

## **AGENDA**

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **Monday, December 17, 2007**, at 7:00 p.m., in the Cheryl Selman Room, Ground Floor Level, at the Charles C. Mason Education Service Center, 3027 South New Haven, 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.**

### **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 Leadership Corps under the instruction of Major Felix Duncan/Command Sergeant Major Ken Powell.

**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 recognition.

**D.** Approve minutes of the December 3, 2007, regular meeting of the Board of Education.

**E. CONSENT AGENDA - Motion and vote on recommendations.**

**Recommendation submitted by Area I Superintendent, Ms. Verna Ruffin**

- E-1.** Enter into a contract with Kim Collier of Education Consulting Services to provide seven half-days of on-site consultation and coaching for Madison Middle School at the rate of \$500 per half-day January 7, 2008, through February 23, 2008.

Total cost will not exceed \$3,500 to be paid from 8-11-5150-50-2213-3200-494-0000-000-05-550.

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

**RATIONALE:** Working in collaboration with Ms. Collier will allow the administration and teachers to be trained in the skills and process that will enable them to effectively lead the school community as the School Improvement process is implemented and sustained. The primary focus of the training is to equip participants with the knowledge and skills to utilize scientifically research based instructional strategies and practice, which leads to improved student learning. The training approach is interactive, process driven, capacity building, and pragmatic.

**Recommendations submitted by Area III Superintendent, Mrs. Bobbie Booker**

- E-2.** Approve East Central High School's JROTC to participate in drill competition at Joplin High School in Joplin, Missouri, on February 16, 2008. Entry fees and transportation will be paid through Student Activity Fund.

Total cost will not exceed \$2,500 to be paid from Student Activity Fund Account #564.

**RATIONALE:** The drill competition will involve approximately 20-30 students and sponsors from East Central. JROTC has been competing in the Junior Drill Competition for several years. Participation will enable the drill teams to compete and interact with JROTC units from other states.

**Recommendation submitted by Chief Human Resources Officer, Mr. Bill Naftzger**

- E-3.** Approve routine staffing items.

**RATIONALE:** These routine personnel actions implement the various human resources plans and priorities authorized by the Board for fiscal year 2007.

**E. CONSENT AGENDA - Continued**

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

- E-4.** Enter into a contract with the Horizon Mechanical, Inc., the lowest responsible bidder, for the installation of new HVAC systems at Eisenhower and Lanier elementary schools.

Total cost is \$431,140 for Eisenhower International School and \$645,385 for Lanier Elementary School, to be paid from 8-33-1270-50-4700-4530-000-0000-001-12-037.

**RATIONALE:** Replacing window units with new central air and heating systems is part of the 2005 Bond Plan.

**F. ACTION AGENDA** - Discussion, motion and vote on each recommendation.

**Recommendations submitted by Chief Academic Officer, Dr. Mary Guinn**

- F-1.** Amend item E-13 approved on the October 1, 2007, Agenda to reflect the increase in cost for security from \$22.99/hour to \$25.99/hour for the following evening events. Each event will not exceed three hours.

Metro Honor Choir – November 27, 2007 – Edison HS  
Metro Honor Band – February 5, 2008 – Memorial HS  
Metro Honor Orchestra – March 4, 2008 – B. T. Washington HS  
Metro Honor Jazz Band – April 1, 2008 – East Central HS

Total cost will not exceed \$350 to be paid from 8-11-0000-50-2199-3200-000-0000-000-06-070.

**RATIONALE:** The Metro Honor events have proven over the years to be an important part of the students' music experience. Security will provide a safe and secure environment for parents and students who will participate in this event.

- F-2.** Amend June 5, 2007, Agenda, item E-7 page 25, fee increase for PM High School completion from \$110 to \$140 per semester effective for the 2008 spring session.

There will be no cost to the District.

**RATIONALE:** PM High School is a self supporting program funded through fees paid by the students. This fee will align the PM High School Completion Program with the cost of summer school.

- F-3.** Pay Heartland Consulting, Inc. \$15,000 per month from January 1, 2008, through June 30, 2008, to prepare one grant application as may be agreed to by the parties and to lobby members of the U.S. Congress for specific federal authorizations and appropriations and provide continuous advocacy and monitoring for TPS in Washington, D.C., regarding all attendance educational grants, discretionary grants and legislative funding.

Total cost not to exceed \$90,000 to be paid from 8-11-0950-50-2340-3200-000-0000-000-05-093.

**FURTHER RECOMMEND** that an appropriate contract be prepared and that the proper officers of the School District be authorized to execute this contract on behalf of the School District. Contact Person – Roberta Ellis.

**RATIONALE:** Tulsa Public Schools was recently awarded a \$12 million Magnet School grant facilitated by Heartland Consulting, Inc. An additional two requests for federal funding totaling \$3.6 to establish a campus police force and enhance the alternative education program are still in the appropriation process on Capitol Hill. Assistance may also be provided to the District with one grant application as is agreed to by the parties.

**F. ACTION AGENDA – Continued**

**Recommendations submitted by Chief Human Resources Officer, Mr. Bill Naftzger**

- F-4.** Approve and ratify the negotiations agreement and the execution of the agreement between the School District and the American Federation of Teachers (AFT) 6049 Oklahoma for the 2007-2008 school year.

**RATIONALE:** Provision of a quality learning experience depends upon employing, promoting and responsibly compensating excellent employees.

- F-5.** Approve the payment of principal incentive to high school principal's, from select schools, which meet the pay out criteria.

