hopkins, Celestia	2/19/16 5/25/16	MT-6	14.06	Assistant CNS Manager- Kendall Whittier Return from leave
Jefferson, Dakota	2/18/16 5/24/16	IS-3	9.35	TA-Lindbergh
Johnson, Danella	1/11/16 5/24/16	IS-10	13.11	Autism Paraprofessional- Lee
Joseph, Damon	2/01/16 5/25/16	MT-1	9.53	CNS Assistant-Anderson
Macaruso, Christina	8/28/15 5/24/16	IS-6	10.81	Paraprofessional-Lanier
McCoy, Irlinda	2/16/16 5/24/16	IS-6	10.81	Paraprofessional- Academy Central
McDugle, Jennifer	2/15/16 5/25/16	MT-1	9.03	CNS Assistant-Robertson
Miller, Kristen	2/08/16 5/24/16	IS-10	13.11	Autism Paraprofessional- Lee
Molina Urquiza, Teresa	2/22/16 6/30/16	MT-3	9.35 .46	Custodian-Edison Shift differential
Moore, Larzetta	2/17/16 5/27/16	CA-8	11.42	Health Assistant- Phoenix Rising
Morris, Luellen	2/02/16 6/30/16	MT-3	9.35 .46	Custodian-Webster Shift differential
Mougell, Larry	2/22/16 6/30/16	MT-7	11.21	Bus Driver Former Employee (f.e.)

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Ocampo, Maria	2/02/16 6/30/16	MT-3	\$ 9.35 .46	Custodian-Celia Clinton Shift differential
Ornelas Garcia, Felix	2/26/16 6/30/16	MT-3	9.49	Custodian-Sequoyah Return from leave
Parker, Alan	1/04/16 5/24/16	IS-6	10.81	Paraprofessional-Hale
Phillips, Traci	12/08/15 5/24/16	IS-10	13.11	Autism Paraprofessional- Chouteau
Releford, Kristy	2/14/16 5/27/16	CA-4	10.70	Health Assistant-Grissom
Reyna Ruiz, Itzia	2/09/16 6/30/16	MT-3	9.35 .46	Custodian-Edison Shift differential
Rogers, Jason	2/08/16 5/24/16	IS-6	10.81	TA-Edison
Runyon, Holly	2/22/16 6/30/16	CA-13 6-CI	23.49	SAF Bookkeeper Technician-ESC/ Treasurer's Office Return from leave
Saucedo Salas, Monica	1/20/16 6/30/16	MT-3	10.09	Custodian-Disney Return from leave
Savill, Treasa	1/19/16 5/24/16	IS-10	13.11	ED Paraprofessional- Lanier
Smittle, Mishelle	2/12/16 5/24/16	IS-6	10.81	TA-Jackson
Spearman, Michelle	2/16/16 5/24/16	MT-7	11.21	Bus Driver Return from leave
Sundquist, Joshua	2/22/16 5/24/16	MT-7	11.21	Bus Driver f.e.
Taylor, Etta	2/23/16 5/24/16	IS-10	13.11	ED Paraprofessional- Burroughs

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Thomas, Michael	2/10/16 5/24/16	IS-6	\$ 10.81	TA-Owen
Thomason, Tamara	2/10/16 5/24/16	IS-6	10.81	TA-Mitchell
Underwood, Whitney	1/22/16 5/24/16	IS-6	10.81	TA-McKinley
Wakefield, Kevin	2/12/16 6/30/16	MT-7	9.35 .46	Custodian-East Central Shift differential
Wheeler, Kevin	2/16/16 5/24/16	MT-7	11.21	Bus Driver
Willis, Annette	1/04/16 5/24/16	IS-6	12.13	Paraprofessional- Hamilton
Yang, Nonlou	2/04/16 5/24/16	IS-6	12.46	TA-Lewis and Clark

