



## **AGENDA**

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **April 3, 2017**, 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 Memorial High School JROTC under the direction of Colonel Greg Barrack.
- A.3. Remind those wishing to address the Board, sign with the clerk -- 5-minute limit.
- A.4. Motion and vote to adopt the agenda.

**B. RECOGNITION OF VISITORS**

**C. SPECIAL PRESENTATIONS/AWARDS/RESOLUTIONS**

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

**D. Approve minutes of previous meetings of the Board of Education.**

<u>Regular Meetings</u>	<u>Special Meeting</u>
March 20, 2017	January 12, 2017

**E. CONSENT AGENDA – Motion and vote on recommendation.**

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

**G. INFORMATION AGENDA**

**H. STAFF REPORTS**

**I. BOARD MEMBER REPORTS/CONCERNS**

**J. CITIZENS' COMMENTS**

**K. SUPERINTENDENT'S REPORTS/PRESENTATIONS**

**L. OTHER NONROUTINE ITEMS REQUIRING BOARD ACTION**

**M. NEW BUSINESS**

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

**N. ANNOUNCEMENTS**

The next regularly scheduled meeting of the Board of Education will be held on Monday, April 17, 2017, at 6:30 p.m. in the Cheryl Selman Room at the Charles C. Mason 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 SCHOOLS**

**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 Zoo, Tulsa, Oklahoma, to host Central High School's senior prom on April 28, 2017.

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

COST: Not to exceed \$5,000

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

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

**E.3.** RECOMMENDATION: Enter into an agreement with Banks Entertainment, Tulsa, Oklahoma, to provide DJ services for Edison Preparatory's senior prom, April 14, 2017.

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 \$1,695

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

RATIONALE: This event has been held annually and has provided students with the opportunity to become involved with event planning and to gain teamwork skills. It is intended to promote a sense of togetherness right before graduation.

**E.4.** RECOMMENDATION: Enter into a facilities usage contract with OU Schusterman Center, Tulsa, Oklahoma, and catering contract with Aila's Catering Kitchen, Tulsa, Oklahoma, for Edison Preparatory High School's JROTC Eagle Battalion Annual Military Ball, 15 April, 2017.

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 purpose of the JROTC Military Ball is to conduct capstone educational experience for the Edison High School JROTC program. This event has been held for over 20 years and has provided students with the opportunity to become involved with leadership, event planning, organization, and teamwork skills, all of which conform to the JROTC mission and purpose while adhering to the mission of Tulsa Public Schools.

- E.5.** RECOMMENDATION: Enter into a grant agreement in the amount of \$1,000 with the Youth Adult Library Services Association (YALSA), Chicago, Illinois, and Dollar General, Goodlettsville, Tennessee, for funding the 2017 Summer Learning Program at McKinley Elementary School for the 2017 summer school year.

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

COST: No cost to the district.

RATIONALE: YALSA was founded in 1957 and headquartered in Chicago and is a division of the American Library Association. YALSA provides over \$150,000 per year to libraries through grants to help libraries offer summer reading programs, hire teen interns and increase their digital media. This grant opportunity will put together a cohesive, yet small, summer reading program for McKinley's upper elementary aged students as well as those transitioning to middle school.

- E.6.** RECOMMENDATION: Enter into a memorandum of understanding with Relay Graduate School of Education, New York City, New York, for a partnership which supports seven school leaders to attend a summer intensive program and four intersessions from April 3, 2017, through May 30, 2018.

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

COST: Not to exceed \$126,000

FUND NAME/ACCOUNT: School Leadership Program Grant, 11-7789-2573-508600-000-000000-000-05-044-7789

REQUISITION/CONTRACT: 11710815

RATIONALE: Participation in the Relay National Principal Academy Fellowship continues the instructional leadership development work that has been a focus for Tulsa Public Schools since 2012-2013. The principals who participate will continue professional learning with a focus on data driven instruction, supervision and feedback, leading adult learning and school culture. This contract will cover the cost of tuition and program costs for principals and assistant principals to participate in the program. The Relay Graduate School will supplement each participant with a \$2,000 scholarship.

- E.7.** RECOMMENDATION: Enter into an agreement with the Good Sports Inc., Quincy, Massachusetts, to donate sporting goods equipment to all secondary schools.

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

COST: No cost to the district

RATIONALE: This grant program will donate much needed sporting goods equipment to all of the district's secondary schools athletic programs. All donated equipment will be delivered before June 30, 2017.

- E.8.** RECOMMENDATION: Renew the agreement with Heads Up Football, LLC, USA Football, Inc. (HUF LLC), Indianapolis, Indiana, to provide football coaching education and resources to Tulsa Public Schools' coaches from the date of execution through December 31, 2017.

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 Heads up Football program will provide resources and services to coaches through a combination of online and in-person instructions. Resources will consist of concussion education, heat and hydration education, cardiac arrest training, equipment fitting and heads-up tackling and blocking.

## **FINANCIAL SERVICES**

- E.9.** RECOMMENDATION: Approve the March 16, 2017 – March 30, 2017, New Encumbrances and Encumbrance Change 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.10.** RECOMMENDATION: Assign the contract for earthwork services with D-Kerns, Claremore, Oklahoma, for the building improvements at Emerson Elementary School to Crossland Construction Company, Incorporated, Tulsa, Oklahoma, the construction manager at risk on the project. The contract was awarded to D-Kerns on the March 6, 2017, E-11 consent agenda. The other contracts associated with this project were assigned to Crossland Construction Company, Incorporated, on the February 21, 2017, agenda, item E-21.

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

RATIONALE: The individual awarded contracts will be encumbered as one contract to Crossland Construction Company, Incorporated. This project is part of the 2015 bond issue.

- E.11.** RECOMMENDATION: Approve the purchase of playground equipment to Children's Specialties, Incorporated, Broken Arrow, Oklahoma, the lowest responsible bidder. This will provide play structures for approximately ten schools. Each structure will include a rubberized fall zone and a concrete base.

COST: Not to exceed \$1,000,000. The pricing agreement is based on a three-year period with approximately \$1,000,000 per year.

FUND NAME/ACCOUNT: This project is contingent upon the successful sale and receipt of the 2017A bond sale.

RATIONALE: Playground improvements are part of the 2015 bond issue.

- E.12.** RECOMMENDATION: Approve supplement #4 to the master contract with Allied Engineering Group LLC., Tulsa, Oklahoma, to provide engineering services for the pool re-purposing projects at Edison and Webster High schools.

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

COST: The construction manager will be paid on a fee based upon the size of the project. The estimated cost of each pool re-purpose is \$1,000,000.

FUND NAME/ACCOUNT: This project is contingent upon the successful sale and receipt of the 2017A bond sale.

RATIONALE: The pool re-purposing project is part of the 2015 bond issue.

- E.13.** RECOMMENDATION: Approve supplement #8 to the master contract with Trigon General Construction Managers, Incorporated, Tulsa, Oklahoma, to provide construction management services for the pool repurposing project at Edison Preparatory School.

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

COST: The construction manager will be paid on a fee based upon the size of the project. The estimated cost of the project is \$1,000,000.

FUND NAME/ACCOUNT: This project is contingent upon the successful sale and receipt of the 2017A bond sale.

RATIONALE: The pool repurposing project is part of the 2015 bond issue.

- E.14.** RECOMMENDATION: Purchase white fleet service vehicles from the following lowest responsible bidders. The new service vehicles are needed to maintain the district's facilities.

John Vance Motors	Guthrie, Oklahoma	\$220,559.84
Bob Hurley Ford	Tulsa, Oklahoma	\$142,646.00

COST: Not to exceed \$363,205.84

FUND NAME/ACCOUNT: This project is contingent upon the successful sale and receipt of the 2017A bond sale.

RATIONALE: White fleet is part of the 2015 bond issue.

- E.15.** RECOMMENDATION: Purchase mobile equipment from the following lowest responsible bidders. The support equipment includes a wide area mower, 24 foot trailer, compact excavator, a 16 foot trailer, a cargo trailer, a jump starter and a walk-behind sweeper.

Pro Turf	Tulsa, Oklahoma	\$113,164.00
Bobcat Company	West Fargo, ND	\$41,155.94
Arrowhead Truck Equipment	Bixby, Oklahoma	\$28,548.00

COST: Not to exceed \$182,867.94

FUND NAME/ACCOUNT: This project is contingent upon the successful sale and receipt of the 2017A bond sale.

RATIONALE: New support equipment is part of the 2015 bond issue.

- E.16.** RECOMMENDATION: Assign the contracts for the interior renovations project at Marshall Elementary School to Nabholz Construction Services, Tulsa, Oklahoma, the construction manager at risk on the project.

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

RATIONALE: The individual awarded contracts will be encumbered as one contract to Nabholz Construction Services, Tulsa, Oklahoma. The project is part of the 2015 bond issue.

- E.17.** RECOMMENDATION: Enter into contracts with the following lowest responsible bidders for the interior renovations project at Marshall Elementary School.

Fadco Incorporated	Millwork	\$103,674.55
Shoemaker Mechanical	Plumbing	\$235,797.00

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

RATIONALE: The interior renovations project at Marshall Elementary School is part of the 2015 bond issue. This contract is contingent upon the sale and receipt of the 2017A bond sale.



- E.18.** RECOMMENDATION: Approve amendment 6A with Nabholz Construction Services, Tulsa, Oklahoma, for the interior renovation at Marshall Elementary School.
- |                          |              |
|--------------------------|--------------|
| Allowances               | \$24,900.00  |
| General Conditions       | \$71,305.82  |
| Management Fees          | \$23,058.71  |
| Reimbursables            | \$191,150.21 |
| Trade Contracts          | \$339,471.55 |
| Guaranteed Maximum Price | \$649,886.29 |

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: \$649,886.29

FUND NAME/ACCOUNT: This project is contingent upon the successful sale and receipt of the 2017A bond sale.

RATIONALE: This project is part of the 2015 bond issue.

## TALENT MANAGEMENT

- E.19.** RECOMMENDATION: Approve routine staffing items.

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

- E.20.** RECOMMENDATION: Approve position creations/deletions.

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

- E.21.** RECOMMENDATION: Approve Mike Howe for adjunct status of three classes, (Early Childhood, 6th Grade and Physical Education) from the date of Board approval through the second semester of the 2016-2017 school year.

RATIONALE: Teachers must hold a valid Oklahoma teaching certificate to teach in the area for which he or she has been assigned. An elementary teaching certificate is valid for grades first through eighth, if the teacher is considered a self-contained teacher in an elementary school setting. If a teacher is teaching in an area in which is not considered a grade-level, self-contained class, the teacher must hold the subject matter certificate (i.e. art or physical education). The above teacher possesses elementary certification and is qualified to teach physical education by adjunct status per the Oklahoma State Department of Education, even to students in early childhood (pre-kindergarten and kindergarten) as well as sixth grade which would not be covered by the current elementary education certification.

**E.22.** RECOMMENDATION: Enter into a memorandum of understanding (MOU) with Cambiar Education, which is a national organization, home based in San Diego, California. Cambiar Education is a leadership fellowship program that allows the district to interview and select, if appropriate, up to three individuals, to participate in the Cambiar Education program, for employment, in key district-level leadership positions during the 2017-2018 school year.

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

COST: Not to exceed \$15,000

FUND NAME/ACCOUNT: Donor Funds, 11-0224-2571-503200-000-000000-000-05-041-0224

REQUISITION/CONTRACT: 11711247

RATIONALE: By agreeing to consider individuals in the Cambiar Education program, the district will increase exposure to experienced, high quality professionals in a candidate pool, vetted and developed by Cambiar Education program. The district will not be required to create a position for or hire a Cambiar Education fellow as a condition of participating in the program. In addition to providing the district with a new pool of well-qualified applicants, the Cambiar Education program would benefit the district in that Cambiar Education fellow/fellows will receive ongoing support and coaching from Cambiar Education, at no cost to the District during their first year of employment.

## **F. ACTION AGENDA - Motion and vote on recommendations**

### **TEACHING AND LEARNING**

**F.1.** RECOMMENDATION: Enter into an individualized education plan (IEP) service agreement with Tulsa Legacy Charter School and with Union Public Schools to provide a free appropriate public education (FAPE), April 4, 2017, through June 30, 2017, for certain students for whom they are unable to do so.

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

COST: No cost to the district.

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

## **FINANCIAL SERVICES**

- F.2.** RECOMMENDATION: Approve the 2016-2017 Amended School Budget and Financing Plan prepared in accordance with Section 5-154 of the School District Budget Act. The amended budget presents to the Board the details of the estimated revenue and expenditures that total \$584,195,713 and \$554,430,073, respectively for all appropriated funds.

RATIONALE: The Board of Education approved the 2016-2017 Preliminary School Budget and Financing Plan on June 20, 2016, 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 2016-2017 Preliminary School Budget and Financing Plan presented to the Board of Education with details of the estimated revenue and expenditures totaled \$574,032,902 and \$545,261,979, respectively for all appropriated funds.

- F.3.** RECOMMENDATION: Enter into a three-month lease agreement with Mercyview Church, Tulsa, Oklahoma, for the rental of Wilson Teaching and Learning Academy for church services each Sunday, April 16, 2017, through June 25, 2017. The rental amount is \$9,185, payable in three monthly installments of \$3,061.66.

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

RATIONALE: This organization will operate a church in the Wilson Teaching and Learning Academy building. The rental rate, including utilities, is based on hourly usage per room. Reimbursement for custodial services is \$2,288 for the three-month rental charges. Wilson administration has reviewed this request and has determined this request will not interfere with district use of the facilities. Note: Rental payments are reduced on the occasional Sabbaths when the facility is not used. This item is being submitted for consideration on the action agenda in order to expedite approval for the use of the Wilson facility by Mercyview Church.

## **GENERAL COUNSEL**

- F.4.** RECOMMENDATION: Renew the Charter School Contract with Collegiate Hall, Inc. for a five-year term, authorizing it to continue to operate a charter school for fourth grade through sixth grade during the 2017-2018, 2018-2019, 2019-2020, 2020-2021 and the 2021-2022 school years; approve expansion of the charter school to include up to 90 students in the 7th grade beginning in the 2017-2018 school year and each year thereafter; up to 90 students in 8th grade beginning in the 2018-2019 school year and each year thereafter, all subject to a mutually agreeable and fully executed renewal contract between the parties.

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

**RATIONALE:** The current Charter School Contract with Collegiate Hall expires June 30, 2017. Collegiate Hall submitted an application for renewal of its contract on June 30, 2016. In order for Collegiate Hall to continue operations beyond the 2016-2017 school year, the parties must enter into a new charter school contract. Collegiate Hall has demonstrated strong academic, financial and organizational performance, and renewal of the contract will allow TPS students to continue to benefit from this option. Under the renewal charter, Collegiate Hall will eventually serve 4th through 8th grades, as proposed in its initial charter application.

**F.5. RECOMMENDATION:** Renew the Charter School Contract with College Bound Academy, Inc. for a five-year term, authorizing it to continue to operate a charter school for grades kindergarten and first grade during the 2017-2018, 2018-2019, 2019-2020, 2020-2021 and the 2021-2022 school years; approve expansion of the charter school to include up to 96 students in the second grade beginning in the 2017-2018 school year and each year thereafter; up to 96 students in third grade beginning in the 2018-2019 school year and each year thereafter; up to 96 students in fourth grade beginning in the 2019-2020 school year and each year thereafter, all subject to a mutually agreeable and fully executed renewal contract between the parties.

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

**RATIONALE:** The current Charter School Contract with College Bound Academy expires June 30, 2017. College Bound Academy submitted an application for renewal of its contract on June 30, 2016. In order for College Bound Academy to continue operations beyond the 2016-2017 school year, the parties must enter into a new charter school contract. College Bound Academy has demonstrated strong academic, financial and organizational performance, and renewal of the contract will allow TPS students to continue to benefit from this option. Under the renewal charter, College Bound Academy will eventually serve kindergarten through fourth grades, as proposed in its initial charter application.

**F.6. RECOMMENDATION:** Renew the Charter School Contract with Tulsa Honor Academy, Inc. for a five-year term, authorizing it to continue to operate a charter school for fifth grade and sixth grade during the 2017-2018, 2018-2019, 2019-2020, 2020-2021 and the 2021-2022 school years; approve expansion of the charter school to include up to 128 students in the seventh grade beginning in the 2017-2018 school year and each year thereafter; up to 128 students in eighth grade beginning in the 2018-2019 school year and each year thereafter, all subject to a mutually agreeable and fully executed renewal contract between the parties.

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

**RATIONALE:** The current Charter School Contract with Tulsa Honor Academy expires June 30, 2017. Tulsa Honor Academy submitted an application for renewal of its contract on June 30, 2016. In order for Tulsa Honor Academy to continue operations beyond the 2016-2017 school year, the parties must enter into a new

charter school contract. Tulsa Honor Academy has demonstrated strong academic, financial and organizational performance, and renewal of the contract will allow TPS students to continue to benefit from this option. Under the renewal charter, Tulsa Honor Academy will eventually serve fifth through eighth grades, as proposed in its initial charter application.

## **G. INFORMATION AGENDA - Motion and vote on recommendations**

### **DEPUTY SUPERINTENDENT**

**G.1.** RECOMMENDATION: Enter into a memorandum of understanding with Tulsa Classroom Teachers Association (TCTA) regarding teachers' participation in the Montessori Training and Participation Program and the extra duty stipends that will be paid to teachers who participate in that program.

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: Costs for stipends not to exceed \$17,280 for Fiscal Year 2017

FUND NAME/ACCOUNT: General fund, 11-0000-2212-501700-000-000000-211-07-180

RATIONALE: The district expects to operate a Montessori program at Emerson Elementary beginning in the 2018-2019 school year. Up to eight Tulsa Public Schools teachers will receive training from the Center for Guided Montessori Studies from June 12-30, 2017 as an initial component of teachers' multi-year Montessori training program. The June classes will take place at Undercroft Montessori school for 15 days. As compensation for participating in the June training, teachers will be paid a stipend in the amount of \$2,160 through an extra duty agreement with the district. In addition to describing the compensation to be paid to teachers, this agreement will include the parties' understanding regarding employees' obligations to reimburse the district for the training costs (tuition) it pays to the Center for Guided Montessori Studies on their behalf in the event the teacher voluntarily resigns from the district within 4.5 years of receiving the training. (The tuition costs are substantial, and the Montessori credential is a valuable credential for teachers' careers both inside and outside the district.) The repayment obligation will not apply to the stipends teachers receive as compensation for their participation in the training program. The costs paid to the Center for Guided Montessori Studies for the training they will provide is addressed in a separate agreement with that organization.

**G.2.** RECOMMENDATION: Enter into a contract with The Center for Guided Montessori Studies to provide Montessori training for up to eight teachers, beginning June 12, 2017.

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

COST: Not to exceed \$12,000 for fiscal year 2017

FUND NAME/ACCOUNT: General fund, 11-0000-2212-501700-000-000000-211-07-180

RATIONALE: The Center for Guided Montessori Studies will lead a training and certification program for up to eight Tulsa Public Schools teachers relating to the upcoming Montessori program at Emerson Elementary beginning in 2018-2019. The Center for Guided Montessori Studies will provide training and consultation to the participating teachers.

## **CHIEF OF SCHOOLS**

- G.3.** RECOMMENDATION: Enter into a contract with the Embassy Suites Hotel, Tulsa, Oklahoma, to host Hale High School's JROTC Military Ball on May 5, 2017.
- 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 \$1,621
- FUND NAME/ACCOUNT: Hale's School Activity Fund #564
- RATIONALE: The Military Ball is an annual event that recognizes the achievements of cadets and the JROTC Program.

## **DATA STRATEGY AND ANALYTICS**

- G.4.** RECOMMENDATION: Enter into a purchasing agreement with National Student Clearinghouse, Herndon, Virginia, to provide post-secondary enrollment data for Tulsa Public Schools graduates dating back to the 2009-2010 school year.
- FURTHER RECOMMEND: The attorneys for the school district prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the district.
- COST: Not to exceed \$4,250
- REQUISITION/CONTRACT: TBD
- RATIONALE: National Student Clearinghouse provides a nationwide, central repository for information on student enrollment, degrees, diplomas, certificates and other educational achievement. Access to this data will allow Tulsa Public Schools to better understand the postsecondary success of students who graduate from Tulsa Public Schools.

## **FINANCIAL SERVICES**

- G.5.** RECOMMENDATION: Renew the contract with Greenwood Cultural Center, Tulsa, Oklahoma, to use Gilcrease Elementary School, beginning June 19, 2017, through July 28, 2017, Monday-Friday, to operate Freedom School in cooperation with the Children's Defense Funds' Freedom School program. Administration at Gilcrease together with the Facilities Utilization office has determined this request will not interfere with district use of the facilities.
- FURTHER RECOMMEND: The attorneys for the school district prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the district.

RATIONALE: This is the twelfth year the Freedom School program is in district facilities. This is a non-school organization whose purpose and activities are compatible with the goals of the district to connect the needs of children and families to community resources and to enhance parental involvement. Activities will include reading circles, work stations for cooperative group activities, conflict resolution and social action activities. The six-week program is provided at no cost to the students.

- G.6.** RECOMMENDATION: Extend the district's lease agreement with ATC Sequoia LLC, ("American Tower"), Woburn, Maryland, a Delaware limited liability corporation who has power of attorney granted by Verizon Wireless to lease access to the cellular tower on the Central High School grounds. The original lease commenced on December 1, 2006. The terms of the lease are renewable every five years until December 2031.

RATIONALE: This action will provide the district with an initial one-time payment of \$30,000 and rental income of approximately \$817.31 per month for the next five years. The lease amount will increase by three percent of the current rate.

- G.7.** RECOMMENDATION: Extend the district's lease agreement with ATC Sequoia LLC, ("American Tower"), Woburn, Maryland, who has power of attorney granted by Verizon Wireless to lease access to public utilities on the Wilson Teaching and Learning Academy grounds wherein there is a cellular tower. The original lease commenced on December 1, 2006. The terms of the lease are renewable every six years until December 2031.

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

RATIONALE: This action will provide the district with an initial one-time payment of \$30,000 and rental income of approximately \$793.50 per month for the next six years. At each renewable term the lease amount will increase by an amount equal to three percent of the current rate.

- G.8.** RECOMMENDATION: Revise School Board Policy 5204 - Expense Reimbursement.

RATIONALE: On March 19, 2017, the finance committee reviewed and approved recommended changes to the district's Reimbursement Policy 5204, which included changing the policy name to "Travel Reimbursement," clarifying the district's travel process, and complying with State law.

## **BOND PROJECTS AND ENERGY MANAGEMENT**

- G.9.** RECOMMENDATION: Amend item E-10 approved on the March 6, 2017, agenda to recommend approving "amendment #7A" in lieu of "amendment 6A" to the contract Trigon General Construction Managers, Incorporated, Tulsa, Oklahoma, for the interior renovation at Eliot 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:** There are no changes to the cost of the project.

**RATIONALE:** The original agenda item inadvertently recommended approving an incorrect amendment number.

## **TALENT MANAGEMENT**

- G.10.** **RECOMMENDATION:** Renew the contract with the Amity Institute, San Diego, California, to act as a visa sponsor for current and incoming candidates chosen from the Visiting Teachers Program in Spain.

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

**COST:** Not to exceed \$35,000

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

**REQUISITION/CONTRACT:** 11711669

**RATIONALE:** The district has a specific need for bilingual and biliterate teachers. While the need is limited, the district will continue to participate in a visiting teachers program offered by the Oklahoma State Department and the country of Spain. This small cohort of bilingual teachers will join the current successful cohorts. These groups have education experience and, after successfully completing the hiring process and demonstrating competency in both languages, will be able to fill various immersion and dual language vacancies. The sponsorship fee would cover all costs associated with managing the process of securing immigration visas, to be handled by Amity Institute.

- G.11.** **RECOMMENDATION:** Renew the contract with the Institute of International Education, New York City, New York, to act as a visa sponsor for the first cohort of candidates in the Visiting Teachers Program in Spain.

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

**COST:** Visa sponsorship and associated costs not to exceed \$5,000.

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

**REQUISITION/CONTRACT:** 11711807

**RATIONALE:** The district has a specific need for bilingual and biliterate teachers. While the need is limited, the district will continue to participate in a visiting teachers program offered by the Oklahoma State Department and the country of Spain. This small cohort of bilingual teachers will continue with the subsequent cohorts, extending into their fourth year. These groups have education experience and after successfully



completing the hiring process and demonstrating competency in both languages, are able to fill various immersion and dual language vacancies. The sponsorship fee will cover all costs associated with managing the process of securing immigration visas to be handled by the Institute of International Education.

- G.12.** RECOMMENDATION: Renew the contract with the Alliance Abroad Group, Austin, Texas, to act as a visa sponsor for current and incoming candidates chosen from the Visiting Teachers Program in Amiens, France.

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: Visa sponsorship and associated costs not to exceed \$1,000.

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

REQUISITION/CONTRACT: 11711712

RATIONALE: The District has a specific need for bilingual and biliterate teachers. While the need is limited, the District will continue to participate in a visiting teachers program offered by the Oklahoma State Department and the city of Amiens, France. This bilingual teacher will continue with the current cohorts of the Visiting Teachers from Spain. This teacher has education experience and after successfully completing the hiring process and demonstrating competency in both languages, will be able to fill a French immersion vacancy. The sponsorship fee would cover all costs associated with managing the process of securing immigration visas, to be handled by the Institute of International Education.

## **GENERAL COUNSEL**

- G.13.** RECOMMENDATION: Enter into an agreement with the Institute for Excellence in Education, d/b/a National Charter Schools Institute, Mt. Pleasant, Michigan, to implement an innovative web-based software system known as Epicenter from May 1, 2017, through June 30, 2018

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

COST: Not to exceed \$15,200

FUND NAME/ACCOUNT: Donor Funds, 11-0086-2340-506530-000-000000-000-05-093-0086

REQUISITION/CONTRACT: 11711789

RATIONALE: Epicenter is an innovative web-based software system designed to strengthen the district's ability to oversee, support, and efficiently manage its authorized public charter and partnership schools. Additionally, Epicenter is designed to help ease the administrative burden for the district's sponsored charter schools. As of 2015-2016, the Epicenter software is in use by schools in 25 states and the District of Columbia to help more than 2,000 schools increase their performance. The contract amount will be paid exclusively with fiscal year 2017 monies provided to the district from the Oklahoma Public Resource Center.

**SUPPORTING INFORMATION**

**CONSENT ITEM E-1**

**ROUTINE SECONDARY FIELD TRIPS**

<b>SCHOOL/ PARTICIPANTS</b>	<b>NUMBER OF STUDENTS/ PARENTS/ STAFF</b>	<b>PURPOSE OF TRAVEL AND LOCATION</b>	<b>TRAVEL DATES</b>	<b>NUMBER SCHOOL DAYS MISSED</b>	<b>TRAVEL COST AND FUNDING SOURCE</b>
Mayo Demonstration Academy/fifth-grade students	Students: 65 Parents: 55 Staff: 3	To participate in a US History and Science study trip/Dallas/Ft. Worth, Texas	May 4-5, 2017	2	No cost to the district.
Washington High School/Archery Team	Students: 24 Parents: 4 Staff: 1	To participate in the National Archery in the Schools Program (NASP) Archery Tournament/Louisville, Kentucky	May 10-13, 2017	3	No cost to the district. (Students and parents will pay all costs).
Washington High School/Business and Information Technology	Students: 1 Parents: 0 Staff: 1	BPA (Business Professionals of America) National Leadership Conference/Orlando, Florida	May 11-13, 2017	2	Not to exceed \$2,000/ Washington's School Activity Fund #807

**SUPPORTING INFORMATION**

**CONSENT ITEM E-19**

**ROUTINE STAFFING ITEMS**

**ELECTIONS**

<u>Name</u>	<u>Effective Date</u>	<u>Degree/ Step</u>	<u>Contract Amount</u>	<u>Assignment</u>
<b>Certificated/Administrative:</b>				
Fowler, Cassandra	3/08/17 5/25/17	NS	\$ 6,818.18	Apprentice-Remington/ Grade 4 Rate: \$25,000.00
Heastie, Grace	3/09/17 5/25/17	NS	6,676.14	Apprentice-East Central/ Career Tech Rate: \$25,000.00
Herd, Laura	3/06/17	B-16	11,590.91	Teacher-Patrick Henry/ Grade 3 Rate: \$40,800.00 Return from leave
Leach, Lawana	3/01/17	M-13	12,621.83 631.09	Teacher-Hale Jr. High/ Special Education Rate: \$41,914.00 Return from leave
Rogers, Rachel	3/06/17 5/25/17	B-7	10,142.05	Nurse –Enrollment Center/Student and Family Support Services Rate: \$35,700.00 Return from leave
Scott, Danelle	2/27/17 5/25/17	B-7	11,156.25  577.81	Nurse Supervisor- Enrollment Center/ Student and Family Support Services Nurse Supervisor Rate: \$35,700.00
Simcoe, Rebecca	3/06/17 5/25/17	D-16	13,518.47  675.92	Teacher-Rogers College Jr. High/ Special Education Former Employee (f.e.) Rate: \$47,585.00

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Support (Hourly):</b>				
Christian, Jean	3/08/17 5/24/17	MT-1	\$ 9.26	Child Nutrition Services (CNS) Assistant-Lewis and Clark Return from leave
Cruz, Zonia	3/06/17 5/24/17	MT-6	11.19	CNS Assistant Manager-Disney Return from leave
Frazier, Dwayne	3/07/17 6/30/17	MT-3	13.22	Evening Custodian-Chouateau Return from leave
Garcia, Louann	3/14/17 6/30/17	MT-3	9.35 .46	Evening Custodian-Hale Shift differential
Hamilton, Traci-Michelle	2/23/17 6/30/17	CA-9	13.35	Enrollment and Student Information Registrar-Enrollment Center/ Enrollment and Student Information Return from leave
Horowitz, Andrew	3/10/17 5/25/17	IS-6	12.00	Teacher Assistant (TA)-Carver
Jackson, Larry Jr.	3/27/17 5/24/17	IS-3	9.35	TA-Choteau
Jensen, Thonglack	3/06/17 5/24/17	IS-6	11.47	TA-Grissom Return from leave
Johnson, Gregory	3/21/17 5/24/17	IS-6	12.00	TA-Hawthorne
Jones, Brandis	3/21/17 5/24/17	IS-6	12.00	TA-Hawthorne f.e.
Markham, Cameal	3/08/17 5/24/17	MT-7	12.49	Bus Driver-Transportation Return from leave
Mure, Tonya	2/22/17 6/13/17	CA-3	13.21	Clerk-Central High Return from leave

ELECTIONS - Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Muro, Maria	3/13/17 5/25/17	MT-1	\$ 9.03	CNS Assistant- Eugene Field
Navarrete, Lisa	3/13/17 5/25/17	MT-1	9.03	CNS Assistant- Rogers College High
Porter, Lanetra	3/06/17 6/30/17	MT-3	9.35 .46	Custodian- Plant Operations Shift differential
Price, Jeraldine	3/07/17 5/26/17	CA-3	10.84	Clerk-Key
Thomas, Carrie	3/13/17 5/25/17	MT-1	10.04	CNS Assistant- Rogers College High
Wagener, Dominic	3/13/17 6/30/17	MT-3	9.76 .49	Evening Custodian- Plant Operations Shift differential

ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Austin, Anthony	JROTC Instructor- East Central High NS	01/01/17 6/30/17	\$ 65,403.48	\$ 34,332.00	Military Cost of Living (COLA) Adjustment Rate: \$68,664.00 NS (Non-Scheduled)
Barrack, Gregory	JROTC Instructor- Memorial High NS	01/01/17	65,232.00	34,428.00	Military COLA Adjustment Rate: \$68,856.00 NS
Benzel, Lawrence	JROTC Instructor- Central High NS	01/01/17	95,496.00	49,560.00	Military COLA Adjustment Rate: \$99,120.00 NS

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Clark, Paul Jr.	JROTC Instructor- Edison High NS	01/01/17	\$ 76,572.00	\$ 39,822.00	Military COLA Adjustment Rate: \$79,644.00 NS
Gordinier, Kyle	JROTC Instructor- Washington NS	01/01/17 6/30/17	68,388.00	35,742.00	Military COLA Adjustment Rate: \$71,484.00
Gregg, Terry	JROTC Instructor- Hale High NS	01/01/17 6/30/17	68,112.00	35,640.00	Military COLA Adjustment Rate: \$71,280.00
Grisso, Laura	Director of English Language Development- ESC/Teaching and Learning EG-6	4/04/17	70,988.00	22,665.97	Executive Director of Language and Cultural Services- ESC/Teaching and Learning XG-1 Rate: \$93,500.00
James, Gregory	Interim Executive Director of Special Education-ESC/ Special Education EG-5	4/04/17	60,840.00  12,000.00	24,023.48	Executive Director of Special Education- ESC/ Special Education Rate: \$99,100.00 XG-2 Interim Stipend
Johnson, Ebony	Interim Executive Director of Student and Family Support Services- Enrollment Center/Student and Family Support Services EG-11	4/04/17	104,681.00  10,968.00	28,285.89	Executive Director of Student and Family Support Services- Enrollment Center/Student and Family Support Services XG-2 Rate: \$117,183.00 Interim Stipend;

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Johnson, Eric	JROTC Instructor- Webster High NS	01/01/17 6/30/17	\$ 54,420.00	\$ 30,294.00	Military COLA Adjustment Rate: \$60,588.00
Kamm, Robert	JROTC Instructor- Central High NS	01/01/17 6/30/17	76,668.00	39,954.00	Military COLA Adjustment Rate: \$79,908.00
Mabrey, Phyllis	JROTC Instructor- Webster High NS	01/01/17 6/30/17	69,852.00	36,180.00	Military COLA Adjustment Rate: \$72,360.00 NS
Maguffee, Michael	JROTC Instructor- Hale High NS	01/01/17	86,484.00	44,862.00	Military COLA Adjustment Rate: \$89,724.00 NS
Ping, Daryl	JROTC Instructor- Rogers College High NS	01/01/17 6/30/17	65,088.00	34,356.00	Military COLA Adjustment Rate: \$68,712.00 NS
Powell, Kenneth	JROTC Instructor- Memorial High NS	01/01/17 6/30/17	90,252.00	46,800.00	Military COLA Adjustment Rate: \$93,600.00
Prescott, Michael	JROTC Instructor-East Central High NS	01/01/17 6/30/17	72,231.96	37,608.00	Military COLA Adjustment Rate: \$75,216.00 NS
Schwichtenberg, Rustan	JROTC Instructor- Washington NS	01/01/17 6/30/17	80,676.00	43,620.00	Military COLA Adjustment Rate: \$87,240.00 NS
Scott, Sharon	JROTC Instructor- McLain High NS	01/01/17 6/30/17	46,272.00	24,516.00	Military COLA Adjustment Rate: \$49,032.00

ADJUSTMENTS - Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Sellers, Darwin	JROTC Instructor- McLain High NS	01/01/17	\$ 67,860.00	\$ 35,574.00	Military COLA Adjustment Rate: \$71,148.00 NS
Shippo, Raymond	JROTC Instructor- Edison High NS	01/01/17 6/30/17	70,920.00	37,080.00	Military COLA Adjustment Rate: \$74,160.00
Tilley, David	JROTC Instructor- Rogers College High NS	01/01/17 6/30/17	67,044.00	35,052.00	Military COLA Adjustment Rate: \$70,104.00
Williams, Stephanie	Apprentice-East Central/Math NS	2/21/17 5/25/17	25,000.00	11,028.98	Teacher-East Central/Math B-0 Rate: \$32,900.00 NS
<b>Support (Hourly):</b>					
Hollaway, Daniel	PC Technician- Client Services TS-9	7/01/16 6/30/17	\$ 17.34	\$ 17.60	Salary book correction PC Technician-Client Services TS-10
Rausch, Sandra	Paraprofessional -Owen IS-3	3/07/17 5/24/17	11.60	13.11	Autism Paraprofessional- Owen IS-10
White, Lashele	CNS Assistant- Jones MT-1 7hrs/day	3/13/17 5/25/17	8.99	8.99	CNS Assistant-Skelly MT-1 7.5hrs/day



## LEAVES OF ABSENCE

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Allen, Carly	4/09/17	Teacher-Kendall-Whittier/Grade 2
Boyles, Deborah	3/10/17	Principal Coach-ESC/Chief of Schools
Fitzgerald, Amber	8/15/17	Teacher-Clinton/Math
Martin, Rachel	3/22/17	Teacher-Hale Jr. High/Language Arts
Simmons, Dakota	4/16/17	Teacher-Robertson/Kindergarten
Thomas, Natasha	3/09/17	Teacher-Cooper/Pre-K
<b>Support (Hourly):</b>		
Gonzalez-Montano, Lorenzo	3/08/17	Evening Custodian-Patrick Henry
Harris, Kewanna	2/08/17	Head Custodian-MacArthur
Johnson, Charlotte	3/10/17	Health Assistant-Salk
Lyles, Elizabeth	2/22/17	Paraprofessional-Celia Clinton
Mure, Tonya	12/05/16	School Clerk-Central
O'Brien-Hicks, Jennifer	2/28/17	School Clerk-Rogers College Jr. High
Olaniyan, Akin	2/23/17	CNS Cook II-Academy Central
Ortiz Claudio, Eirandeni	4/09/17	Enrollment and Student Information Registrar- Enrollment Center/Enrollment and Student Information
Vetters, Dena	3/22/17	TA-Cooper

## RETIREMENTS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Reed, Alice	6/30/17	Teacher-Margaret Hudson Program/ Alternative Education
<b>Support (Hourly):</b>		
Moss, Edith "Pat"	6/30/17	Talent Specialist-ESC/Talent Management
Radebaugh, Johnny	2/03/17	Foreman-Maintenance
White, Ike	3/01/17	Craftsperson-Transportation
Taylor, Jo	3/14/17	Evening Custodian-ECDC Bunche

## RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Alderton, Rachel	6/01/17	Teacher-McLain Jr. High/Language Arts
Dickherber Steven	6/01/17	Teacher-Hale/Math
Edwards, Christopher	7/06/16	Projects Administrator-ESC/Business Services
Foutch, Linda	6/02/17	Talent Management Partner-ESC/ Talent Management
Gibson, Don	3/24/17	Teacher-Central/P.E.
Lepine, John	6/01/17	Reading Interventionist-McLain
Mitchell, Kyle	6/01/17	Teacher-Jones/Grade 4
Partridge, Emily	6/30/17	Teacher-East Central Jr. High/Math
Rawat, Michael	5/15/17	Teacher-East Central/Math
Snow, Charles	5/25/17	Teacher-Central Jr. High/Special Education

RESIGNATIONS - Continued

Name	Effective Date	Assignment
Swain, Robert	6/30/17	Police Chief-ESC/Campus Police
Tucker, Emily	6/30/17	Teacher-East Central Jr. High/Math
<b>Support (Hourly):</b>		
Bell, Antonio	3/09/17	Bus Driver-Transportation
Cervantes, Christina	3/10/17	ED Paraprofessional-Rogers College Jr. High
Culbertson, Michael	3/31/17	Electrical Craftsperson-Maintenance
Edwards, Keli	3/10/17	Health Assistant-Mayo Demonstration
Engebretson, Linda	5/18/17	TA-Lindbergh
Green, Keisha	3/25/17	CNS Assistant-Edison Jr. High
Maloid, Rondrieka	3/08/17	Evening Custodian-McLain
Morris, Michelle	3/20/17	CNS Manager – Central
Perez, Jose	2/24/17	Custodian-Project Accept TRAICE
Ramirez, Saul	2/28/17	Evening Custodian-Monroe Demonstration
Salazar, Ramona	3/02/17	Evening Custodian-Hale
Villavicencio-Flores, Pedro	3/06/17	Evening Custodian-Hale
Wherry, Lucille	2/23/17	Custodian-Whitman

TERMINATIONS

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Baez, Nancy	2/16/16	CNS Assistant-Burroughs
Chavez-Lopez, Neydy	11/17/16	CNS Assistant-Rogers College
Hammon, Stephen	1/17/17	Evening Custodian-Washington
Rua, Sandra	3/14/17	CNS Assistant Manager-Memorial
Stallings, Anita	3/13/17	MD Paraprofessional-Edison
Victory, Tonya	3/03/17	Clerk-Eugene Field

DECEASED

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Ward, Sandra	3/05/17	Principal's Secretary-Sequoyah

## SUBSTITUTE AND TEMPORARY ELECTIONS

### HOMEBOUND TEACHER

Meeks, Margaret

### BUS DRIVERS

Brown, Jasmine

Hall, Ronessa

Moore, Mike

### CNS

Booth, Stephanie

Martinez, Anna

Monroe, Joycelyn

Torres, Veronica

### DRS STUDENT WORKERS

King, Demaree

Vann, Michael f.e.

## SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

### Police and Security –21-0000-2660-501800-000-000000-959-17-049

Pay campus police officer, to be named, a total not to exceed \$2,500, to train district campus police officers to meet annual firearms qualification requirements, instruct newly hired campus police officers in the area of firearms procedures and maintenance, perform maintenance on department firearms as needed, order and maintain ammunition, complete a yearly inspection of all department firearms through June 30, 2017.

### Police and Security –21-0000-2660-501800-000-000000-959-17-049

Pay support staff, to be named, a total not to exceed \$2,500, to the research and develop implementation plans for the Oklahoma Law Enforcement Telecommunications System (OLETS) through June 30, 2017.

### Sequoyah - 11-0000-2410-501210-000-000000-615-07-405

Pay Sakina Taylor, school clerk at Sequoyah a stipend In the amount of \$1.43/hr. for added responsibilities to perform the principal's secretary duties for the remainder of the 2016-2017 school year.

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES - Continued

**2016-2017**

<u>Extended School Year Program-</u>	11-6210-2132-501700-239-000000-347-05-715-6210	\$3,000
	11-6210-1000-501700-239-105000-210-05-215-6210	\$3,750
	11-6210-1000-501700-239-105000-210-05-405-6210	\$3,750
	11-6210-1000-501700-239-106000-210-05-715-6210	\$4,250
	11-6210-2170-501700-239-000000-347-05-715-6210	\$1,100
	11-6210-2152-501700-239-000000-353-05-715-6210	\$1,100
	11-6210-2135-501700-239-000000-334-05-715-6210	\$1,000
	11-6210-1000-501800-239-105000-414-05-215-6210	\$4,775
	11-6210-1000-501800-239-105000-414-05-405-6210	\$4,775
	11-6210-1000-501800-239-106000-414-05-715-6210	\$4,775

Pay Special Education staff, to be named (total not to exceed \$29,275) to provide an extended school year (ESY) educational program for identified students on an Individual Educational Plan (IEP), June 26, 2017 through June 30, 2017.

Nurses - \$30/hr.

Special Education Teachers - \$26/hr.

Speech Pathologists - \$26/hr.

Occupational Therapist – at their current hourly rate of pay

Physical Therapist – at their current hourly rate of pay

Special Education Paraprofessionals – at their current hourly rate of pay

**2017-2018**

<u>Extended School Year Program-</u>	11-6210-2132-501700-239-000000-347-05-715-6210	\$3,000
	11-6210-1000-501700-239-105000-210-05-215-6210	\$11,250
	11-6210-1000-501700-239-105000-210-05-405-6210	\$11,250
	11-6210-1000-501700-239-106000-210-05-715-6210	\$12,750
	11-6210-2170-501700-239-000000-347-05-715-6210	\$3,300
	11-6210-2152-501700-239-000000-353-05-715-6210	\$3,300
	11-6210-2135-501700-239-000000-334-05-715-6210	\$3,000
	11-6210-1000-501800-239-105000-414-05-215-6210	\$14,325
	11-6210-1000-501800-239-105000-414-05-405-6210	\$14,325
	11-6210-1000-501800-239-106000-414-05-715-6210	\$14,325

Pay Special Education staff, to be named (total not to exceed \$87,825) to provide an extended school year (ESY) educational program for identified students on an Individual Educational Plan (IEP), July 3, 2017 through July 20, 2017.

Nurses - \$30/hr.

Special Education Teachers - \$26/hr.

Speech Pathologists - \$26/hr.

Occupational Therapist – at their current hourly rate of pay

Physical Therapist – at their current hourly rate of pay

Special Education Paraprofessionals – at their current hourly rate of pay

CORRECTIONS TO PREVIOUS APPROVED ITEMS

SUBSTITUTE AND TEMPORARY ELECTIONS

**March 20, 2017 Agenda page 30 – Correct dates for processing state tests**

State Test Processing - Account Number 11-0000-2112-501210-000-000000-600-14-058

Approve payment for 6 retirees (listed below) to be paid \$15/hr. (total not to exceed \$12,000) to assist with processing state tests (Oklahoma Core Curriculum Tests and End of Instruction tests), April 11, 2017 through April 26, 2017 for 14 days each, 8 hours per day. Retired employees assist in processing the over 63,000 tests for shipment to the testing companies. Employees count tests and answer sheets, confirm numbers, check demographic information, security forms, student lists, header sheets, package per the company directions, and prepare for shipment.

Name

Allgood, Deborah  
Avery, Janie  
Huntington, Helen  
King, Janice  
McCool, Olive (Jan)  
Price, Trudy

**Approved on April 25, 2016 agenda, page 24 and corrected on April 27, 2016 special agenda, page 2 – Correct salary and grade from business grade BG-9 to BG-10.**

**Create:**

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
<b>Director of Communications – ESC/ Deputy Superintendent</b>	BG-10 12 Months	Lead the implementation of the district’s communication and public relations strategy in alignment with the goals and priorities of Destination Excellence. Work collaboratively with senior leadership to effectively promote the district’s mission, vision and core values. Responsible for the development, integration, and implementation of a broad range of public relations activities aligned with strategic priorities.
<i>Annual Budget Impact:</i> \$ 70,500 min. – \$ 105,700 max.		
<i>Funding Source:</i> 11-0000-2560-501210- 000-000000-344-14-062		

***Note: To be effective  
July 1, 2016.***

**SUPPORTING INFORMATION**

**CONSENT ITEM E-20**

**POSITION CREATIONS/DELETIONS**

**Create:**

<u>Position</u>	<u>Salary/Grade</u>	<u>Duties</u>
<b>Transformation Coach, Hamilton</b>	BG-7 210 days	Coach teachers to meet kick start design work. Facilitate school data meetings. Organize all School Improvement Grant (SIG) requirements. Meet regularly with state/district about SIG progress.
<i>Annual Budget Impact:</i> \$ 46,400 min. – \$ 68,690 max.		
<i>Funding Source:</i> 11-5190-2330-501110- 494-000000-110-05- 204-5190 (SIG Grant funded)		



**SUPPORTING INFORMATION**

**INFORMATION ITEM G-8**

**SCHOOL BOARD POLICY REVISION**

TULSA PUBLIC SCHOOLS

Policy 5204

**TRAVEL EXPENSE REIMBURSEMENT POLICY**

**PURPOSE:** To establish authority for the district to reimburse employees for travel-related expenses.

The administration realizes that not all travel can be planned in advance and costs for travel may vary widely depending on the travel destination and season. Therefore, all travel claims will be reviewed by the approving officer and significant deviations from the schedule will be evaluated. The travel claim should include documentation for all costs, even those that have been prepaid. Employees will be reimbursed for all reasonable and necessary expenses incurred as a result of approved travel. All claims for reimbursement should be submitted on the Out-of-District Travel Expense reimbursement form within 10 days of completion of travel.

A procurement card (credit card) may be issued to the employee for payment of permissible travel expenses to include hotel, ground transportation, and/or per diem. All procurement card receipts must be kept and attached to the out-of-district expense reimbursement form and submitted through the employee's supervisor for processing by the accounting/SAF office.

**REIMBURSABLE TRAVEL EXPENSES**

**Conference or convention registration fees** including workshops, breakfasts, luncheons, and dinners to be sponsored by the conference or convention. The District will pay the registration fee at the advance registration rate when feasible. Any exception to this procedure must be authorized in advance by the Superintendent or designee.

**Round-trip coach rate airfare** from Tulsa to the conference city. Every effort should be made to make travel plans as far in advance of the trip as possible so discount fares may be arranged. The District will pay up to the cost of a 14-day advance ticket. If the cost exceeds that amount, the employee will be responsible for the balance at the time of ticketing. Any exception to this procedure must be authorized in advance of ticketing by the Superintendent or designee.

**Lodging** will be reimbursed up to a rate not to exceed the published single rate for the convention or conference, plus tax. Lodging will be reimbursed for the same number of nights as the conference is in session. For example, if a conference begins Friday morning and concludes at noon on Sunday, the reimbursement will be made for a maximum of three nights lodging. If additional night(s) are necessary because of unusual circumstances, or

particularly remote locations, arrangements should be approved in advance by the responsible member of the Superintendent's cabinet, not to exceed one additional night. The traveler is required to book the hotel room, typically by using a personal credit card. In the event that the hotel requires a deposit to hold a room, the District cannot reimburse the charge until after the travel has occurred. This may result in an interest charge to accrue on the credit card used to reserve the room; unfortunately, any such charges are not reimbursable.

## **EMPLOYEE REIMBURSABLE OUT-OF-POCKET EXPENSES**

**Meals and Incidental Expenses** for employees on official District travel will be reimbursed on a per diem basis at the rates for continental United States travel as provided for by the Internal Revenue Service Code of 1986, as amended, for deductibility of expenses for travel away from home without additional documentation. An overnight stay is required in order to receive reimbursement for per diem. Incidental expenses include luggage storage, porter/bellhop tips, and safe arrival calls.

**Mileage** for use of a personal vehicle for out-of-district travel will be reimbursed at the standard fixed rate per mile allowed by the Internal Revenue Service for business purposes. Employees are encouraged to travel by car for any meetings within 200 miles of Tulsa. Toll fees and parking fees are reimbursable with receipts. No receipt is required when the traveler is utilizing the PikePass automated payment process. If an employee drives a personal vehicle for out-of-state meetings, mileage will be reimbursed up to the cost of the average round-trip coach rate airfare to that city.

**Ground transportation or rental car** costs to/from the airport and to/from the hotel to the conference location (if the conference is not located at the hotel) are reimbursable with receipts. Mileage reimbursement for use of a personal vehicle at the convention site is also permitted. All rental cars must have specific, documented prior approval from the appropriate approving officer.

***Other Out-of-Pocket Expenses*** include airline checked baggage fee, taxi fares, parking charges, airport parking fees, hotel room Wi-Fi access (only if free Wi-Fi access is not available).

## **NON-ALLOWABLE EXPENSES**

**Change/Cancellation Fees:** Should the traveler change or cancel the hotel, airline, or registration reservation and incur a change or cancellation fee, the district will not pay this fee.

***Non-employee travel companion expenses*** are not allowable for reimbursement.

***Temporary dependent care costs*** are not allowable for reimbursement.

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