**RATIONALE:** The District authorized a principal incentive in the Spring of 2006 to be paid in the fall of 2007 to high school principals meeting the AYP Criteria for the 2006-2007 school year.

- F-6.** Approve the Support Personnel Handbook and Certificated Personnel handbooks with revisions for 2007-2008.

**RATIONALE:** Updates are made annually to the personnel handbooks because of negotiations and changes in District policy.

- F-7.** Approve the 2007-2008 Employee Compensation Plan.

**RATIONALE:** The Employee Compensation Plan reflects changes to redefined administrative pay grades, certified and support pay scales that have been previously negotiated.

**Recommendations submitted by Chief Operations Officer, Mr. Jim Spear**

- F-8.** Purchase wrestling mats from Resilite Sports Products, Inc., c/o Fix Enterprises, L.L.C., Tulsa, Oklahoma, for East Central High School.

Total cost will not exceed \$33,643 to be paid from 8-21-0000-50-2620-6100-000-0000-000-03-710.

**RATIONALE:** The existing wrestling mats were damaged in the gymnasium fire and need to be replaced.

**F. ACTION AGENDA – Continued**

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

- F-9.** Purchase from Dell, Inc., Round Rock, Texas, network server hardware and software, as specified. Specifications include, but are not limited to, four blade center servers, server software and VMWare software (for virtualization).

Total cost will not exceed \$45,000 to be paid from 8-31-3720-50-2560-6530-000-0000-001-02-026. PO

**RATIONALE:** These blade servers will allow the District to replace 40 site servers in use throughout the District. The site servers being replaced are in excess of six years old.

- F-10.** Purchase from Campusware, LP, San Antonio, Texas, the best and most responsive bidder, application software, implementation services, training, and software maintenance for a District-wide grade book and grade reporting, as specified.

Total cost will not exceed \$190,000 to be paid from the applicable bond accounts. PO

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District. Contact person-Todd Lee.

**RATIONALE:** This will provide a district adopted grade book and reporting solution for use in all schools by District teachers. Currently, elementary teachers have no online grade book generally available for use and elementary report cards are prepared by hand. This solution will interface relevant information between the grade book and the student information system. This solution will enable the District to make grade book information available to parents and students via the internet.

**Recommendation submitted by Superintendent of Schools, Dr. Michael E. Zolkoski/  
Area IV Superintendent, Mr. Steve Mayfield**

- F-11.** Approve revised School Board Policy 1301, School Board Meetings-Agendas/Minutes/ Public Comments. This is the second reading.

**RATIONALE:** Board policies are reviewed and revised by staff as necessary and/or required by State law. They are further reviewed by the Policy committee and then submitted to the Board for approval at a regular meeting of the Board.

**F. ACTION AGENDA – Continued**

**Recommendation submitted by Superintendent of Schools, Dr. Michael E. Zolkoski**

- F-12.** Adopt the eight legislative goals the Tulsa County Association of School Administrators (TCASA) adopted for 2008, “8-4 2008.”

There is no cost to the District.

**RATIONALE:** TCASA represents schools and districts that educate nearly 17 percent of Oklahoma’s students from pre-kindergarten through college. TCASA members set the pace for academic achievement by helping to shape public policy and serving as advocates for children of every age, grade, socioeconomic status, physical and academic ability. The eight legislative goals were addressed and formally adopted by TCASA members on November 9, 2007. The goals were presented to members of the Tulsa Public Schools’ Board of Education at the November 9-10, 2007, Board work session.

**Recommendation submitted by the Board of Education**

- F-13.** Discussion and vote to authorize a legal challenge by the District to the Oklahoma Charter Schools Act against the State Department of Education and any other necessary and proper parties.

**RATIONALE:** The District has been advised by its legal counsel that the Charter Schools Act is constitutionally deficient because it is illegal special or local legislation. This authorization will allow suit against the State Department of Education and all other necessary and proper parties.

## **G. INFORMATION AGENDA**

### **Recommendation From Area V Superintendent, Mrs. Jean Swanson**

- G-1.** Enter into a contract with Citiplex Towers/Sodexo Catering, DJ Connections, Securitas, and Tulsa Photo Booth to host the Booker T. Washington High School annual senior dinner dance on Saturday, March 8, 2008.

Total cost will not exceed \$8,659 to be paid from Student Council Student Activity Fund account #863. Expenses may include, but are not limited to the following.

Citiplex Towers/Sodexo Catering	\$6,853
Securitas for security	\$ 500
DJ Connection for sound and light	\$ 800
Tulsa Photo Booth	\$ 850

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District. Contact person-Linda Caine

**RATIONALE:** The senior dinner dance is an annual event for the seniors at Washington High School. This event provides many leadership opportunities for the students. They gain experience in event planning, advertising, critical thinking, problem solving, sharing, and accepting different opinions and ideas. Approximately 200-225 guests are expected to attend. The tickets will be \$30 to cover the cost of the dinner. All other expenses will be paid by the Class of 2008 account #863. Teachers and volunteer parents will chaperone.

### **Recommendations submitted by Chief Academic Officer, Dr. Mary Guinn**

- G-2.** Approve the Agreement between Byrd Middle School and the International Technology Education Association (ITEA) Center to Advance the Teaching of Technology and Science (CATTS). This commitment is for two years.

There is no cost to the District.

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate agreement and the proper officers of the Board of Education be authorized to execute the agreement on behalf of the District. Contact person – Harold Helton.