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Certificated/Administrative:					
Dross, Diane	Principal- Alternative Programs, Hospital Sites EG-7	2/09/16	\$ 100,104.00	\$ 100,104.00 1,895.50	Acting Principal- Project Accept TRAICE ES
Gul, Afsheen	CNS Assistant- Edison MT-6	2/16/16 5/26/16	10.84	6,021.79	CNS Traveling Manager-Ross/ Child Nutrition BG-A Rate: \$17,774.00
Hatfield, Sharon	Teacher- Remington/ Math, Gifted and Talented M-9	1/04/16	37,916.00	19,517.00	M30-9 Rate: \$39,034.00
Launchbaugh, Sarah	Speech Pathologist- Enrollment Center/Special Education and Student Services M30-10 3/5 Time	1/04/16	23,666.00 1,183.30	12,166.50 608.33	M60-10 Rate: \$24,333.00 Special Education Rate: \$1,216.65
Mendenhall, Amanda	Teacher- Whitman/ Grade 5 B-6	8/14/15	35,300.00	36,376.00	M-6
Musungayi, Misenga	CNS Assistant Manager-Ross MT-6	2/16/16 5/26/16	11.88	6,775.96	CNS Manager-Ross BG-A Rate: \$20,000.00
Primo-Perez, Nurieta	Teacher-Zarrow/ Grade 2 M-11	8/14/16	38,986.00	40,614.00	M30-11

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Thomas, Karen	Speech Pathologist- Enrollment Center/Special Education and Student Services M30-32	1/04/16	\$ 60,544.00 3,027.70	\$ 31,087.50 1,554.38	M60-32 Rate: \$62,175.00 Special Education Rate: \$3,108.75
Williams, Joey	Teacher-Rogers/ Math M60-14	1/04/16	44,455.00	22,777.50	D-14 Rate: \$45,555.00
Willis, Jennifer	Teacher-East Central Jr. High/ Language Arts B-7	1/04/16	35,700.00	18,398.00	M-7 Rate: \$36,796.00
Support (Hourly):					
Allen, Matthew	Bus Driver MT-7	2/22/16 5/24/16	\$ 11.21	\$ 11.21 .15	Lead driver
Barrera-Mercado, Holley	CNS Assistant- Disney MT-1	2/29/16 5/25/16	8.87	9.49	CNS Cook I – Jones MT-2
Bastien, Roger	CNS Assistant- Memorial MT-1 6.5hrs/day	12/07/15 5/25/16	8.87	8.87	7hrs/day
Burns, Catherine	CNS Assistant- Remington MT-1 6hrs/day	2/15/16 5/25/16	9.03	9.03	6.5hrs/day
Gordon, Janet	CNS Assistant- ECDC Porter MT-1 6.5hrs/day	2/15/16 5/25/16	9.54	9.54	7.5hrs/day
Jasso, Estefania	Clerk- Eisenhower CA-3	12/11/15 5/24/16	9.35	10.81	TA-Eisenhower IS-6

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Jerome, Robert	Police Officer- ESC/ Campus Police TS-9 195 days	2/01/16 6/30/16	\$ 16.62	\$ 19.16 1.92	12 months Shift differential
Kisler, Krystal	Principal's Secretary-Kerr CA-8	2/04/16 6/30/16	13.70	12.57	Data Specialist- ESC/Special Education and Student Services CA-8
Landazuri, Jose	Custodian- East Central MT-3	2/11/16 6/30/16	10.63 .53	11.59	Head Custodian- Lewis and Clark MT-6 Shift differential
Leonard, Brian	Bus Driver MT-7	2/15/16 6/30/16	11.21	10.68 75.00	Apprentice- Transportation MT-6 Tool Allowance
Neal, Rene	TA-Thoreau IS-3	12/13/15 5/24/16	10.45	11.39	Credit for Education IS-6
Spearman, Michelle	Bus Assistant MT-1	2/16/16 5/24/16	9.92	11.21	Bus Driver MT-7
Tyeskie, Shanique	CNS Assistant- Springdale MT-1 8hrs/day	1/04/16 5/25/16	9.00	9.00	6hrs/day
Vallejo, Maria	Clerk-Skelly CA-3	2/08/16 6/01/16	9.77	11.74	Principal's Secretary- Kerr CA-8
Vazquez, Perla	Paraprofessional -Skelly IS-3 172 days	2/08/16 5/26/16	9.35	9.35	Clerk-Skelly CA-3 181 days

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Walker, Rhett	Security Technician-ESC/ Campus Police TS-8	9/09/15 6/30/16	\$ 16.62	\$ 16.62 .83	Shift differential
Williams, Brandy	CNS Assistant Manager-Owen MT-6 7.5hrs/day	2/01/16	10.81	10.81	8hrs/day

LEAVES OF ABSENCE

Name	Effective Date	Assignment
Certificated/Administrative:		
Cervini, Andrew	2/01/16	Teacher-Washington/Career Tech
Dodge, Carol	1/04/16	Teacher-Grimes/Grade 6
Green, Cheree	2/03/16	Teacher-Burroughs/Special Education
Greenwood, Ashlley	2/05/16	Teacher-Hale Jr. High/Music
Henderson, Charles	2/10/16	Teacher-Clinton/TRAICE
Morales, Katrina	1/20/16	Librarian-Lanier
Peregrina, Amanda	1/29/16	Instructional Technology Coach-Wilson/ Academic Services
Viveros, Sarah	2/19/16	Teacher-Dual Language Immersion/Grade 1
Support (Hourly):		
Funes, Amparo	2/01/16	Custodian-Jones
Jamison, Lonnie	1/25/16	Warehouse Lead-Warehouse/Materials Management
Loveless, Angela	1/27/16	MD Paraprofessional-Kendall Whittier
Martin, Linda	1/19/16	Purchasing Technician-ESC/Materials Management
Runyon, Holly	2/01/16	SAF Bookkeeper Technician-ESC/ Treasurer's Office
Sanders, Sherry	2/01/16	Bus Driver

RETIREMENTS

Name	Effective Date	Assignment
Certificated/Administrative:		
Anderson, Rebecca	6/01/16	Teacher-Salk/Music
Beatty, Kathy	8/01/16	Teacher-Anderson/Art
Berlin, Linda	7/01/16	Teacher-Memorial/Social Studies
Caine, Sandra	4/29/16	Title I Administrator-ESC/Federal Programs and Special Projects
Coghill, Darla	6/01/16	Teacher-Rogers/Chemistry
Connelly, Charla	6/01/16	Counselor-Disney
Criddle, Clifford	6/01/16	Teacher-Webster/Career Tech
Curtis, Linda	6/01/16	Teacher-Salk/Art
Fincannon, Katherine	6/01/16	Teacher-Hamilton/Kindergarten
Ford-Criddle, Jonita	6/01/16	Teacher-Edison/Special Education
Giplin, Kathryn	6/01/16	Teacher-Grissom/Kindergarten
Grimes, Marsha	6/01/16	Teacher-Academy Central/Grade 2
Ireton, Glenda	6/01/16	Counselor-Webster
Mitchell, Glenda	6/01/16	Teacher-Academy Central/Grade 1
Nein, John	6/01/16	JROTC Instructor-East Central
Parsons, Robert	6/01/16	Teacher-Webster/Chemistry
Patrick, Gregory	5/26/16	Teacher-Memorial Jr. High/P.E.
Robinson, Clara Lee	6/01/16	Teacher-Hoover/Grade 2
Sanders, Sharman	6/01/16	Teacher-Webster/Career
Sibley, Nancy	6/01/16	Teacher-Celia Clinton/Grade 4
Smith, Daniel	6/01/16	Teacher-Disney/Grade 4

RETIREMENTS - Continued

Name	Effective Date	Assignment
Tryon, Steven	6/01/16	Teacher-Jackson/Enrichment
Watt, Alex	6/01/16	Teacher-East Central/P.E.
Willis, Ira	6/01/16	Teacher-Webster/P.E.
Support (Hourly):		
Taliaferro, Charles	5/24/16	Bus Driver

RESIGNATIONS

Name	Effective Date	Assignment
Certificated/Administrative:		
Caldwell, Linda	6/30/16	Teacher-Grimes/Pre-K
Crain, Katrina	2/18/16	Teacher-Mitchell/Grade 1
Dantzler, Marvin	2/12/16	Teacher-Washington/US Government
Granger, Charles Jr.	2/01/16	Teacher-McLain/Alternative Education
Milford, Cynthia	6/01/16	Psychologist-Enrollment Center/Special Education and Student Services
Perez, Rachel	6/01/16	Teacher-Hale/Social Studies
Quinn, Melvetta	2/03/16	Counselor-McLain
Roberts, Suzanne	3/18/16	Teacher-Rogers Jr. High/Special Education
Shroff, Donald	5/25/16	Teacher-Hale/Special Education
Weller, Scott	2/01/16	Teacher-McLain/Alternative Education
Williams, Matthew	2/05/16	Teacher-Wright/Grade 1