**RATIONALE:** The International Technology Education Association developed the Engineering by Design curriculum to implement the STEM (Science, Technology, Engineering and Mathematics) standards into the Technology Education programs across the nation. Byrd Middle School Technology Education program is requesting this curriculum to support vertical articulation of students who participate in the Memorial High School Engineering program.

**G. INFORMATION AGENDA - Continued**

- G-3.** Approve 2007-2008 Memorandum of Understanding with The Oklahoma Department of Career and Technology Education, Tulsa Area Tech Prep Consortium and the following schools: Webster, East Central, Central, Margaret Hudson, McLain, Hale, Rogers, and Carver. Each school will receive \$600.00 to purchase supplies and materials for the school.

There is no cost to the District.

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate Memorandum of Understanding and the proper officers of the Board of Education be authorized to execute the agreement on behalf of the District. Contact person – Harold Helton

**RATIONALE:** The purpose of the Tech Prep grant is to implement high-tech, high-wage, and high-demand career majors utilizing the career cluster framework that supports local economic development and creates seamless transitions to secondary education for associate and baccalaureate degrees. Schools will use the funds to order career cluster folders and material to provide career guidance to students.

- G-4.** Enter into a contract with the Oklahoma State Board of Career and Technology Education to provide funding for extended salaries, equipment, materials and professional development for Career and Technology Programs in middle and high school for the 2007-2008 school year.

Total not to exceed \$847,520 and will be paid from 8-11-4120-50-xxxx-xxxx-xxx-xxx-000-05-xxx and 8-11-4110-50-xxxx-xxxx-xxx-xxxx-000-05-xxx.

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District. Contact person-Harold Helton

**RATIONALE:** Oklahoma career and technology education funds will be used to assist in the development and maintenance of a career and technology education programs that meet the standards, provisions, and requirements, contained in the State Plan for Career and Technology Education.

- G-5.** Pay Perry Wilson, founder of “If I Had A Hammer,” expenses to provide three days of training to 30 Tulsa Public Schools CareerTech teachers to assist students in improving math scores. Training will be between January 8 and February 29, 2008.

Total will not exceed \$1,575 to be paid from 8-11-4240-50-2213-3200-390-0000-000-05-550. The funding is through the Carl Perkins Supplemental Grant, “Summer Bridge Program.”

**RATIONALE:** The purpose of the Summer Bridge Program grant is to improve students’ math skills and help them transition smoothly to high school. Perry Wilson will train the teachers in “Hammer Math.” This program has been used successfully in several school districts. The research shows significant improvement in students’ understanding of math in high challenge schools.

**G. INFORMATION AGENDA - Continued**

**Recommendation submitted by Chief Human Resources Officer, Mr. Bill Naftzger**

- G-6.** Approve position creations/deletions.

**RATIONALE:** These routine personnel actions implement the various human resources plans and priorities authorized by the Board for fiscal year 2007.

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

- G-7.** Approve a decrease in the contract with Trademark Mechanical, Inc. in the amount of \$1,859.39 for the new HVAC system at Burroughs Elementary School. The original contract was approved on the June 4, 2007, Agenda in the amount of \$1,597,529. *Change Order Number One*

**RATIONALE:** This amount represents a surplus in the equipment allowance cost and is a savings to the District.

- G-8.** Enter into contract with the lowest responsible bidder for the installation of the new HVAC system at Remington and Addams elementary schools.

Total cost is estimated at \$750,000 for Addams Elementary School and \$750,000 for Remington Elementary School. These projects are contingent upon the successful sale and receipt of 2008A Bond funds.

**RATIONALE:** Replacing window units with new central heat and air systems is part of the 2005 Bond Plan.

**Recommendations submitted by Chief Information Officer, Mr. Todd Lee**

- G-9.** Enter into an agreement with the best and most responsive bidder, for Blackberry services, as specified for FY 2008-2009.

Relevant account numbers and amounts will be established as soon as FY 2008-2009 budget is approved.

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

**RATIONALE:** Blackberry wireless communication devices are used to access email, contact and dispatch, as well as to provide instant two-way radio contact capabilities to critical personnel. Utilizing one vendor for these services leverages our volume and ensures excellent pricing and a standard quality product, as well as more efficient administration of services. If approved, E-rate funding will help offset these expenses at a discount of approximately 84 percent. For fiscal year 2006-2007, Tulsa Public Schools spent approximately \$80,000.00 for these services.

**G. INFORMATION AGENDA - Continued**

- G-10.** Enter into an agreement with the best and most responsive bidder for cellular phone services, as specified for FY 2008-2009.

Relevant account numbers and amounts will be established as soon as FY 2008-2009 budget is approved.

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

**RATIONALE:** This service allows for immediate contact of supervisors and select employees, enhancing the District's ability to quickly address many issues, including safety issues. Utilizing one vendor for these services leverages our volume and ensures excellent pricing and a standard quality product as well as more efficient administration of services. If approved, E-rate funding will help offset these expenses at a discount of approximately 84 percent. For fiscal year 2006-2007, Tulsa Public Schools spent approximately \$70,000.00 for these services.

- G-11.** Purchase from the best and most responsive bidder software or subscription, implementation services, training, and maintenance for a District-wide Web Content Management and Web Hosting, as specified, contingent upon E-rate funding approval.

Total cost will not exceed \$60,000 to be paid from 8-11-0023-50-2560-7330-000-0000-000-02-026 (PO).