RESIGNATIONS - Continued

Name	Effective Date	Assignment
Support (Hourly):		
Armstrong, Tiara	1/27/16	TA-Whitman
Bledsaw, Tammie	1/29/16	Health Assistant-Grissom
Brians, Mary	1/22/16	TA-Lewis and Clark
Bush, Marla	1/04/16	Bus Driver
Cooper, Calen	2/12/16	Grounds Journeyperson-Maintenance
Essence, George	2/16/16	TA-Project Accept
Garza, Esmeralda	2/09/16	Custodian-Educare
Hall, Marlan	12/02/15	TA-Jackson
Hicks, Carolyn	2/01/16	CNS Cook II-ECDC Bunch
Holdman, Kenneth	1/27/16	Clerk-Central
Luna, Nicole	2/04/16	TA-Bell
Lydzustre, Darlene	2/12/16	CNS Cook I – ECDC Reed
Phillips, Danyell	1/28/16	Custodian-Memorial
Rodriguez, Maria	2/04/16	Custodian-Eisenhower
Rogers, Jason	2/17/16	TA-Edison
Scranton, Brandon	2/17/16	Campus Police Officer-ESC/Campus Police
Seals, Stace	2/05/16	ED Paraprofessional-McLain
Smith, Audrianna	2/12/16	Site Assistant-Mayo/Before and After Care
Smith, Casino	2/08/16	Custodian-MacArthur
Solis, Ashley	1/29/16	Clerk-Rogers
Thomas, Tonya	2/03/16	TA-Lewis and Clark
Ward, Karissa	2/12/16	Autism Paraprofessional-Remington
Williams, Britney	1/29/16	Site Assistant-Lee/Before and After Care

TERMINATIONS

Name	Effective Date	Assignment
Support (Hourly):		
Case, Travis	2/03/16	Custodian-Plant Operations
Gatewood, Rynasha	2/23/16	CNS Assistant-McLain
Hayes, Theodore	2/04/16	Paraprofessional-Hale
Jones, Love	2/03/16	Custodian-Washington
Palmer, Yolanda	11/02/15	Bus Driver
Williams, Renita	1/29/16	Bus Driver

SUBSTITUTE AND TEMPORARY ELECTIONS

Substitute Teachers

Anders, Nancy
Armstrong, Jameisha
Aszurdee, Jeff
Barbosa, Irene
Bezan, Kelly
Bonk, Nicole
Broker, Wesley
Bryan, Patrick
Buck, Jessica
Clark, Jan
Goins, Vanessa
Harring, Kathy
Hensley, Kerri
Hoagland, Bridget

Hunt, Beri
Johnson, Jennifer
Johnson, Sherron
Liggins, Katherine
Mason, Barney
McHenry, Rhoda
McLerran, Casey
Melendez, Alexis
Musungayi, Tina
Ogg, Deborah
Packer, Gary
Roper, Allison
Sanchez, Kellie
Saulnier, Eric

Savage, Craig
Sears, Rachel
Sherman, Jennifer
Smittle, Mishelle
Snider, Dan
Spies, Sean
Stevens, Carolina
Stowell, Nik
Street, Jewel
Thomas, Jeremiah
Wilis, Jasmine
Williamson, Veda
Wissen, Beverly

ELL Access Tester

Ham, Susan

Tutor

Jones, Loretta
Jones, Millard
Littlejohn, Barbara

Child Nutrition

Deligorio, Amanda
Gilkey, David
Solis-Flores, Enedilia
Verner, Mattie
Willcox, Shampaign

Adjunct Teachers

McLain– 11-000-1000-501930-820-330000-201-07-720

Jordan Ware, boys soccer @ \$1,202, February 15, 2016 to May 23, 2016

Webster– 11-000-1000-501930-810-330000-201-07-740

Matthew Campbell, girls soccer @ \$1,202, February 15, 2016 to May 23, 2016

Culinary Coordinators-ESC/Child Nutrition

Lewis, Camille
Olaniyan, Akin

Custodian

Garcia De Camerena, Gloria
James, Eugenio
Johnson, Ashley
Jones, Chiniqua
Strickland, Hannah

DRS Student Workers

Gwaltney, Jaden
Tumey, Netya

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Any Given Child Professional Development -11-0165-2212-501700-000-000000-210-14-020

Pay 75 certified staff to be named @\$23/hr. (total not to exceed \$6,000) to attend a three hour professional development workshop during June, 2016.

Any Given Child Professional Development -11-0165-2212-501700-000-000000-210-14-020

Pay 5 certified staff to be named @\$30/hr. (total not to exceed \$1,000) two hours to prepare and presentation of a three hour professional development workshop during June, 2016.

Extended School Year Program - 11-6210-1000-501700-239-XXXXXX-210-05-XXX -6210 \$47,000

11-6210-2132-501700-239-000000-347-05-XXX-6210 \$4,400

11-6210-2152-501700-239-000000-353-05-XXX-6210 \$4,400

11-6210-2135-501700-239-000000-334-05-XXX-6210 \$4,000

11-6210-1000-501800-239-XXXXXX-414-05-XXX-6210 \$57,300

11-6210-2410-501800-239-000000-609-05-XXX-6210 \$1,700

11-6210-1000-501800-239-XXXXXX-328-05-XXX-6210 \$9,000

11-6210-2170-501700-239-XXXXXX-338-05-XXX-6210 \$4,000

Pay Special Education staff, to be named listed below (total not to exceed \$131,800) to provide an extended school year (ESY) educational program for identified students on an Individual Educational Plan (IEP), June 27, 2016 through July 22, 2016.

Teachers - \$23/hr.

Nurses - \$30/hr.

Speech Pathologists - \$23/hr.

Occupational Therapist – at their current hourly rate of pay

Physical Therapist – at their current hourly rate of pay

Paraprofessionals – at their current hourly rate of pay

Secretary – at their current hourly rate of pay

Interpreter- at their current hourly rate of pay

Health Clerk-at their current rate of pay

East Central Extra Duties – School Activity Fund #520

Pay certificated staff, Paul Clancy a total not to exceed \$1,250 for Soccer Coaching Stipend during the school year 2015-2016.

East Central Extra Duties – School Activity Fund #520

Pay certificated staff, Kim Wandell a total not to exceed \$1,250 for Soccer Coaching Stipend during the school year 2015-2016.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

February 16, 2016 Agenda, page 25 - Correct proposed amount

ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Houchin, Shawn	2/08/16	MT-9	\$ 12.56 1.26	Communications Specialist-ESC/ Campus Police Shift differential

February 1, 2016 Agenda, page 26 - Correct proposed contract amounts and reason

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Jerome, Robert	Police Officer-ESC/ Campus Police TS-9	1/01/16 6/13/16	\$ 16.62	\$ 19.16 1.92	Credit for Experience Shift differential

TULSA PUBLIC SCHOOLS

Policy 4409

EMPLOYEE CONFLICT OF INTEREST

PURPOSE: To establish what constitutes a conflict of interest for District employees.

No employee should have any outside business interests that might, in fact or appearance, interfere with the employee's loyalty to the District. No employee should have any interest or association that interferes with, or appears to impair, the independent exercise of the employee's judgment in the best interests of the District. This policy applies to all employees of the District. Failure of any employee to abide by this policy could result in discipline, including suspension and/or employment termination. In addition, any potential conflict of interest pertaining to federal funding must be disclosed in writing to the Oklahoma State Department of Education or the United States Department of Education, as appropriate.

The integrity of the District's purchasing/contracting procedure must be above reproach. The acceptance or solicitation of gifts or favors by employees will not be tolerated.

The Superintendent or designee shall monitor all employment and assignment activities to assure compliance with this policy. Exceptions may be granted when in the best interest of the District and to avoid unfairness to an employee, but only with written permission of the Superintendent or designee.

Conflicting Business Situations

Employees shall not be concurrently employed by or otherwise seek or accept concurrent employment or compensation with a business organization that does business, or is seeking to do business, with the District unless the engagement is for the District employee's duty free time (i.e., nights, vacations, holidays, weekends); the District employee's compensation does not vary directly or indirectly depending on the amount of business the organization does with the District; the District employee, as a practical matter, does not have the ability to influence or recommend purchases by the District from the organization; and the District employee does not own or control in excess of three percent of the ownership of the business organization.