FURTHER RECOMMEND the attorney for the School District review and approve the appropriate contract and the proper officers of the Board of Education be authorized to execute the contract on behalf of the District.

**RATIONALE:** This will provide a District adopted Web Content Management and Web Hosting solution for use in all schools by District teachers and administrators. This solution will provide relevant teacher, course and school site information for use by our parents, students and patrons. This solution will enable the District to make course, calendar, assignment, etc. information available to parents and students via the internet. A portion of these services are E-rate eligible. If approved, E-rate will provide discounts of approximately 84 percent on eligible expenses.

**Recommendations submitted by Assistant to the Superintendent for District Accountability/Research, Mr. Gary Lytal**

- G-12.** Approve the 2008-2009 school calendars for both Traditional and Continuous Learning sites.

**RATIONALE:** The calendars will provide information for the development and planning for the 2008-2009 school year.

**H. STAFF REPORTS**

**I. BOARD MEMBER REPORTS/CONCERNS**

**J. SUPERINTENDENT'S REPORTS**

**K. CITIZENS' COMMENTS**

**L. ANNOUNCEMENTS**

The next regular scheduled meeting of the Board of Education will be held on Monday, January 7, 2008, 2007, at 7:00 p.m. in the Cheryl Selman Room at the Charles C. Mason Education Service Center.

**M. MOTION AND VOTE TO ADJOURN**

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 (5) minutes each.

## SUPPORTING INFORMATION

### CONSENT ITEM E-3

### ROUTINE STAFFING ITEMS

#### ELECTIONS

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Alisch, Laura	11/28/07 5/29/08	B-0	\$20,135.52	Teacher-Foster/ Language Arts Former Employee (f.e.) Rate: \$32,900.00
Eichenberger, Ann	8/14/07 5/29/08	B-0	32,900.00	Teacher-Wilson/History
Kraft, Mandy	1/03/08 5/29/08	B-1	17,286.89	Teacher-Cooper/Grade 1 Rate: \$33,300.00
Sorensen, Alicia	11/19/07 5/29/08	B-0	20,854.48	Teacher-Webster/English Rate: \$32,900.00
Todd, Sandra	11/12/07	B-14	26,031.53	Teacher-Kerr/Art Return from leave. Rate: \$39,370.00
Walker, Mary	12/10/07 5/29/08	B-0	19,775.96	Teacher-Kendall-Whittier/ Grade 3 Rate: \$32,900.00
<b>Rescind:</b>				
Barbeau, Amber	11/12/07 6/25/08	PT-7	19,421.05	Non-certified Social Service Specialist-Marshall Rate: \$30,000.00
<b>Support (Hourly):</b>				
Adkins, Anita	11/15/07 5/28/08	2-1	\$8.33	Child Nutrition Services (CNS) Cook I-Lindbergh
Barrios Villalobos, Judith	11/19/07 5/28/08	1-1	8.04	CNS Assistant-Edison

ELECTIONS-Continued

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
Bianca, Jeffrey	11/09/07 5/28/08	10-3	\$12.80	MD/ED Paraprofessional-TAC
Chale, Francisco	11/26/07 6/30/08	3-2	8.90 .45	Custodian-Edison Shift differential
Herrington, Jerry L.	11/30/07 5/28/08	6-3	10.50	Paraprofessional-Disney
Majors, Tacee	12/18/07 6/30/08	5-2	9.78	Secretary-ESC/Special Ed & Student Services
Manning, Monecia	11/26/07 5/28/08	1-1	8.04	CNS Assistant-Mitchell
McGonigal, Jennifer	11/19/07 5/28/08	1-1	8.04	CNS Assistant-Robertson
Miller, Jordan	11/26/07 5/28/08	6-3	10.50	Paraprofessional-Lee

## ADJUSTMENTS

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Egli, Shelley	Teacher-Celia Clinton/Grade 5 B-7	1/03/08 5/29/08	\$18,532.79	\$19,311.48	Credit for Experience B-10 Rate: \$37,200.00
Hazlett, Barbara	Teacher-Bell/ Grade 3 M30-23 3-CI	10/15/07 5/29/08	40,656.61	41,192.13	Salary Book Correction M30-23 3-CI Rate: \$53,844.00
Miller, Deborah	Psychologist- ESC/Special Ed & Student Services M60-7 Full Time	1/03/08 6/29/08	39,045.00 5,093.00	16,215.41 2,115.13	4/5 Time Rate: \$39,045.00 Stipend Rate: \$5,093.00
Pease, Jeanne	Teacher- Memorial/ Special Ed B-18	8/14/07	43,430.00 2,171.50	45,016.00 2,250.80	Credit for Education M-18 Special Education
Wayland, Judy	Teacher- Memorial/ Language Arts M-8	8/14/07	37,406.00	38,524.00	Salary Book Correction M30-8
<b><u>Rescind:</u></b>					
Nero, Raye	Pathwise Spec.- Fulton Teaching & Learning Academy M-17	8/14/07	\$44,406.00	\$44,406.00	Instructional Specialist-Fulton Teaching & Learning

ADJUSTMENTS-Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Support (Hourly):</b>					
Berry, Nancy	MD/ED Paraprofessional Edison 10-3	11/19/07 5/28/08	\$12.80	\$11.89	Paraprofessional- Edison 6-8
Carter, Helen	CNS Asst-Kipp 1-2 6hr/day	10/15/07 5/28/08	8.16	8.16	7.5hr/day
Chavez, Irma	CNS Asst-Foster 1-1 6hr/day	11/27/07 6/30/08	8.04	8.50 .43	Custodian-Newcomer Shift differential 3-0
Evans, Devora	CNS Asst- McClure 1-2 6hr/day	10/31/07 5/28/08	8.16	8.16	2hr/day
Keen, Janet	CNS Asst-Eliot 1-0 6hr/day	11/12/07 5/28/08	7.80	8.04	CNS Assistant- Kendall 1-1 7hr/day
Lopez, Castro	CNS Cook II- Zarrow 3-2 6hr/day	11/13/07 5/28/08	8.90	8.50	CNS Assistant- Lindbergh 1-4 7hr/day
Matthews, Brandee	CNS Mgr A- Carnegie 7-2	11/26/07 5/29/08	10.76	10.76	Remington
McGlory, Isabell	Paraprofessional -McLain 6-5	11/16/07 5/28/08	11.04	12.80	MD/ED Paraprofessional- McLain 10-3
Montanes, Mark	Teacher Asst (TA)-Columbus 6hr/day 3-4	12/03/07 5/28/08	9.34	9.34	Paraprofessional- Columbus 7hr/day
Morris, Nakia	CNS Asst-Foster 1-1 4hr/day	11/19/07 5/28/08	8.04	8.04	6hr/day
Richardson, Donna	CNS Mgr A- Remington 7-4	11/26/07 5/29/08	11.31	12.17	CNS Manager B- Sequoyah 8-5
Slaughter, Brittany	Bus Driver Trainee 4-0	11/29/07 5/29/08	8.90	10.25	Bus Driver 6-2
Ugwunwa, Fabian	Bus Driver Trainee 4-0	11/29/07 5/29/08	8.90	10.25	Bus Driver 6-2

ADJUSTMENTS-Continued

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
Walker, Jacqueline	Bus Driver Trainee 4-0	11/26/07 5/29/08	\$ 8.90	\$ 10.25	Bus Driver 6-2
Wolfe, Lisa	Paraprofessional -McLain 6-5	11/16/07 5/28/08	11.04	12.80	MD/ED Paraprofessional 10-3

LEAVES OF ABSENCE

Name	Effective Date	Assignment	Reason
<b>Certificated/Administrative:</b>			
Garrett, Nicole	11/26/07	Teacher-Central/ Physical Education	Maternity
Maeder, Amanda	1/11/08	Teacher-Celia Clinton/Grade 1	Maternity
Randolph, Sarah	12/21/07	Teacher-Lindbergh/ Grade 3	Maternity
Russell, Crystal	12/21/07	Teacher-Sequoyah/ Grade 1	Maternity
Snyder, Melissa	11/26/07	Teacher-Cleveland/Math	Maternity
Sole, Stacey	2/27/08	Teacher-Phillips/Grade 5	Maternity
Tamez, Emily	12/09/07	Teacher-Newcomer/ Kindergarten	Maternity
Unger, Tara	11/26/07	Teacher-Penn/ Grade 2	Maternity
Wilson, Jill	11/15/07	Teacher-Madison/Math	Personal illness
<b>Support (Hourly):</b>			
Espinoza, Maria	11/12/07	Custodian-Washington	Medical

## RETIREMENTS

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Scott, Billie	9/30/07	Master Craftsperson-Transportation
Wade, Tyler	9/28/07	Evening Custodian-Robertson

## RESIGNATIONS

Name	Effective Date	Assignment
<b>Certificated/Administrative:</b>		
Brown-Peel, Constance	10/15/07	Teacher-ECDC/PreK
<b>Support (Hourly):</b>		
Adams, Glenda	9/14/07	Bus Driver Special Needs
Austin, Thomas	11/28/07	Mail & Film Driver-ESC
DeJesus, Wilfredo	5/24/07	Bus Driver
Garza-Ortiz, Hugo	11/19/07	Attendance Assistant-ESC/Accountability & Research
Hall, Edgar	8/21/07	Bus Driver
Harper, Neal	8/22/07	Bus Driver
Hoch, Dennis	5/31/07	Bus Driver
Johnson, Timothy	5/24/07	Bus Driver
LeMense, Celia	12/20/07	Clerk-Memorial
LeNoir, Walter	10/05/07	Bus Driver Special Needs
Marnach, Lori	7/25/07	Bus Driver Trainee
McCray, Kawesta	11/30/07	Site Supervisor-Eliot/Before & After Care Program

RESIGNATIONS - Continued

Name	Effective Date	Assignment
McDaniel, Rebecca	11/30/07	Site Assistant-Key/Before & After Care Program
Morales, Corina	6/05/07	Custodian-Skelly
Porter, Derek	8/03/07	Bus Driver
Sanders, Christopher	8/24/07	Bus Driver Trainee
Swisher, Kay	1/10/08	Director's Secretary-ESC/Office of Assessment
Thimmaiah, Pradeep	9/21/07	Bus Driver
Torres, Yolanda	9/21/07	Evening Custodian-Clinton
Valentin, Frankie	7/25/07	Bus Driver Trainee
Van Tassell, Gary	9/20/07	Bus Driver
Williams, Erma	9/07/07	Evening Custodians-Plant Operations
Young, Stephanie	9/21/07	Custodian-Plant Operations
Martin, Annette	8/31/07	Head Custodian-Barnard

TERMINATIONS

Name	Effective Date	Assignment
<b>Support (Hourly):</b>		
Adhami, Ibrahim	6/05/07	Bus Driver
Burks, Keelan	9/18/07	Bus Driver Trainee
Curry, Carolyn	9/20/07	Bus Driver
Danley, Karie	9/14/07	Bus Driver
Dixon, Gwendolyn	7/31/07	Bus Driver

TERMINATIONS - Continued

<u>Name</u>	<u>Effective Date</u>	<u>Assignment</u>
Evans, Rhonda	8/01/07	Bus Driver Trainee
King, Jaquel	11/29/07	Site Assistant-McClure/Before & After Care Program
Martinez, Brandy	9/14/07	Bus Driver Special Needs
McDonald, Jerry	8/22/07	Bus Driver
Miles, Gary Sr.	9/10/07	Bus Driver
Ripley, Michael	5/31/07	Bus Driver
Robinson, Delman II	9/18/07	Bus Driver
Stith, Darius	8/15/07	Bus Driver Trainee
Timothy, Jerome	8/15/07	Bus Driver Special Needs
Vera, Elvia	8/08/07	Evening Custodian-Owen
Verner, Sean	10/05/07	Evening Custodian-Hawthorne

SUBSTITUTE AND TEMPORARY ELECTIONS

Child Nutrition Services

Awe, Anna M.  
Beck, Jennifer  
Dennis, Lori  
Williams, Sabrina  
Waters, Sonia  
Osburn, Crystal  
Berry, Cheryl  
Hamilton, Estella D.

Clerk

Majors, Tacee

Student Worker

Thomas, Courtney  
Augerbright, Kayla

Custodians

Garcia, Socorro  
Scott, Nanette

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Washington Site Improvement-Student Activity Fund #520

Pay 12 Booker T. Washington certified staff members @ \$18/hr (total, not to exceed \$864) to work on the Site Improvement Plan for two hours for Booker T. Washington for the 2007-2008 school year.

High School Principal Incentive:

Pay Stephen Mayfield, certified employee, the 2006-2007 high school principal incentive based on established criteria in the amount of \$8,950. (Pending board approval of item F-5)

Pay Elizabeth Martin, certified employee, the 2006-2007 high school principal incentive based on established criteria in the amount of \$5,250 (Pending board approval of item F-5)

Underpayment – 811-0000-501000-1110-100-1050-210-07-260

Pay Christa Pond, certified employee, a one-time payment of \$667.98 for having been placed on the wrong salary step.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

**December 3, 2007 - Correct contract amount and rate.**

Elections

Name	Effective Date	Degree/ Step	Contract Amount	Assignment
<b>Certificated/Administrative:</b>				
Grissom, Teresa	12/11/07 6/30/08	EL-15	\$36,291.71	Gear-Up Coordinator- Fulton/Staff Development & Learning Training Rate: \$67,000.00

**November 19, 2007 - Correct proposed position**

Adjustments

Name	Position Grade/Step (if applicable)	Effective Date	Present Contract	Proposed Contract	Reason
<b>Certificated/Administrative:</b>					
Sosa, Janice	Instructional Specialist-Fulton Teaching & Learning M30-18	8/14/07	\$47,154.00 1,831.00	\$47,154.00 1,831.00	Language Arts Curriculum Spec.- Fulton/Curriculum Services M30-18 Stipend

**SUPPORTING INFORMATION**

**ACTION ITEM F-11**

**BOARD POLICIES**

**Policy 1301 Revised - See pages 21 through 25**

SCHOOL BOARD MEETINGS  
AGENDAS/MINUTES/PUBLIC COMMENTS

**PURPOSE:** To provide for Board of Education meetings, agendas, minutes and citizens' comments as required by state law and the Oklahoma Open Meeting Act.

**MEETINGS**

Board meetings are held to transact the business of the School District. All meetings of the Board, except for executive sessions as provided under Oklahoma School Law, will be open to the public. They will be held at the Charles C. Mason Education Service Center unless the Board votes to change the meeting place and gives the public adequate notice of such a change as defined by law.

It will be the duty of the Superintendent or designee to notify Board members of regular, special, or emergency meetings.

**Regular Meetings**

Regular meetings of the Board will normally be held on the first and third Mondays in each month. When the first and/or third Monday is a legal holiday, the regular meeting of the Board will be held on the first and/or third Tuesday. The time will be established by the Board President.

**Special Meetings**

Special meetings require 48 hours advance, public notice, and are limited in subject matter to the announced agenda. These meetings will be called for the purpose of student suspension hearings, employee termination hearings, and other reasons as determined by the Board President or by a written request of three Board members.

**Emergency Meetings**

An emergency meeting may be called for the purpose of dealing with emergencies. "Emergency" is defined as a situation involving injury or imminent threat of injury to persons or injury or imminent threat of injury or damage to public or personal property or immediate financial loss, and the requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury, damage, or immediate financial loss.

In the event of an emergency, a meeting of the Board may be held without the public notice required by the Oklahoma Open Meeting Act. Should an emergency meeting of the Board be necessary, the Superintendent or designee will give as much advance, public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means. To the extent possible, notice will be given to the County Clerk of Tulsa County and the media.

### Executive Sessions

Executive sessions are permitted for the discussion of such things as personnel matters, matters under litigation, and negotiations with District negotiators. The Board may go into executive session to discuss anything allowed by law. No official or final action may be taken by the Board in an executive session. In order to act upon items considered at an executive session, the Board will convene or reconvene in open session. That such a meeting was or will be held will be recorded in the minutes of the preceding or subsequent open session of the Board. Board members and any persons attending an executive session are duty-bound not to disclose any details of the discussions held.

### Quorum

A quorum for the transaction of official business will consist of a majority of the members of the Board.

### Rules of Order

Except as provided by law, all Board meetings will be conducted in accordance with Board policy. If the presiding officer desires further direction, *Robert's Rules of Order, Newly Revised* will be consulted.

### Voting Method

All voting on resolutions and motions of the Board will be by voice vote, polling each member separately. Each member's vote will be separately recorded in the minutes. If a quorum is present, a majority vote of the members present will be sufficient for taking action unless there is a specific statute applicable to the matter under consideration that requires approval by a majority of the full Board.

## AGENDA

The Superintendent or designee in cooperation with the Board President will develop an agenda format for adoption by the Board. The agenda format will provide for the orderly presentation and transaction of business at Board meetings.

Board members may submit items for placement on the agenda to the President. The Board President (or Vice President) may place items on the agenda, or move items on the agenda, at the request of a Board member. If a Board member desires to discuss an item, the Board member should describe the topic for the agenda as specifically as possible so members of the public who read the agenda can be informed concerning the subject to be presented.

### Agenda Preparation and Dissemination

The agenda for all Board meetings will be jointly prepared by the President of the Board (or the Vice President of the Board in the absence of the President) and the Superintendent or designee. In the event of a disagreement as to whether an item should or should not be included on the agenda, the decision of the Board President (or Vice President) will prevail.

Each regular meeting agenda will be published and transmitted to Board members for review no later than one week prior to the meeting for which the agenda has been prepared. Agendas for special meetings, emergency meetings, and executive sessions not a part of another meeting's agenda, will be prepared and transmitted to Board members as soon as is practical. Formal adoption of agendas will occur at the beginning of each meeting. Any additions or changes to the published agenda must be provided in writing by the Superintendent or designee no less than 24 hours prior to the Board's formal adoption of the agenda. Board members' concerns about any item appearing on a published agenda should be communicated to the Superintendent or designee for response.

### MINUTES

A complete record of all business transacted at each regular or adjourned meeting will be set forth in the minute book of the Board. The minute book will be kept on file by the Clerk as a permanent record of Independent School District Number One, Tulsa County, Oklahoma, and will be available for inspection upon request by the public.

Other features of the minutes will include:

- The nature of the meeting, regular or special, the time, the place, Board members present and absent.
- A record of all motions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting "yes" and "no."
- A record of the disposition of all matters that the Board considered, but upon which they did not act.
- Summary of remarks by the public in attendance at the meeting.

The minutes will be signed by the Attorney, Superintendent, Board President and attested by the Board Clerk.

### PUBLIC COMMENTS AT SCHOOL BOARD MEETINGS

Citizens are encouraged to attend meetings of the Board of Education and are allowed to address the Board and to comment concerning the Board's deliberations or on other relevant issues of interest/concern at regular meetings. Public comment will not be permitted at special meetings of the Board of Education unless the meeting is declared to be a public hearing for that purpose.

The Board President may interrupt and terminate any presentation not deemed to be in accordance with the guidelines set out by this policy. The Board President may also, after a warning, preclude an individual speaker from addressing the Board on any other agenda item at that meeting and/or at the next regular meeting of the Board of Education for violation of the guidelines set out by this policy.

### Public Comment Guidelines

School board policies, state law, and federal law establish separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, pupil suspensions and appeals, political campaigns, and litigation.

To avoid circumvention of these separate proceedings and to assure fairness to all parties concerned, no person will be allowed to speak regarding the following:

- An issue in a pending lawsuit, complaint, or investigation filed with an outside agency, wherein the District, employee(s) or the Board is a party;
- A pending grievance;
- A pending employee complaint filed with the District or an outside agency;
- A complaint against individual employee(s);
- An employee disciplinary action including suspension or termination;
- A pending pupil disciplinary action including suspension or appeal that may reach the Board.

The individual dignity of Board members, District employees, students, and members of the public must be respected by all speakers. Board members, employees, students, nor members of the public will be subjected to verbal abuse.

Public comment may take one of two forms: comment concerning items that are on the current agenda or comment concerning issues not on the current agenda. A maximum time limit will be allotted to each individual speaker per meeting – a total of five minutes for speaking to items on the business meeting agenda and five minutes to speak under the Citizens' Comments portion of the agenda.

### Comments Concerning Items on an Agenda

Individuals may comment on business items or recommendations appearing under the Action or Information portions of a regular meeting agenda. Requests to comment must be made by submitting a completed form for each topic. Forms are available from the Board Clerk before the beginning of each meeting. Requests will be accepted at any time up to the consideration of the Consent Agenda portion of the meeting. Each individual requesting to speak must personally complete the form listing their name and contact information, and sign verifying they have read the instructions regarding comments. The individual will also indicate on the form if they are speaking on their own behalf or on behalf of a group and whether or not they support or oppose the item (as applicable). Speakers are encouraged to provide the Board with a written outline of their comments to be made available to them before or at the meeting.

A total time limit of five minutes will apply to each speaker during a meeting regardless of the number of agenda items to which they wish to speak. Each speaker will be called when the item about which they wish to comment is to be considered by the Board and will be called in the order in which they signed to speak.

The Board and staff will not dialogue with speakers. Staff will strive to provide answers or resolve any issues/concerns in a timely manner.

Comments Concerning Items Not on an Agenda

The agenda for each regularly scheduled meeting of the Board will include an item designated "Citizens' Comments." The "Citizens' Comments" portion of the agenda will be reserved for comments concerning issues not otherwise appearing on an agenda. This portion of the agenda is reserved to provide citizens an opportunity to address the Board of Education on issues affecting the District and is not intended to provide a forum for commercial, political or similar topics.

An individual wishing to comment during this portion of a meeting must personally sign and submit a completed request form with all supporting documents to the Clerk of the Board seven calendar days before the meeting at which the individual wishes to speak. The forms are available online or from the Clerk of the Board of Education. Each individual requesting to speak must complete the form and sign verifying they have read instructions regarding citizens' comments.

Generic topics will not be accepted. The topic listed on the request form must be brief but specific enough to satisfy posting requirements under state law. The topic should be worded so an ordinary individual may understand what the topic is about. The topic language submitted by the citizen will be reviewed and approved or disapproved by the attorney for the School District. Individuals will also indicate on the form if they are speaking on their own behalf or on behalf of a group. Speakers will be notified regarding approval or disapproval of their request. A speaker will be allowed to speak to specific issue/concern only once within a 60-day period. The Superintendent or designee will address speakers' specific issues or concerns within the 60-day time frame.

A total time limit of five minutes during the Citizens' Comments portion of the agenda will apply to each speaker during a meeting regardless of the number of topics on which the individual requests to speak.

Speakers are encouraged to provide the Board with a written outline of their comments to be made available to them before or at the meeting.

Adopted: November 1982

Revised:

Legal Reference: Title 25 O.S., 301

Title 25 Oklahoma Open Meeting Act Section, 304, 305, 311 & 312

Title 70 O.S., 5-118

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## SUPPORTING INFORMATION

### ACTION ITEM F-12

### LEGISLATIVE GOALS

#### 2008 LEGISLATIVE GOALS

1. **Fully fund all existing mandates.**
  - a. Increase teacher compensation to lead the region, including total funding for benefits, new teachers and federally funded teachers.
  - b. Provide additional funds associated with safety and security requirements.
  - c. Provide resources to meet technology and Wave mandates.
2. **Increase funding for school district operational costs to offset inflation and deterioration of district fund balances.**
  - a. Provide funds for non-certified employee raises.
  - b. Ensure funds to meet transportation, maintenance and utility needs.
3. **Dedicate resources to support academic progress.**
  - a. Fund at-risk interventions and ACE remediation efforts, additional counseling and career guidance.
  - b. Increase financial support of early childhood initiatives, community schools and alternative education.
  - c. Cover the full cost of state assessments including the technology required for online testing.
  - d. Increase the number of instructional days in the school calendar.
4. **Eliminate erosion of the tax base to support adequate funding for common education.**
  - a. Grow common education funding as a percentage of state appropriations.
  - b. Oppose diversion of ad valorem taxes dedicated to schools.
  - c. Require the approval of the directly impacted school districts prior to the implementation of a tax increment financing district.
5. **Fully disclose how lottery dollars are distributed to schools.**
  - a. Distribute lottery money outside the formula and on a per pupil basis.
  - b. Use lottery revenue to increase educational funding rather than supplant it.
6. **Give voters the opportunity to adequately support their local school districts.**
  - a. Lower the 60 percent super majority required to pass bond issues.
  - b. Raise the bonded indebtedness limit from 10 to 15 percent.
  - c. Support legislation that would permit new revenue sources for local funding.
  - d. Ensure autonomy of locally elected Boards of Education.
7. **Support a full and complete study of the Oklahoma state aid formula.**
8. **Seek increased federal funding for schools and issues that impact students such as compliance with increased special education requirements and ensuing expenditures.**

**SUPPORTING INFORMATION**

**INFORMATION ITEM G-6**

**POSITION CREATIONS/DELETIONS**

Support:

**Create:**

Position	Salary/Grade	Duties
Assessment Assistant- ESC/ Accountability & Research	Grade 9 \$11.25/hr. to \$15.21/hr 12 months	Assist with district and state assessments (duties will include but are not limited to the following); receiving, distribution and processing of district and state test materials; training of test coordinators; district assessment reports. Assessments; Benchmark; Gates-MacGinitie; State Writing; State Oklahoma Core Curriculum Test; Explore; Plan; State End of Instruction; Proficiency Based Promotion – as requested by principals.
<i>Annual Budget Impact:</i> \$23,400.90 (min.) \$31,636 (max.)		
<i>Funding Source:</i> 8-11-0000-50-2212- 0000-000-0000-615-13- 058		

**Delete:**

Position	Salary/Grade	Duties
Director's Secretary- ESC/ Accountability & Research, Office of Assessment	Grade 9 \$11.25/hr. to \$15.21/hr 12 months	General office duties including payroll, requisitions and supplies. Assist Sate Department of Education ESC personnel, principals, test coordinators, teachers, parents and outside agencies with assessment questions or requests. Assist with district and state assessments (duties will include but are not limited to the following): receiving, distribution and processing of district and state test materials; training of test coordinators; district assessment reports. Assessments: Benchmark; Gates-MacGinite; State Writing; State Oklahoma Core Curriculum Test; Explore; Plan; State End of Instruction; Proficiency Based Promotion-as requested by principals.
<i>Annual Budget Impact:</i> \$23,400 (min.)- \$31,636 (max.)		
<i>Funding Source:</i> 8-11-0000-50-2212- 0000-000-0000-615-13- 058		