The District will not do business with any business organization or entity in which a District employee, or member of the District employee's immediate family or household, has an equity ownership except for a minority interest of three percent or less in a publicly-owned corporation.

Types of organizations that are examples of those that should be considered business organizations doing business with the District are: an office or equipment supplier; vendors of computer hardware, software or automation services; fund-raising organizations; insurance or annuity brokers; building contractors; management services, etc.

Inappropriate Transactions

No employee shall seek or offer any gift, payment, fee, service, rebate, valuable privilege, hospitality, meal, entertainment, admission tickets, flowers, discount, travel, sporting event (including golf and other social athletic events), vacation, use of vacation property, loan (other than a conventional loan from a lending institution), or other favor from any person or business organization that does, or seeks to do business, with the District. No employee shall accept, offer, or convert anything of value in exchange for referral of third parties to any such person or business organization.

No employee shall accept or offer gifts or favors (including those described above) from any person or business organization where these might tend, or appear to tend, in any way to impair independent judgment concerning District business operations. Employees may offer common courtesies, gifts, or meals with an individual value not greater than \$50 that are usually associated with accepted business practices. Employees may accept common courtesies, gifts or meals with an individual value not greater than \$125 that are usually associated with accepted business practices. Additionally, promotional and advertising novelties and tickets specifically used for advertising purposes are allowable. If an unsolicited gift of more than nominal value is offered or received, it must be declined or returned.

Any offer of a gift or favor of more than nominal value shall be reported promptly in writing to the employee's supervisor, or in the case of the Superintendent, by the Superintendent to the Board president.

Under no circumstances is it permissible to accept or offer a gift of cash or cash equivalents (for example, gift certificates, stocks or other forms of marketable securities).

Travel

Employees will not accept or participate in travel that is paid or provided by a vendor or prospective vendor, even if the travel is deemed to benefit the District. Vendors or prospective vendors who extend travel opportunities to District employees are to be advised of this policy. Employees who have developed a specialized or particular expertise in their field may attend industry-sponsored conferences or conferences sponsored by a vendor or prospective vendor, with travel and other expenses paid by the sponsor if: (1) the employee is attending as a representative of the District; (2) similar employees from other entities are invited to attend; and (3) the employee notifies the Superintendent, in writing, and receives written permission from the Superintendent in advance of the travel.

Unlawful or Unethical Payments

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

Employee Annual Statement

Annually the following employees will complete, sign and submit an appropriate statement attesting to compliance with this policy: the Superintendent, members of the Superintendent's cabinet, executive directors, directors, principals, and coordinators. The annual statements will be circulated and reviewed by the Human Resources Department. All employees who are new to their respective positions will be notified of this requirement in connection with training/orientation sessions.

Negotiations and Competition

Representation of the District in a transaction in which the employee, officer, agent, or any close relative has a substantial interest is prohibited. Competition with the District, directly or indirectly, in the purchase or sale of property or interests in property is prohibited.

Outside Employment and Directorships

Employees are expected to devote their full working time to the duties of their positions for the sole benefit of the District. Exceptions must be approved in advance by the responsible Cabinet member. Outside directorships in business corporations must be approved in advance by counsel.

District Property

Materials developed by employees of the District during the course of their employment such as software, hardware devices, products, patents, advertising materials, manuals, etc., are the exclusive property of the District. Such materials may not be used for any purpose other than District business.

The removal of any food, supplies, equipment or other District property, including official records, is prohibited. Individual sales by any school employee of District property, except for District property which has been declared surplus according to District policy, to an outside business interest or other school employee is prohibited.

Sales By/Purchases from Employees

Employees and immediate family members may not solicit the District or other employees concerning sales for personal benefit, political or charitable causes. It is generally deemed inappropriate for an employee, during the course of employment, to solicit students, parents, or patrons for personal benefit, political or charitable causes.

Additionally, purchases by the District from employees should be severely restricted to special circumstances where the product or service is not available from other sources.

Any employee who believes a violation of this policy has occurred should immediately report the observation to the Superintendent or designee. The Superintendent or designee will investigate the allegations and take appropriate action.

Adopted: March 1994

Revised: