



Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **January 3, 2022**, at 6:30 PM in the Cheryl Selman Room, ground floor, at the Charles C. Mason Education Service Center, 3027 S. New Haven Avenue, Tulsa, OK.

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.

In accordance with Board Policy 1301, individuals may comment on business items or recommendations appearing under the Action or Information portions of a regular meeting agenda. The public may make their comments via telephone or in person. Requests to comment must be made by submitting a completed form for each topic. If requesting to comment during the meeting via telephone, please fill out a form online on the Tulsa Public Schools website at <https://www.tulsaschools.org/about/board-of-education/requesttospeakonagendaitem>. If requesting to comment during the meeting in person, please request a form from the Board Clerk in the meeting room 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. Statements are limited to five minutes each.

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. If the request to comment is approved, the Clerk of the School Board should be told whether the comments will be made during the meeting via telephone or in-person.

A. OPENING EXERCISES

- A.1.** Remind those wishing to address the Board, sign with the clerk -- 5-minute limit.
- A.2.** Call to order and confirm that a quorum of the Board is present.
- A.3.** Flag salute

B. MOTION TO VOTE AND ADOPT THE AGENDA

C. SPECIAL PRESENTATIONS/AWARDS/RESOLUTIONS

D. APPROVAL OF MINUTES

Approve the November 15, 2021 regular meeting of the board minutes.

E. CONSENT AGENDA - Motion and vote on recommendation.

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

G. INFORMATION AGENDA

H. GOAL MONITORING SESSION

I. STAFF REPORTS

COVID-19 UPDATE and discussion among board members, superintendent and staff.

J. BOARD MEMBER REPORTS

K. CITIZENS COMMENTS

L. SUPERINTENDENTS REPORTS/PRESENTATIONS

M. OTHER NONROUTINE ITEMS REQUIRING BOARD ACTION

M-1. Motion, second, discussion and vote on motion to go into executive session for the purpose of discussing matters involving a student with a disability where disclosure of information discussed would violate the confidentiality requirements of state or federal law, as authorized by Title 25, Section 307.B.6 and 307.B.7 of the Oklahoma Statutes.

M-2. Executive Session.

M-3. Motion, second, discussion and vote on motion to acknowledge return to open session.

M-4. Board President's statement of minutes of executive session.

M-5. Motion, second, discussion and vote on motion to approve an assurance statement as required by the decision of the Oklahoma State Department of Education, Office of Special Education Services, in State-Level Complaint 21-32, and authorize its execution by the superintendent and all members of the board.

N. NEW BUSINESS

O. ANNOUNCEMENTS

The next Board of Education regular meeting is January 24, 2022 at 6:30 p.m.

P. 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.

DEPUTY SUPERINTENDENT

E.1. RECOMMENDATION:

Purchase physical education equipment from Prophet Corporation. Prophet Corporation is the most reasonable offeror, in accordance with the terms and conditions of the competitive request for quote.

COST: Not to exceed \$200,000.

FUND NAME/ACCOUNT:

CLASSROOM BOND FUNDS, 32-1136-1000-506810-100-000000-000-07-XXX

RATIONALE:

Physical education equipment will be purchased for all schools as part of the 2015 classroom bond projects. The new equipment is needed to help support the implementation of the SPARK physical education curriculum.

TEACHING AND LEARNING

E.2. RECOMMENDATION:

Enter into a facilities usage agreement with the Tulsa Community College to house a 2022 high school student art exhibition for the participating high schools listed below from January 29th through February 26th, 2022 in the event hall at the McKeon Center for Creativity on the downtown Tulsa Community College campus.

Central

Edison Preparatory

Rogers College High

Tulsa MET

Tulsa Virtual Academy

Washington

Webster

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:

High school art students will have the opportunity to display their work in a public venue, gaining experience and recognition. Additionally, exhibiting students will have the opportunity to visit the TCC visual art studios and meet with staff about their post-secondary programs.

TALENT MANAGEMENT

E.3. RECOMMENDATION: Approve routine staffing items.

RATIONALE:

Routine personnel actions implement the various talent management plans and priorities authorized by the Board of Education. All salaries are listed at an effective annualized rate regardless of length of effective date of contract.

- E.4.** RECOMMENDATION: Approve positions creates and deletes.

RATIONALE: Positions to be effective after Board approval unless otherwise indicated. Funding for each new position will originate and be included in the applicable departmental budgets.

FINANCIAL SERVICES

- E.5.** RECOMMENDATION:

Approve a modification to Board policy 5801 "Investments" to support longer maturity for investments in the Endowment Fund.

RATIONALE:

Board policy 5801 "Investment" does not currently have an option to support maturities beyond 60 months for investments in the Endowment Fund, which benefit from longer maturity to support the objectives of the endowment. The modification will enable investments in the Endowment Fund to have maturities extending to 120 months.

- E.6.** RECOMMENDATION:

Approve a modification to Board policy 5401 "Inventories" to address outdated language and asset values.

RATIONALE:

Board policy 5401 "Inventories" needs language updated to reflect changes in the tracking system, definition of attractable assets, and changes to use acquisition cost instead of replacement value for tracking. Modifications to the dollar amount for attractable assets are also recommended to adjust for inflation and alignment with items purchased by the district that need to be tracked. This policy was last updated in 2004.

- E.7.** RECOMMENDATION:

Approve (a) modification to Board policy 2207 regarding transfers of students living outside the school district to comport with requirements of Senate Bill 783, and (b) the corresponding capacity numbers relating to out-of-district transfers.

RATIONALE:

Board Policy 2207 must be replaced due to changes in the last legislative session. The most notable change is that out-of-district students may apply for enrollment in the district at any time and that the district must approve and post information relating to its capacity to accept out-of-district transfers with respect to each of its schools, in every grade.

- E.8.** RECOMMENDATION:

Approve the December 3 – December 31, 2021, New Encumbrances and Encumbrance Changes Report.

RATIONALE:

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

BOND PROJECTS AND ENERGY MANAGEMENT

E.9. RECOMMENDATION:

Approve the purchase of additional service vehicles from vendors, to be determined, as part of RFP 22006.

FURTHER RECOMMEND:

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

COST:

The total cost of additional purchases will not exceed \$500,000. Purchase orders will be issued as vehicles become available.

FUND NAME/ACCOUNT: 32-1410-2650-507610-000-000000-000-12-003-

RATIONALE: This purchase of service vehicles is part of the 2015 bond issue.

E.10. RECOMMENDATION:

Approve the amendment #17D with Crossland Construction Co. Inc. for the new stadium at Central High School. The original contract was approved on 11/16/2020 agenda item E-16.

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 \$181,987.00

FUND NAME/ACCOUNT: 33-1220-4720-504500-000-000000-059-12-705-PE003

REQUISITION/CONTRACT: RQ: 12206447

RATIONALE:

This additional fencing, canopies, signage, turf repair and metal panels were not part of the original project.

E.11. RECOMMENDATION:

Approve a contract with the City of Tulsa for a water line easement at East Central High School.

FURTHER RECOMMEND:

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

COST: There is no cost to the district.

RATIONALE: The construction of a new stadium requires a water line easement.

F. ACTION AGENDA - Motion and vote on recommendations

DEPUTY SUPERINTENDENT

F.1. RECOMMENDATION:

Pay expenses associated with the 2021-2022 Diploma Annual Fee for the International Baccalaureate (IB) Diploma Program at Booker T. Washington High School.

COST: Not exceed \$11,147.00

FUND NAME/ACCOUNT:

The fee will be paid using the BTW Site Funds, IB Program Account 11-0735-1764-50-6100-251-000000-00-07-735

RATIONALE:

Due to a clerical error, this payment is past due and is being submitted for consideration on the action agenda. Booker T. Washington High School is one of only two high schools in the state of Oklahoma that is authorized to offer the IB Diploma Program. All juniors and seniors at BTW are eligible to participate in the program. Currently, 50 juniors and 55 seniors are pursuing the full IB Diploma. BTW juniors and seniors that are not interested in the full IB Diploma are still encouraged to take individual IB Diploma courses. BTW offers an extensive set of IB courses. The faculty has a strong commitment to the program and has been specially trained by the International Baccalaureate Organization. Students pursuing the IB Diploma take six college level courses in the junior and senior years. They take advanced courses in English, world language, social sciences, experimental sciences, mathematics, and one other area of choice. IB Diploma students also take Theory of Knowledge, engage in monitored extracurricular activities, and write a formal research paper. Students may earn college credit upon successful completion of the program.

F.2. RECOMMENDATION:

Pay expenses associated with International Baccalaureate (IB) examination fees for Booker T. Washington High School for the 2021-2022 School year.

COST:

Total cost not to exceed \$60,000. A portion of the fees will be paid by B. T. Washington students into the Washington Student Activity Fund (#528), and the balance of fees will be paid by BTW Site Funds/IB Account, amount not to exceed \$20,000.

FUND NAME/ACCOUNT: BTW Site Funds, IB Program Account 11-0735-1764-50-6100-251-000000-00-07-735

RATIONALE:

May 2022 exam fees payment are due for payment. BTW students are responsible for the individual "Subject Exam Fees", which is currently \$119 per exam. BTW uses Total Registration to collect all student fees; those fees will ultimately be deposited into SAF Account #528. If a student qualifies for free/reduced lunch, the student pays \$20 per exam. The BTW Foundation has been asked to contribute \$60 per exam for FRL students, and Washington High School assumes responsibility for the remainder of the cost per exam for FRL students. Currently, BTW has 105 students enrolled in the full IB Diploma Program. Full diploma students are required to take six exams, with up to two taken in the junior year and four to six taken in the senior year. Also, all eligible juniors and seniors enrolled in individual IB courses have the option of taking the IB exam for possible college credit. This item is being submitted for consideration

on the Action Agenda because payment is due, and the agenda item was overlooked due to a clerical error.

TEACHING AND LEARNING

F.3. RECOMMENDATION:

Approve receipt of a grant to the Strong Tomorrows program from the TANF (Temporary Assistance for Needy Families) Grant and the Department of Human Services via the Strong Tomorrows fund at Tulsa Community Foundation in the amount of \$237,708.50. These funds will be used by the Strong Tomorrows program to support case managers, who work directly with students on topics such as pre-natal care, education, and career planning, parenting and secondary prevention and early childhood education.

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 is no cost to the district.

RATIONALE:

Strong Tomorrows is a program that is imbedded in our secondary schools that provide social services supports through training and case management for our parenting and expecting teens. The estimated number of expecting and parenting teens served thus far this school year is 300. Case managers work directly with participating students to offer education and training on such topics as prenatal care, education/career planning, parenting, secondary pregnancy prevention, and early childhood education. The Temporary Assistance for Needy Families and the Department of Human Services grant will allow the Strong Tomorrows program to continue expanding their ability to provide resources, materials, and support for the needs of these families through the district. We would like to hire and deploy case managers as soon as possible to begin this work. Adding this item to the agenda under Action will allow us to hire and deploy case managers as soon as possible.

BOND PROJECTS AND ENERGY MANAGEMENT

F.4. RECOMMENDATION:

Approve a resolution fixing the amount of **Combined Purpose General Obligation Bonds, Series 2022A** to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of the District's **Combined Purpose General Obligation Bonds, Series 2022A**.

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 2022A Bonds will consist of bonds authorized at the 2021 Bond Election. The resolution sets the time and date for the sale of: **\$25,235,000 in building bonds (Proposition No. 1); \$1,445,000 in student and classroom technology bonds**

(**Proposition No. 2**); **\$630,000 in transportation equipment bonds (Proposition No. 3) and \$10,690,000 in quality learning materials and programs bonds (Proposition No. 4)**. The 2022A Bonds in the aggregate amount of **\$38,000,000** would be sold on **February 7, 2022** and approved/awarded at the Board's **February 7, 2022** meeting, with proceeds made available to the District on or about March 17, 2022. Upon issuance of the 2022A Bonds, there will be \$346,000,000 remaining from the 2021 authorization.

F.5. RECOMMENDATION:

Approve an agreement with Hilborne & Weidman, P.C. to serve as Bond Counsel and Disclosure Counsel on the District's **Combined Purpose General Obligation Bonds, Series 2022A**.

FURTHER RECOMMEND:

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

RATIONALE:

The District engages experts for these services in connection with bond issuing to ensure compliance with all rules and regulations governing the sale of bonds. The use of bond counsel is necessary to prepare the required documentation for a bond sale in a correct manner and provide a legal opinion to the purchaser of the bonds regarding the tax-exempt nature of the obligations. Under the referenced Bond Counsel and Disclosure Counsel Engagement, Bond Counsel fee would be \$13,000.00 and Disclosure Counsel fee would be \$8,000.00 for the 2022A Bonds for a total cost of \$21,000.00, payable from bond proceeds.

F.6. RECOMMENDATION:

Enter into contract with the lowest responsible bidder, American Air Conditioning of Tulsa LLC. for HVAC improvements at Edison Preparatory.

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:

Phase 1: \$2,000,000

Phase 2: \$7,857,000 (Phase 2 billing will begin after July 1st, 2022.)

Total Cost: 9,857,000

FUND NAME/ACCOUNT:

11-7950-4720-504500-000-000000-061-35-712-7950

RATIONALE:

This item is being submitted for consideration on the action agenda so the work can begin prior to prices increasing. This project is part of the ESSER funding. Improved heating and air conditioning will provide better indoor air quality while enhancing the educational environment.

G. INFORMATION AGENDA

BOARD OF EDUCATION

- G.1.** RECOMMENDATION: Amend policy 1102 regarding the board of education to provide additional clarifications regarding actual and perceived conflicts of interest as well as the norms the board and superintendent will abide by in their governance of the district.

RATIONALE: This policy change will support effective leadership of the district by the board and reflects board member discussions in the board governance workshops of the last twelve months.

- G.2.** RECOMMENDATION: Amend policy 1301 regarding the creation and sharing of board agendas and the time of public comment.

RATIONALE: This policy change will support board members' ability to maximize the time spent on student outcomes during board meetings, to make informed decisions in the best interest of students, as well as maintain robust opportunities for public input

DEPUTY SUPERINTENDENT

- G.3.** RECOMMENDATION:
Enter into an agreement with Humble Sons Bike Company to provide services for bike programming for the spring semester of 2021-22.

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:

Humble Sons Bike Company will provide Tulsa Public Schools with operational support for bicycle physical education programs, bike club, and MET bike shop. Specifically, Humble Sons Bike Company will provide curriculum, equipment, and professional learning sessions for PE teachers, faculty sponsors and bike shop faculty sponsors and the Tulsa MET bike shop. Humble Sons will provide on-site teacher support for the bike programs and Tulsa Met bike shop. Humble and Sons will operate bike programming/training, bike storage and bike maintenance at Remington Elementary.

TEACHING AND LEARNING

- G.4.** RECOMMENDATION:
Renew an agreement with Assistance League of Tulsa 501(c)(3) for the organization to continue providing Tulsa Public Schools fine arts teachers with supplies needed in their classrooms for special projects and/or every day use for the school years 2022-2023, 2023-2024, and 2024-2025 through the Betty Bradstreet Assistance Fund. Participating schools vary year to year based on applications and acceptance.

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:

Tulsa Public Schools is reimbursed in full for the supply costs awarded to teachers through the Betty Bradstreet Arts Education Awards.

RATIONALE:

Many fine arts teachers are given very little or no budget to provide supplies for their classrooms. Even when bond money is available, the requirements for federal money limit the number of consumables (paint, glaze, glue, etc.) teachers are able to request for purchase. For many years, the Betty Bradstreet Arts Education Awards have given many teachers the opportunity to do special projects with their students that would not have been possible otherwise.

FINANCIAL SERVICES

G.5. RECOMMENDATION:

Authorize the purchase of custodial supplies from vendors who offer the best value with the most reasonable price in order to restock the warehouse as supplies are depleted in accordance with the RFP process or competitive quoting.

COST: Not to exceed \$500,000

FUND NAME/ACCOUNT: 11-0000-2620-506180 XXX-XXXXXX-XXX-XX-XXX

RATIONALE:

It is necessary to maintain adequate warehouse stock of critical items for distribution to various district sites. Due to the nature of the current market various vendors will be selected throughout the year. These supplies represent a variety of items including, but not limited to, paper towels, toilet paper, waste containers, and cleaning supplies. The value of these supplies drawn from the warehouse during the 2019-2020 school year totaled approximately \$461,691.

BOND PROJECTS AND ENERGY MANAGEMENT

G.6. RECOMMENDATION:

Approve the development contract with the City of Tulsa for the athletic improvements at Booker T Washington High School.

FURTHER RECOMMEND:

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

COST: There is no cost to the district.

RATIONALE: The new tennis courts will require a development contract with the City of Tulsa. This project is part of the 2021 bond issue.

G.7. RECOMMENDATION:

Approve amendment 1A with the construction manager, Crossland Construction LLC, establishing a guaranteed maximum price for the athletic improvements at Booker T Washington High School.

Allowances
General Conditions

Management Fees
Reimbursables
Trade Contracts
Total GMP

FURTHER RECOMMEND:

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

COST: The project is in the bidding phase. The funds are contingent upon the sale and receipt of 2022A bond funds.

FUND NAME/ACCOUNT: 33-1216-4720-504500-000-000000-073-12-735-RV001

RATIONALE: The new tennis courts are part of the 2021 bond issue.

G.8. RECOMMENDATION:

Approve amendment 2A with the construction manager, Crossland Construction LLC, establishing a guaranteed maximum price for the interior renovation at Skelly Upper Elementary.

Allowances
General Conditions
Management Fees
Reimbursables
Trade Contracts
Total GMP

FURTHER RECOMMEND:

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

COST: The project is in the bidding phase. The funds are contingent upon the sale and receipt of 2022A bond funds.

FUND NAME/ACCOUNT:
34-1216-4720-504500-000-000000-048-12-410-RV002

RATIONALE:

The interior renovations at Skelly Upper Elementary is part of the 2021 bond issue.

G.9. RECOMMENDATION:

Approve amendment 1A with the construction manager, Nabholz Construction LLC, establishing a guaranteed maximum price for the interior renovation at Hawthorne Elementary.

FURTHER RECOMMEND:

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

COST: The project is in the bidding phase. The funds are contingent upon the sale and receipt of 2022A bond funds.

FUND NAME/ACCOUNT: 34-1216-4720-504500-000-000000-021-12-200-RV004

RATIONALE:

The interior renovations at Hawthorne Elementary are part of the 2021 bond issue.

SUPPORTING INFORMATION**CONSENT ITEM E-3****ROUTINE STAFFING****ELECTIONS**

| Name | Effective Date | Contract Amount | Position | Grade or Degree & Step |
|---------------------------|-----------------------|------------------------|----------------------------------|-----------------------------------|
| Abram, Tiffanie | 11/30/21 | \$10.83 | School Clerk | CA-3 |
| Adair, KeJuan | 11/15/21 | \$11.38 | Evening Custodian | MT-3 |
| Austin, Anthony | 12/06/21 | \$74,319.84 | JROTC Instructor | NS |
| Balan, Diana | 11/17/21 | \$9.82 | DD Paraprofessional | IS-3 |
| Balderas, Nadia | 12/01/21 | \$10.31 | School Clerk | CA-3 |
| Berry, Reagan | 12/07/21 | \$9.82 | Teacher Assistant | IS-3 |
| Brooks, Amanda | 11/29/21 | \$14.89 | Autism Paraprofessional | IS-10 |
| Bush, Alishia | 8/09/21 | \$72,000.00 | Equity Partner – Stimulus Funded | BG-9 |
| Carl, Teena | 12/02/21 | \$43,700.00 | Teacher | B-7 |
| Carrillo Hernandez, Keila | 12/06/21 | \$30,000.00 | Apprentice | NS |
| Dominguez, Ashley | 11/15/21 | \$9.88 | Cafeteria Assistant | MT-1 |
| Doner, Melpomene | 11/15/21 | \$9.88 | Cafeteria Assistant | MT-1 |
| Doyle, George | 11/30/21 | \$11.38 | Evening Custodian | MT-3 |
| Durall, Chelsea | 12/01/21 | \$9.82 | Teacher Assistant | IS-3 |
| Garcia, Alesandra | 11/30/21 | \$9.82 | Teacher Assistant | IS-3 |
| Green, James | 11/29/21 | \$12.49 | Bus Driver | MT-7 |
| Hartman, Randel | 12/06/21 | \$13.51 | Bus Driver | MT-7 |
| Hickerson, Robin | 11/29/21 | \$30,000.00 | Apprentice | NS |
| Hill, Bryton | 12/09/21 | \$9.82 | Teacher Assistant | IS-3 |
| Hill, Cricket | 12/06/21 | \$10.83 | School Clerk | CA-3 |
| Marcelo Lopez, Jose | 12/01/21 | \$17.69 | District Language Specialist | CA-14 |
| Morrow, Alexa | 12/06/21 | \$13.90 | Autism Paraprofessional | IS-10 |
| Petit, Troy | 12/01/21 | \$11.38 | Evening Custodian | MT-3 |
| Phillips, Raeann | 8/12/21 | \$18.98 | Before & After Site Coordinator | MT-16 |
| Salazar, Amy | 12/01/21 | \$45,200.00 | Teacher | M-7 |
| Shoats, Colleen | 11/29/21 | \$12.42 | Health Assistant | CA-5 |
| Smith, Audrianna | 11/30/21 | \$11.47 | Teacher Assistant | IS-3 |
| Taylor, Delra | 12/13/21 | \$30,000.00 | Apprentice | NS |
| Thrash Wickliffe, Janet | 12/01/21 | \$12.99 | Teacher Assistant | IS-6 |
| Tyson, Bennie | 12/06/21 | \$11.38 | Evening Custodian | MT-3 |
| Vangseng, Mai | 12/06/21 | \$11.21 | Teacher Assistant | IS-6 |
| Vega, Arlene | 11/22/21 | \$11.38 | Evening Custodian | MT-3 |
| Zaring, Jasmine | 12/08/21 | \$9.82 | Teacher Assistant | IS-3 |
| Zelaya Lopez, Blanca | 11/02/21 | \$11.38 | Evening Custodian | MT-3 |

ADJUSTMENTS

| Name | Effective Date | Contract Amount | Current Position | Proposed Position | Grade or Degree & Step |
|-----------------|-----------------------|------------------------|-------------------------|--------------------------|-----------------------------------|
| Adams, Kimberly | 12/06/21 | \$15.22 | Before & After Care | MD Paraprofessional | IS-10 |
| Asberry, Camrey | 8/12/21 | \$41,410.00 | Teacher | Teacher | M-1 |
| Beasley, Anisah | 10/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Behman, Devi | 8/13/21 | \$42,745.00 | Teacher | Teacher | M-4 |
| Behman, Magdy | 8/13/21 | \$44,834.00 | Teacher | Teacher | D-3 |

| | | | | | |
|-------------------------------|----------|-------------|--|--|-------|
| Borgstadt, Robert | 8/10/21 | \$50,946.00 | Apprentice | Teacher | B-19 |
| Brito, Juana | 11/01/21 | \$40,820.00 | Teacher Assistant | Teacher | B-2 |
| Burrows, Joshua | 8/12/21 | \$43,700.00 | Teacher | Teacher | B-7 |
| Corley, Kayley | 8/13/21 | \$41,000.00 | Teacher | Teacher | M-0 |
| Crenshaw Williams, Shermelita | 10/26/21 | \$13.66 | Special Needs Bus Driver | Bus Driver | MT-7 |
| Cruz, Jessica | 11/08/21 | \$11.21 | Teacher Assistant | 1:1 Paraprofessional | MT-6 |
| Dawson, Holli | 8/12/21 | \$41,475.00 | Apprentice | Teacher | B-4 |
| Dean, Justin | 10/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Dillon, Danette | 10/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Dover, Mark | 8/06/21 | \$45,640.00 | Dean | Dean | M-8 |
| Eicher, Kirstan | 8/12/21 | \$41,000.00 | Teacher | Teacher | M-0 |
| Fulton, Joseph | 10/01/21 | \$43,500.00 | Apprentice | Teacher | D-0 |
| Girdner, Chris | 8/12/21 | \$41,410.00 | Teacher | Teacher | M-1 |
| Girdner, Megan | 8/12/21 | \$41,410.00 | Teacher | Teacher | M-1 |
| Gogibedashvilli, Luka | 10/01/21 | \$41,000.00 | Apprentice | Teacher | M-0 |
| Green, Karen | 11/15/21 | \$12.36 | Bus Driver Trainee | Bus Driver | MT-7 |
| Harmon, Edwin | 10/26/21 | \$15.17 | Special Needs Bus Driver | Bus Driver | MT-7 |
| Holdman, Ashley | 10/01/21 | \$41,000.00 | Apprentice | Teacher | M-0 |
| King, April | 11/29/21 | \$10.12 | Teacher Assistant | School Clerk | CA-3 |
| Lance Jones, MacKenzie | 8/12/21 | \$41,000.00 | Teacher | Teacher | M-0 |
| Levine, Erin | 8/13/21 | \$47,575.00 | Librarian | Librarian | M-12 |
| Li, Xiaoda | 9/01/21 | \$43,320.00 | Apprentice | Teacher | M60-2 |
| Littlejohn, Pamela | 11/15/21 | \$63,000.00 | Administrator on Special Assignment | Coordinator of College & Career Advising | EG-3 |
| McClellan, Sheila | 10/26/21 | \$13.66 | Special Needs Bus Driver | Bus Driver | MT-7 |
| Means, Denise | 8/12/21 | \$41,820.00 | Teacher | Teacher | M-2 |
| Mills, Emry | 8/12/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Morrell Morris, Aubrie | 9/13/21 | \$44,660.00 | Apprentice | Speech Pathologist | M-6 |
| Morris, Graydon | 8/12/21 | \$43,700.00 | Counselor | Counselor | M-5 |
| Morris, Terry | 10/26/21 | \$13.66 | Special Needs Bus Driver | Bus Driver | MT-7 |
| Muke, Darla | 10/26/21 | \$13.66 | Special Needs Bus Driver | Bus Driver | MT-7 |
| Munoz, Melissa | 11/29/21 | \$13.01 | School Clerk | Principal's Secretary | CA-8 |
| Nelson, Teresa | 8/12/21 | \$41,000.00 | Teacher | Teacher | M-0 |
| Ngwuli, Oliver | 12/09/21 | \$30,000.00 | Teacher Assistant | Apprentice | NS |
| Osman, Patricia | 8/16/21 | \$13.08 | Teacher Assistant | Teacher Assistant | IS-6 |
| Parnosky, Joy | 7/26/21 | \$70,713.00 | Mgr – Multi-Tier Systems | Assistant Principal | EG-6 |
| Perez, Abel | 11/22/21 | \$13.30 | Head Custodian | Unassigned Custodian | MT-3 |
| Perryman, David | 10/26/21 | \$20,000.00 | Half Time Apprentice | Half Time Teacher | B-0 |
| Price, Ashley | 11/15/21 | \$12.36 | Bus Driver Trainee | Bus Driver | MT-7 |
| Ray, Shelbie | 11/22/21 | \$43,160.00 | Half Time Teacher | Full Time Teacher | B-6 |
| Rondeau, Christopher | 10/01/21 | \$41,000.00 | Apprentice | Teacher | M-0 |
| Wada, Lisa | 9/01/21 | \$42,745.00 | Teacher | Teacher | M-4 |
| Whitley, Antwon | 10/26/21 | \$13.66 | Special Needs Bus Driver | Bus Driver | MT-7 |
| Williams, Resha | 8/13/21 | \$41,745.00 | Teacher | Teacher | M-4 |

SEPARATIONS

| Name | Effective Date | Position |
|-------------------------|----------------|--------------------------------|
| Aguire de Elvira, Evlyn | 12/03/21 | Parent Involvement Facilitator |
| Anothony, Darius | 10/15/21 | Para Teacher |
| Arain, Salma | 11/23/21 | Cafeteria Assistant |

| | | |
|-------------------------|----------|--|
| Armstrong, Jason | 11/15/21 | Leadership Instructor |
| Boese, Cynthia | 12/17/21 | Teacher |
| Cremin, Gayla | 11/15/21 | Principal's Secretary |
| Davis, Miracle | 11/19/21 | Apprentice |
| Davison, Sherry | 12/01/21 | Cafeteria Assistant |
| Dudley, Patrice | 12/17/21 | Teacher Assistant |
| Evans, Stephen | 12/17/21 | Teacher |
| Fennoy, Eboni | 11/19/21 | Teacher |
| Gates, Robert | 11/11/21 | Before and After Care Program Quality Lead |
| Geary, Charles | 11/15/21 | Leadership Instructor |
| Green, Sean | 12/10/21 | Bus Assistant |
| Hammons, Alexiana | 12/01/21 | Cafeteria Assistant |
| Hayden-Gill, Alexandria | 12/17/21 | Teacher |
| Hickerson, Robin | 11/18/21 | Before and After Site Coordinator |
| Jackson, Kenneth | 1/04/22 | Teacher |
| Johnson, J | 12/02/21 | Apprentice |
| Johnson, Robin | 11/16/21 | Apprentice |
| Kendrick, Marisa | 8/15/21 | Para Teacher |
| Kennedy, Marcia | 1/07/21 | Data Project Specialist |
| Lair, Amanda | 12/17/21 | Teacher |
| McDowell, Taylor | 12/17/21 | Teacher |
| Mills, Gregory | 12/03/21 | Electrical Apprentice |
| Nelson, Tamey | 12/10/21 | Counselor |
| Riley, Thomas | 11/19/21 | Transportation Supervisor |
| Riley, Thomas | 11/19/21 | Transportation Supervisor |
| Sanchez, Kelsey | 12/01/21 | Teacher |
| Smith, Raven | 11/30/21 | Teacher Assistant |
| Stennis, Jimmy | 12/22/21 | Head Custodian |
| Thomas, Sarah | 12/10/21 | Counselor |
| Thompson, Marquisha | 11/08/21 | Paraprofessional |
| Ukens, Drew | 12/17/21 | Teacher |
| Workman, Elaine | 12/17/21 | Teacher |
| Young, Betty | 11/12/21 | Custodian |

SUBSTITUTE AND TEMPORARY ELECTIONS

CNS

Mass, Carmela Morehead, Angelina

SUBSTITUTES

| | | | |
|--------------------|------------------|------------------|--------------------|
| Anderson, Terrance | Craft, Anthlia | Holland, Ruth | Pickard, Leah |
| Andrews, Candace | Dean, Dominique | Hunt, Gabrielle | Qualls, Emily |
| Bates, Jasmine | Duncan, Grace | Lee, Golden | Quiroz, Brandie |
| Brault, Marlee | Eckelt, Taylor | Luevano, Nayel | Smith, Joshua |
| Brown, Michelle | Flynn, Rebecca | Meek, Elaine | Stevenson, Sydnee |
| Casas, Mariel | Fuller, Paul | Miller, Dana | Williams, C'sayia |
| Castillo, Sarah | Goodson, Julia | Mullins, Caleb | Williford, Heather |
| Collins, Jazmine | Hernandez, Jamie | Parnosky, Kailee | Wilson, LaTasha |

TUTOR

Bernert, Arleen

CUSTODIANS

McKim, Douglas

ADJUNCT COACHES

Memorial: James Asberry, girls' basketball head adjunct coach @ \$7,041, 11.29.21 to 5.29.22

Memorial: James Asberry, 9th grade girls' basketball adjunct coach @ \$2,119, 11.29.21 to 5.29.22

Edison: Kristen Sanders, MS girls' basketball adjunct coach @ \$1,145, 11.29.21 to 5.29.22

Washington: Mickey Collins, 9th grade boys' basketball adjunct coach @ \$2,119, 12.2.21 to 5.29.22

Edison: Raphael Todd, MS boys' assistant basketball adjunct coach @ \$1,145, 12.2.21 to 5.29.22

Carver: Orrik Watkins, football adjunct coach @ \$2,877, 12.1.21 to 5.29.22

Memorial: Kaitlyn Herbert, girls' assistant soccer adjunct coach @ \$1,202, 12.2.21 to 5.29.22

SUBSTITUTE AND TEMPORARY ELECTIONS – Continued

McLain: Albert Buchanan, girls' assistant basketball adjunct coach @ \$2,577, 12.3.21 to 5.29.22

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Athletics – School Activity Fund #536

Pay Washington coach Kevin Kwarteng for coaching soccer during the 2020-2021 school year. Total not to exceed \$2250. The BTW Men's Soccer Booster Club has reimbursed the district therefore no cost to the district.

Before and After Learning and Cherokee Nation Gift and Endowment funds project 2882—81-2882-2199-505990-000-000000-000-14-039

Tulsa Public Schools and Cherokee Nation recognizes the importance of recruiting and retaining Before and After Learning employees during 2021-2022 school year. Cherokee Nation wishes to award Before and After Learning employees with a stipend of \$500.00 for each eligible team member whom are actively employed and in good standing as of December 6, 2021. Cherokee Nation is offering this stipend to insure continuity of essential services in expanded learning at Tulsa Public Schools partner sites with Cherokee Nation, to be paid in January 2022. The following team members have been identified to receive the above mentioned stipend.

| | | | |
|--------------------|--------------------|-----------------------|--------------------------|
| Admire, Kristina | Harris, Linda | Marshall, Kametra | Scott, Amber |
| Brashear, Carolyn | Hohulski, Carolyn | McClure, Joyce Sandra | Smith, Kristie |
| Brewer, Isiah | Holmes, Joshua | Miklosz, Barbara | Stay, Katlyn |
| Brown, Patricia | Horse, Abigail | Molina, Sandra | Suggs, Herbert |
| Burks, Sonya | Hurd, Annette | Nunnally, Traci | Taylor, Edie |
| Colbert, Elizabeth | Jerome, Regina | Parnosky, Desiree | Todd, Ruby |
| Cornelius, Jana | Johnson, Jennifer | Perryman, Taneesha | Verner-Brown, Jacqueline |
| Cowart, Nathan | Kelley, Jacqueline | Phillips, Raeann | Walton, Nolene |
| Debose, Kimberly | Keys, Champagne | Price, Katana | Was, Rose Marie |
| Diaz, Dora | Litterell, Rebecca | Ranes, Callie | Wesley, Chasity |
| Gordon, Nicole | Luther, Elizabeth | Sanchez, Omar | White, Shayna |

Talent Management – 11-0285-2571-501210-000-000000-337-04-041-0285

Pay Jerikah Greene \$2.00 per hour from July 1, 2021-December 31, 2021, for additional responsibilities supporting the Talent Management team.

Special Education Homebound Services – 11-6210-2212-501700-239-XXXXX-XXX-XX-XXX Pay special education staff to be named, (total not to exceed \$20,000) to provide homebound education services outside of regular contract hours to students who receive special education support and are unable to attend school due to serious medical conditions beginning January 4, 2022 – June 30, 2022.

Transportation – 11-0181-2710-501210-000-000000-513-03-003

Pay Jaimon Gilstrap, transportation non-exempt training staff employee, a stipend of \$1.00 per hour worked, (total cost not to exceed \$1,288.00) to provide coverage for the transportation training department when drivers are needed, November 1, 2021 to June 30, 2022.

Transportation – 11-0000-2720-501210-000-000000-513-03-003

Pay Katina Stanley, transportation supervisor, a stipend of \$317 per month (not to exceed \$2,680.00) for managerial duties, October 19, 2021 to June 30, 2022.

Team Tulsa – 11-7930-XXXX-501X00-000-XXX000-XXX-05-XXX-7930

Tulsa Public Schools recognizes the importance of retaining employees during the 2021-2022 school year. In recognition of the continued efforts of our school based employees that are prioritizing the needs of students and ensuring in-person and virtual learning for students and families during the COVID-19 pandemic, a recommendation is being made to the Board of Education for the payment of a one-time, COVID-19 Retention Stipend, in the amount of \$1000 for certified school-based roles such as teachers, deans, counselors, librarians, assistant principals and principals and \$750 for select school based support professionals roles such as paraprofessionals, teacher assistants, secretaries, and clerks. Stipends will be paid to eligible employees who return for duties on January 3, 2022, or the first day of their contract as outlined by the 2021-2022 Employee Contract Data Sheet and are in good standing and actively working in the district when payments are made in February 2022.

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES – Continued

Transportation – 11-0000-2720-501210-000-000000-801-03-003

Pay Charles Taylor, a stipend of 5% (not to exceed \$1,200.00) for foreperson duties, August 16, 2021 to December 31, 2021.

Transportation – 11-0000-2720-501210-000-000000-801-03-003

Pay Christine White, bus driver, a stipend of \$1.46 per hour worked (not to exceed \$2,250.00) for supervisory duties, September 17, 2021 to June 30, 2022.

APPRENTICES AND TEACHERS 2ND SEMESTER 2021-2022 CONTRACT RENEWED

| | | |
|-------------------------|----------------------|--------------------|
| ABUFADIL, MASAKO T | BALLINGER, GILBERT A | BROOKS, JESSICA |
| ADAMS, JOHN B | BALSIGER, SAMUEL R | BROWN, AUSTRALIA L |
| ADAMS, RACHEL D | BARCUS, JOHN R | BROWN, BRIDGETT L |
| ADAMS, RENESHA N | BARTLETT, SEAN D | BROWN, DARLYN R |
| ADEWALE, PEACE O | BASNETT, PATRICIA M | BROWN, JENNIFER J |
| AGUAYO, ANDREA | BAUMAN, EMILY A | BROWN, KISHA C |
| AGUIRRE, NEREIDA | BEAN, JOEY L | BROWN, SANDY |
| AKHTAR, NAILA A | BEARB, VICTORIAN | BROWN, SONDRAL R |
| ALLEN, ALEXANDER J | BEASLEY, ANISAH | BRYAN, JENNIFER |
| ALVAREZ PEREZ, WUILEYNE | BEHMAN, DEVI | BUCHANAN, JOLENE M |
| ALVAREZ, LISBETH | BEHMAN, MAGDY B | BULL, MO M |
| AMBRUSO, EMILY | BELL, MATTHEW | BURCHETTE, MARK E |

ANDERSON, ASHLYN J
ANDERSON, CALEB
ANDERSON, EVAN
ANDERSON, JESSICA R
ANDREWS, ALEXANDRA C
ANDREWS, JACOB
ANDREWS, MIKE D
APPLEGATE, REBEKAH
ARCHIE, ANTHONY T II
ARELLANO, JAVIER E
ARNEECHER, BRIAN A
ARREDONDO, DARLING
AUTRY, DEBRA K
BACHER, ERICA
BADONI, BRIONNA N
BAIN, CARMEN M
BAKER, BREANNA J
BAKER, SARAH
BAKER, STEPHANIE
BALDWIN, COURTNEY L
CHANDLER-SMITH, TIFFANY J
CHANNEL, MANDY C
CHARLES, MELODY A
CHARLTON, WAILY
CHEATHAM, NATHAN C
CHERRY, CHERYL R
CHUMLEY, KEVIN D
CHURCHWELL, EMMA C
CLARDY, KELSEY A
COCHRAN, FARAH CALLIOPE D
COLE, ANDREW K
COLEMAN, GENELL M
COLLINS, HERBERT L
COMPASSI, SHAWNA M
CONNER, JENNIE G
COOKS, SHYANN
COONS, PARKER
COOPER, MARY L
CORLEY, KAYLEY
CORNETT, KATHERINE A
COVEL, CHRISTIN
COVEY, ERIC
COX, LAUREL
CRANE, MORGAN
CRIDDLE, CLIFFORD R
CROUCH DOWLER, TABITHA
CRUM, MARSHA
CUMBERBATCH, AZARIA

BELL, RAVEN B
BERARD, SHERRI L
BERRIGAN, KATHLEEN M
BIBENS, ROBERT L
BIRKETT, ANNA M
BLAIR, JUDITH V
BLAKE, ASHTON
BLANCHARD, SARAH K
BLAZEK, MICHAEL W
BLYTHE, BRENDA J
BOONE, HANNAH R
BORCHARDT, AMANDA
BORGSTADT, ROBERT T
BOWEN, DEE A
BOXLEY, PAMELA K
BRAGGS, WILLIE
BRENCE, TRACY M
BRICENO, ELIN
BRITT, SHERRI
BROCKUNIER, JACOB E
DAVIS, SHIRIN
DAVISON, COURTNEY
DAWSON, HOLLI L
DE LA VEGA NOLTE, ALEJANDRA
DEAN, JUSTIN
DELISO, CYNTHIA I
DENNIS, AMY K
DEO, VONTREBA E
DESPAIN, ATHENA D
DESTEFANO, CHRISTINE
DIAZ, AIMAR D
DIGGS, JENNIFER K
DILLON, DANETTE
DINKINS, LILLIAN
DIXON, JOHN
DOBBS, JONATHAN E
DOUGLASS, EDWARD
DOWLER, BROOKES R
DUGAN, JASON W
DUGIN, ALEC
DUNCAN, ALLISON A
DUNCAN, AMANDA B
DURANTE, JOANNA L
DURHAM, CAMRAN
DUTTON, LEANNA O
DYER, BRIA
DYER, JESSICA D
EAVES, NICHOLAS

BURGESS, LAURA M
BURK, KAREN E
BURR, KELLY C
BURROWS, JOSHUA D
BUTHOD, TIMOTHY E
BUVAYLIK, VALERIYA
BUXTON, TERRY L
CALIGONE, JAMES L
CANTU, MERCEDES P
CARDER, MELISSA S
CARDWELL, KIMBERLY L
CARLILE, RHONDA W
CARNES, ADAM A
CARPENTER, ALEXIS R
CARPENTER, MAKENZIE K
CARREON ROBLEDOS, ENRIQUE
CARTHEL, THAD A
CASTILLO, ALICIA H
CASTRO, TREVIN R
CHALIFOUX, DERRIK P
FISCHER, COLLEEN J
FLYNN, SANDRA M
FOINTNO, KAYLA J
FOLMER, MICHAEL
FORBES, SANDRA O
FORBIS, ANDREW
FORREST, JULIE
FORRESTER, DAYNA I
FOSTER, DEVIN
FOWLER, SARAH S
FOX, KERRY L
FRIDAY, THOMAS W
FULTON, JOSEPH
GABER, VICTORIA K
GALBREATH, WILLIAM
GALLIEN, KYLE L
GALVAN, EDELIA
GALVEZ, IMELDA L
GARROW, GABRIELLE
GARRISON, MISTY D
GAULT, HEIDI L
GENSMAN, NICOLE
GEORGE, STEPHANIE
GIBSON, JONATHAN R
GIBSON, JUSTIN
GIBSON, QUTAIJA A
GIFFHORN, MATTHEW
GIFFORD, SHELLEY D

CURTIS, DAWN B
 DABDUB, JORDAN
 DAMETZ, TABITHA L
 DANIELS, AARON
 DANIELS, KERRY E
 DANIELS, TONY C II
 DAOUD, JOHN
 DAVILA, ISABEL A
 DAVIS, BRITTANY J
 DAVIS, DEBORAH A
 DAVIS, DOLPHIN D II
 DAVIS, MAURCUS A
 GROSSO, SAMUEL
 GUEL, JENNIFER L
 GUERRERO, CRISTINA
 HAHN, PAULETTE E
 HAIGH-FLOREZ, DIONNE J
 HALE, HEATHER B
 HALL, SHEKINAH
 HAM, LAURA A
 HAMMOND, RACHELLE
 HANSON, WENDY
 HARD, LOIS M
 HARGRAVE, CHARITY S
 HARPER, CHRISTINA
 HARPER, DONNA
 HARPER, MILTON
 HARRIS, EMMA R
 HART, JEANNE M
 HAWKINS, JOSHUA T
 HAWKINS, OLIVIA
 HAWKINS, ORLANDO
 HAY, JULIA R
 HAYES, DENISE H
 HAYWARD-PREAU, BRICYN A
 HAZEL, RILEY C
 HEDGES, CHRISTY
 HENDERSON, NIKITA R
 HENDERSON, QUETA A
 HENRY, GLENN
 HENSHAW, TODD F
 HERD, JOHN B
 HERNANDEZ, MIGUEL
 HEWITT-WHITE, BRENDA N
 HIGHTOWER, AUBRIANNA L
 HILL, DANIELLE
 HILL, RAMONA Y
 HILL, SANDRA C

EDISON, JOSEPH A
 EICHER, KIRSTAN N
 EL HASSAN, AIYA
 ELBON, GRACE
 ELLEDGE, MIKE J
 ENDRESS, DEBRA L
 ESTEVES, CRYSTAL M
 EZENWOSU, TANIKA R
 FANNING, CHRISTY
 FEE, CATHERINE A
 FINNEGAN, SALLY
 FIRTH, NATASHA V
 HOLDMAN, ASHLEY
 HOLLOMAN, DANIEL
 HOLMES, GRACIA L
 HOOGENDIJK, JAYSON M
 HOOKER, PATRICK J
 HOPPER, TUCKER
 HORDUBAY, JAMES D
 HOWARD, KATELYN
 HOXIE, WILLOW
 HUBBARD, MONAE
 HUBNER, JACQUELINE K
 HUDGINS, VICTORIA D
 HUFFER, MADISON D
 HUMPHREY, KYNITA D
 HUTCHCRAFT, JESSICA C
 HUTCHENS, ROBERT T
 IDE, JUDITH F
 JACKSON, DAVID L
 JACKSON, ELIZABETH
 JACKSON, FELICITY M
 JACKSON, TERRALYNND
 JAIYEOLA, GRACE
 JAMES, JAYCIE C
 JAMISON, TAMETRA L
 JANIS, BRANDON
 JANLOO, ROBYN
 JARVIS, MEGAN M
 JEFFERSON, MEGAN R
 JENNINGS, JOY E
 JENSEN, JOY E
 JOHNSON, CASSANDRA M
 JOHNSON, EMILIE B
 JOHNSON, MADISON T
 JOHNSON, NHANDI A
 JOINER, SHELBY
 JONES, AMANDA M

GIRDNER, CHRIS
 GLENN, JO S
 GOAD, BARBARA J
 GOAD, SUSAN L
 GOODACRE, HEATHER
 GORMLEY, ANNA
 GRAHAM, ALLISON R
 GRAHAM, JORDAN
 GRAYSON, JESUS
 GREEN, SAMANTHA L
 GREEN-CULLEY, JULIE E
 GRIFFITH, TAYLOR
 JONES, STEPHANIE M
 KAMINSKI, RACHEL
 KELLN, KRYSTIN L
 KELLY, KEITH D
 KERR, DEBRA L
 KIM, JOSEPH M
 KIMBALL, CECILIA
 KIMBLE, KANDI C
 KING, ESTHER
 KING, KYLE B
 KING, NANCY K
 KING, REBECCA
 KING, TAYLOR N
 KINKAID, KELLY E
 KIRBY, JENNIFER L
 KLINGAMAN, CAILEY E
 KOROLEWICZ, CHRISTOPHER
 LABORN, EMMA
 LADNER, JENNIFER L
 LAMARE, CHRISTINA
 LANCE JONES, MACKENZIE K
 LAPLANTE, CINDA L
 LASKOWSKI, NICHOLE A
 LATTI, MATTHEW
 LAWSON, NATALIE
 LEE, BELINDA D
 LEE, CODI C
 LEE, CYNTHIA M
 LEE, PETER C
 LEE, TANISHA
 LEE-AKEREDOLU, RACHEL S
 LEEKER, ISABELLA
 LEFLER, JANET
 LEMMONS, ROBIN R
 LEWIS, CECIL R JR
 LEWIS, INDIA

HIRSCHI, KENT S
HIRSCHMAN, REBEKAH S
HISELEY, TROY T
HOLDER, BARRETT K
LITERA, JENNIFER
LITTERELL, MEKALA
LITTLE, ASHLEE M
LITTLEBEAR, BETHANY S
LOEFFLER, CHRISTIE N
LOEFFLER, SAMANTHA
LOLLMAN, MATTHEW
LONG, AMBER N
LOUGH, ANDERSON S
LOUK, ASHLEY D
LOVE, CHARLES
LOVELY, KRISTINE H
LUDEWICK, GWENDOLYN
LUGIBIHL, ADAM
LYNN, LACI A
MACTOUGH, RICHARD X
MAHURIN, MARGARET
MANSFIELD, JAMIE
MAPLES, BRANDI R
MARSHALL, HATTIEROSE A
MARTIN, PAM K
MARTINEZ, FRANCISCO A
MARTINEZ, LAUREN
MASON, MEGAN L
MASSEY, SHONNA L
MATHEWS, ANGELA L
MATUSZAK, SARAH
MAVIS, KIMBRA L
MAYFIELD, BRITTANY
MAYO, KAICEE L
MCCANN, GREGORY
MCCLANAHAN EDELMAN, BOBBIE D
MCCOOL, LORRAINE P
MCCRARY, BARBARA A
MCCULLOUGH, KIRSTEN M
MCDOWELL, TAYLOR M
MCELROY, BRANDI M
MCFARLAND, CHELSI
MCFARLAND, JEREMY
MCGOLDRICK, MIKAYLA
PRATO, FERNANDO
PRICE, BRIAN K
PRIMO, NURIA
QUIGLEY, BRITTANY

JONES, LEARI-JENEE T
JONES, MARIO A
JONES, RACHEAL D
JONES, RONALD
MCINTOSH, GWENDOLYN L
MCKENZIE, AMANDA F
MCKENZIE, KAREN S
MCKNIGHT, JARON
MCLAUGHLIN, MELANIE A
MCLAUGHLIN, MORGAN J
MCNALLY, SAMANTHA
MCPHERSON, TONI D
MCQUADE, TIMOTHY
MEANS, DENISE
MEDLOCK, STARLA
MERRIFIELD, LEE
METZER, JOSEPH M
MILLER, LARRY
MILLER, MARY I
MILLS, EMRY
MINER, BENJAMIN
MOFFITT, SYDNEY R
MOORE, DONNA J
MORENO, LUIS E
MORRELL MORRIS, AUBRIE D
MORRIS, GRAYDON C
MORRIS, HARVEY M
MORRISON, JEAN T
MORROW, DONALD
MORTENSEN, JULIE A
MOSES, ANITA L
MOSES, COY
MOSQUERA DEL PALACIO, CARLOS
MULLINS, TENESHA
MURRAY, FARAH
NALAMOTHU, RASAGNA
NASH, BRIANNA M
NASH, JENNIFER
NAVITSKAYA, VERONIKA
NELSON, TERESA E
NEWPORT, MARY
NEWTON-WILLIAMS, DAXTON
NGUYEN, MELANIE
NIEVES, ISAIAH L
SCALF, SHEILA J
SCHAEFER, REBECCA J
SCHINNERER, MELODY G
SCHINNERER, RAYEL

LEWIS, STEFANIE
LI, XIAODA
LILBURN, MICHAEL D
LINGERFELT, BRANDI M
NIIHOLM, JOANNA
NILAND, LAREINA M
NORMAN, KATHLEEN M
NORMAN, TAYLOR
NORRIS, EMMA L
NOWOTNY, TRACIE D
OAKLEY, GARRETT
O'BOYLE INCE, ALEXANDER J
OHRYNOWICZ, TAMMY L
OLDHAM, RACHEL K
OLIVEIRA ALY, KEILA D
OUSLEY-BROWN, JALAN
OVERHULS, JILL L
OWEN, DENISE E
OWUSU-ANKOMAH, JENNIFER
OXFORD, BRENDA S
PALMA BUITRAGO, MONICA S
PARK, FELIX R IV
PARK, ISAAC
PARKER, JANET B
PARNELL, HANNAH
PEASLEE, HEATHER
PERRYMAN, CONNIE J
PERRYMAN, DANIELLE K
PETER, EMILY S
PETERS, ANTHONY L
PETERS, HANNAH M
PETERSEN, APRIL
PETERSON, ZEBULON JR
PHILLIPS, JANA H
PHILLIPS, TRACI L
PHILLIPS-THOMAS, JAZZMINE T
PIERCE, ALPHONZO E
PINEDA, MICHELLE
PINEDA, YESENIA
PING, DARYL W
POLUMBUS, JANETTE D
PORTER, LAUREN N
POTTER, KATHRYN V
POWERS, MARCUS D
STORTS, BRIAN
STREET, ELIZABETH
STRINGER, JULIE A
STROPE, LAURA M

RANDELS, BROOKE
 READ, JESSICA A
 REAVIS, DENNIS
 RECTOR, KAYLA H
 REEDER, JUDITH E
 REICH, BILLYE J
 REICHMUTH, KATHLEEN L
 REINES, LEILA M
 REISER, SHELBY K
 REISNER, DAVID
 REMINGTON, GRETA R
 RENEE, DAWN
 REZNICEK, ELIZABETH P
 RICE, MICAH U
 RICHARDS, ROSEMARY L
 RICHARDSON, TAYLOR
 RIDENOUR, EMMALEIGH
 RIOS, LISA M
 ROBERTS, CAROLINE
 ROBINSON, RYAN
 ROGERS, RACHEL M
 ROGERS, TAYLOR K
 ROGOISH, MASON D
 RONDEAU, CHRISTOPHER
 RONNING, RUSSELL L
 ROUBIDEAUX-DAVIS, GABLE
 ROUSE, EMILY B
 ROUSON, DANeya
 ROYAL, GABRIEL L
 RUGGLES, KEITH
 RUIZ MARTINEZ, NORANGELEE
 RYAN, KATELYN R
 SAIN, CATHERINE
 SALAZAR, MICHELLE K
 SAMUELS, ASHLEY B
 SARAVIA, LINA J
 VALMA, REBEKAH N
 VAN METER, BRANDON
 VAN TASSELL, EMILY M
 VAUGHAN, STEVEN
 VIDANA, EVER
 VISE, JILL L
 WADLEY, LAURA L
 WAGGNOR, TERESA K
 WAGNER, DANIEL
 WAITE, SARAH R
 WALDRON, ARNITA B
 WALKER, JULIE D

SCHMIDT, DARIN T
 SCHNOOR, ALEXANDRA H
 SELLE, MARY L
 SENATUS, IMMANUELLA E
 SHADDEN, MONAIC M
 SHEPHERD, BAYLEE A
 SHERMAN, CARLEIGH E
 SHERMAN, JOAN
 SHERWOOD, CHELSEA
 SHINN, KENDRA L
 SHRUM, ZECHARIAH T
 SIMPSON-JAQUES, TRACY N
 SINNETT, MOLLY P
 SLATTON, HAROLD D
 SMIDDY, MARY A
 SMITH, BRENDON L
 SMITH, MARGARET G
 SMITH, MEGAN L
 SMITH, RANI L
 SMITH, TIRZAH R
 SMOOT, LEAH J
 SNEL, ZECHARIAH
 SNUFFER, NATHAN
 SPARKS, STEPHEN
 SPRIGBY, ANGELA
 STAMBAUGH, LUCINDA A
 STARNES, PATRICIA S
 STEICHEN, MADALENE L
 STEIDLEY, TIA
 STENGEL, MADISON E
 STEVENSON, TYLER C
 STEWART, CASSANDRA L
 STEWART, SHAMIAH M
 STOCKENBERGER, RACHAEL M
 STOCKLE, JENNIE
 STORJOHANN, CAROLINE
 WEATHERD, TAMISHA
 WEAVER, LINDSEY
 WEBBER, RENIKA
 WEBER, JORDAN
 WELLS, TAMMY L
 WHITE, GLORIA L
 WHITE, JACOB L
 WHITE, REBECCA
 WHITHAM, LAUREN E
 WIDDOES, RACHEAL
 WILKIE, TUCKER
 WILLIAMS, ASHLEY N

STROUD, JENNIFER A
 SUAREZ, AMOR S
 SUURMEYER, LISA M
 SWETS, JILLIAN
 TAYLOR, STEPHEN
 TEDDER, ROBERT W
 TEEL, JENNIFER A
 TELL, CHRISTINA N
 TETER, JOSEPH
 THOM, DAVID
 THOMAS, DEBORAH A
 THOMAS, JERROD
 THOMAS, JOHN R
 THOMAS, LEEANN M
 THOMAS, REDONNA K
 THOMPSON, JAYLEN
 THOMPSON, LINDSEY
 THOMPSON, MEGAN M
 THOMPSON, SUSAN J
 THORNTON, ANITA L
 TIBLOW, TANYA
 TIDWELL, KELSEY A
 TIMMONS, ALICE R
 TOMA, JILL
 TOMLINSON, KELLY C
 TORRES, EVANGELINA
 TREGUBOFF, BAILEY M
 TRESCH, ERIN
 TRIGGS, BRIANNA B
 TROXELL, VICKIE M
 TRUEMAN, KELLY M
 TRUSS, EMILY F
 TRZECKI, EMILY D
 TURNER, TERESA
 UKENS, DREW
 VALENTINE, MAGGIE
 WILLIAMS, TIFFANY J
 WILLIFORD, BLAKE E
 WILSON, ANDREA M
 WILSON, KENDALL J
 WOOD, AIDAN
 WOODARD, BRIANNA R
 WORLEY, TIMOTHY W
 WRIGHT, JACE C
 WRIGHT, OLIN
 YATES, JON
 YOO, CHAEWOON
 ZAVATTERO, ALYSSA N

WALTON, DANIELLE E
WARD, MIKAYLA N
WASHINGTON, GOLDEN E
WATKINS, NAJLA J
WATSON, JASMINE S
WATTS, ELIZABETH

WILLIAMS, BRENDA J
WILLIAMS, DARREN B
WILLIAMS, JAMES JR
WILLIAMS, KEVIN D
WILLIAMS, MITCHEL B
WILLIAMS, RESHA M

ZILMER, KELLY D
YOO, CHAEWOON
ZAVATTERO, ALYSSA N
GOGIBEDASHVILI, LUKA
MCINNIS, TORONZO

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

SUPPORTING INFORMATION
INFORMATION ITEM E.4

POSITION CREATIONS/DELETIONS

Create:

| Position | Salary/Grade | Duties |
|---|-------------------|--|
| Homeless Education Coordinator-ESC/ Student and Family Support Services <i>Annual Budget Impact:</i> \$ 50,000 min. – \$ 75,000 max. <i>Funding Source:</i> 11-0000-2199-501210-000-000000-322-06-020 | BG-7 12 Months | Ensure children and youth in homeless situations are identified and served through coordinating activities with other local entities agencies and district staff. Ensure children and youth in homeless situations enroll and have full and equal opportunity to succeed in school. Coordinate with transportation and child nutrition personnel to arrange for services for homeless children and youth. Facilitate enrollment for homeless children and coordinate with schools. Ensure that families, children and youth in homeless situation receive educational services and social services for which they are eligible and referral to health, mental health, dental and other appropriate services. Ensure that parents and guardians in homeless situations are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Monitor homeless tutoring programs. Serve as the District's Homeless Liaison Assistant to effectively implement the McKinney Vento Act that serves 3,000 students. |

Delete:

| Position | Salary/Grade | Duties |
|---|------------------|---|
| Homeless Education Coordinator-ESC/ Student and Family Support Services <i>Annual Budget Impact:</i> \$ 44,248 min. – \$ 66,372 max. <i>Funding Source:</i> 11-0000-2199-501210-000-000000-322-06-020 | BG-7 200 Days | Ensure children and youth in homeless situations are identified and served through coordinating activities with other local entities agencies and district staff. Ensure children and youth in homeless situations enroll and have full and equal opportunity to succeed in school. Coordinate with transportation and child nutrition personnel to arrange for services for homeless children and youth. Facilitate enrollment for homeless children and coordinate with schools. Ensure that families, children and youth in homeless situation receive educational services and social services for which they are eligible and referral to health, mental health, dental and other appropriate services. Ensure that parents and guardians in homeless situations are informed of educational and related |

| | | |
|--|--|--|
| | | opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Monitor homeless tutoring programs. Serve as the District's Homeless Liaison Assistant to effectively implement the McKinney Vento Act that serves 3,000 students. |
|--|--|--|

Create:

| Position | Salary/Grade | Duties |
|--|--|--|
| Fleet Operations Foreperson - Transportation <i>Annual Budget Impact:</i> \$ 43,156 min. – \$ 58,378 max. <i>Funding Source:</i> 11-0000-2740-501210- 000-000000-712-03-003 | MT-18 \$19.76/hr. to \$26.73/hr. + stipend 12 Months | Under the supervision of the fleet operations manager, the foreperson is responsible for the implementation and integration of standard operating procedures, fleet maintenance policies and procedures throughout fleet operations and the garage. Assists the fleet operations manager in ensuring the cost efficiency and effectiveness of fleet operations via modern maintenance and procurement practices, inventory controls, and a system of school bus maintenance activity tracking. Primary job functions include supporting maintenance personnel in daily needs, maintaining safety protocols and safe workspace, balancing maintenance budgets, forecasting maintenance needs, and organizing parts, materials, and supplies needed while contracting and working with area vendors. |

INVESTMENTS

PURPOSE: To define the District's investment decisions and to comply with state and federal statutes.

This investment policy is adopted in accordance with the provisions of applicable law by the Board of the District. This policy sets forth the investment policy for the management of the public funds of the District. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

Investment Authority

The District treasurer is required by the Board to invest District monies in the custody of the treasurer in those investments permitted by law. The treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The District treasurer shall limit investments to:

- Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the District treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
- Obligations to the payment of which the full faith and credit of the state is pledged;
- Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as defined in this policy.
- Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
- Repurchase agreements that have underlying collateral consisting of those items specified above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

- County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds, or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued as defined in this policy.
- Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in this policy;
- Warrants, bonds or judgments of the District;
- Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the Board has voted to be a member, the investments of which consist of those items specified in this policy, as well as obligations of the United States agencies and instrumentalities; or
- Any other investment that is authorized by law.

Investment Philosophy

This policy shall be based upon a “prudent investor” standard. The Board recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent nonspeculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District’s funds, the treasurer shall place primary emphasis, first, on safety and liquidity of principal, and then on earnings.

- Liquidity: Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.
- Diversification: The investment portfolio will be diversified to avoid one class of investment causing a disproportionate risk of loss to the portfolio. Provided this restriction will not apply to direct obligations of the United States Government, its agencies or instrumentalities, or Certificates of Deposit secured by diversified pledges of collateral as provided this policy.
- Safety of Principal: Although investments are made to produce income for the District, investments will be made in a manner that preserves principal and liquidity.
- Prohibition of Speculation: The purchase of an investment to be sold before its maturity will normally result in either a gain or loss for the District and is therefore “speculative” by definition. This practice is prohibited.

- Yield: The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.
- Maturity: Investments will be purchased with expectation that they will be held to maturity. Investments in the Sinking Fund may have maturities extending to 60 months and investments in the Endowment Fund may have maturities extending to 120 months. Investments in all other funds may have maturities extending to 36 months, provided sufficient liquidity is available to meet major outlays, and except that General Fund investments may not exceed 18 months. Any investment collateralized by a pledge of a surety bond or letter of credit as permitted by OAC 735, Chapter 20, may not have a maturity date after the expiration of the surety bond or letter of credit.
- Capability of Investment Management: The Superintendent shall be responsible for seeing that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board.
- Collateral: Securities pledged to the District to secure investments shall be limited to the type and terms acceptable to the Treasurer of the state of Oklahoma under the Oklahoma Administrative Code Title 735, Chapter 20. Such securities shall be diversified as to type and maturity. Such securities shall be valued at no more than market value and such pledged value shall be at least 110 percent of the investment principal being secured on the date of the pledge. Changes in the market value of the pledged securities occurring during the life of the pledge that would cause the value of the pledge to be less than 110 percent of the principal being secured shall be supplemented by the pledgor with additional securities. The treasurer shall have the authority to sign forms and contracts with financial institutions or the Federal Reserve to enter into agreements for the safekeeping of collateral.

Safekeeping and Custody

The treasurer will maintain a list of the financial institutions and pooled investment programs, if any, governed by an interlocal cooperative agreement formed pursuant to Title 70, Section 5-117B of the Oklahoma Statute which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the District.

- Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement.
- All securities will be in book-entry form, and physical delivery of securities will be avoided.
- Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.
- Written transactions and confirmations of transactions by computer connections will be kept in the treasurer's office.

Reporting and Review of Investments

The treasurer will prepare an investment report to be submitted to the Board on at least a monthly basis. The report will include:

- A list of individual securities held at the end of the reporting period.
- The purchase and maturity dates of these securities.
- The name and fund for these securities.
- The yield rate of these securities.
- Any collateral pledged by a custodian.

The Board shall review the treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing of Interest:

Unless otherwise directed by the Board through policy or by special directive by the Oklahoma Constitution or the Federal government, income earned from the investment of the General Fund, and Workers' Compensation Fund investments shall be deposited in the General Fund to be used for General Fund operations. The interest earned by the investment of the Debt Service Fund (Sinking Fund) will be deposited into the General Fund and used for General Fund operations; except the treasurer may deposit any portion of interest earned on the Debt Service Fund into the Rebate Fund, if the treasurer has determined that an arbitrage rebate will have to be paid to the Internal Revenue Service by the District. Income earned on Bond Funds shall be deposited into either the Building Fund, the Rebate Fund, or the General Fund and income earned from the investment of all other fund investments shall be deposited in the fund for which the investment is made.

Investment Education Program

The treasurer and assistant treasurer shall satisfactorily complete the Investment Education program specified by O.S. 70-5-115-H, and shall periodically complete appropriate continuing education programs.

SUPPORTING INFORMATION
CONSENT ITEM E.6

TULSA PUBLIC SCHOOLS

Policy 5401

INVENTORIES

PURPOSE: To require an annual inventory of District assets.

Annual inventory counts will be conducted throughout the district. In general, all “attractable” assets, defined as assets particularly vulnerable to loss, with a purchase cost over \$300, or as determined by the Superintendent or designee, and all other moveable assets with a acquisition cost over \$5,000 will be included. Implementation of this activity will be the responsibility of the administrator exercising authority over the particular area involved. This includes the following:

- District facilities and land to include building acquisitions, replacements, additions, and betterments with a project cost greater than \$10,000
- Furniture, equipment, and musical instruments.
- Cafeteria equipment in the schools.
- Foods in storage.
- Warehouse stock.
- Tools and equipment.
- Heavy equipment, vehicles, and repair parts.
- Historical treasures

Inventory records of all departments will be subject to examination and review by the District auditor, and external auditors as requested, to assure proper accounting control and accuracy.

Adopted: November 1982
Revised: December 2004
Revised: December 2021

SUPPORTING INFORMATION
CONSENT ITEM E.7

TULSA PUBLIC SCHOOLS

POLICY 2207

OPEN TRANSFERS
TRANSFER REQUESTS FROM STUDENTS LIVING OUT OF DISTRICT

PURPOSE: To define the Open Transfer Policy.

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. However, as noted below, all transfer requests from out-of-district students to a district magnet school shall be governed by 2206-R2.

General Policy Regarding Out-of-District Transfers

A student not residing within the district will be allowed to attend a district school site that has not exceeded its capacity with regard to the transferring student's grade level. An application to transfer may be submitted at any time. If there is more than one district school site available for the transferring student, the district retains the sole discretion to determine the school site the transferring student will attend. In the event the district exceeds its capacity at all school sites for the grade level sought by the transferring student, transfer requests shall be awarded to those students whose properly completed transfer applications were received by the district in the order in which they were received. Except for a student in the custody of the Oklahoma Department of Human Services in foster care, a student shall not transfer more than two (2) times per school year to one or more school districts in which the student does not reside, provided that the student may always reenroll at any time in his or her school district of residence. This policy does not supersede or otherwise replace the specific admission and application requirements pertaining to the district's magnet schools found in 2206-R2, as any student attending those schools must apply according to specific guidelines and deadlines. Out-of-district students may attend a district magnet school pursuant to 2206-R2.

Applications for transfer shall be completed by the parent of a student on a properly completed application form specified by the State Board of Education. Within this policy, and as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1), the term "parent" shall mean the parent or guardian of a student, or person having legal custody of the student. Upon receipt of the application, the district shall stamp the application with the time and date on which it was received to ensure that the district can review applications in the order in which they are received.

Transfers received pursuant to this policy are for one year. However, the approval will be automatically renewed without further application unless the district provides notification to the parent that the transfer will not continue based on one or more of the reasons described below pertaining to denial of applications generally.

The superintendent of schools, or their designee, shall determine the criteria to be used in determining grade capacity for each school site. Each school site's grade level capacity shall be (a) approved by the board of education prior to the first day of January, April, July and October of each school year, and (b) published in a prominent place on the district's website and reported to the State Department of Education. In general terms, the capacity of a grade at a particular school will be based on the current number of filled general education teacher positions multiplied by the student-teacher ratio as published in the current school year's staffing plan for the school and grade level, minus the number of students currently in the school and grade, with an additional accommodation made to account for typical in-district transfers. Because transfers to the district's magnet schools (whether criteria or lottery) have specific enrollment and admission requirements and because there is adequate capacity for out-of-district transfers in the district's non-magnet schools, the capacity of the magnet schools shall be set to "zero." Students living outside of the district should apply for admission to a district magnet school pursuant to the process described in 2206-R2.

Special Allowances

Dependents of teachers: A transfer application shall be automatically approved if a student's parent is employed as a teacher in the district as defined by OKLA. STAT. tit. 70, § 1-116.

Siblings of a transfer student: Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below.

Students Placed in Foster Care: Any child in the custody of the Department of Human Services in foster care who is living in the home of a student who transfers may attend the school district to which the student transferred.

Dependents of active military members: Students who are dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record, shall be approved for transfer into the district regardless of capacity if:

- a. At least one parent of the student has a Department of Defense-issued identification card;
- b. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with the official
- c. orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and
- d. The student will be residing with a relative of the student who lives in the district or who will be living in the district within six (6) months of the filing of the application for the transfer.

A student is in compliance with the residency provisions of this policy if he or she is a student whose parent is transferred or is pending transfer to a military installation within Oklahoma while on active military duty pursuant to an official military order. A parent of such student must provide proof of residency in the district within ten (10) days after the published arrival date provided on official documentation. A parent may use the following addresses as proof of residence: a temporary on-base billeting facility, a purchased or leased home or apartment, or a federal government or public-private venture off-base military housing.

For purposes of this Section, “Active military duty” means full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and “Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

Special Considerations as to Transferring Student on an IEP

Prior to approving an application for a transfer student who is a child with a disability, as defined in 34 C.F.R. § 300.8, the district will establish (a) the availability of the appropriate program, staff, and services for the transferring student, and (b) conduct a joint conference with the Individualized Education Program (“IEP”) team at the transferring student’s current school. The purpose of conducting these activities is to determine whether—at the time the transferring student’s application is received—the district can provide the transferring student with a free appropriate public education in the least restrictive environment as required by the Individuals with Disabilities Education Act (20

U.S.C. §§ 1400 et seq.) (“IDEA”). In the event the district exceeds its capacity at all school sites for the grade level of a transferring child with a disability, the district shall “hold” a place for the transferring student in the order in which the transferring student submitted his or her properly completed application, pending the district’s determination in this section.

Denial of a Transfer Request

A transferring student’s application will be denied if the transferring student has ten or more absences in the last full school semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B).

An IDEA-qualified transferring student’s application will be denied if—as of the time of the transferring student’s application is received—the district determines that it cannot provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA.

A transferring student’s application may be denied if the transferring student is currently subject to discipline from the transferring student’s current school for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E), including but not limited to: violation of a school regulation, possession of an intoxicating beverage, possession of certain missing or stolen property, possession of a dangerous weapon or a controlled dangerous substance while on or

within two thousand feet of public school property, or at a school event. However, the school district shall also maintain discretion to deny an application for any lawful reason. A transferring student's application shall be denied for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(F)(1), which pertain to certain violent acts, until such time as the district determines that the transferring student no longer poses a threat to self, other students, or district faculty or employees.

A transferring student's application will not be considered if incomplete and will be denied if the parent makes a fraudulent, intentional, or material misrepresentation on the application.

Any denial of a transfer request from a student seeking a transfer shall be communicated in writing to the parent. Proof of the date of mailing or transmission of the denial by electronic means shall constitute proof of communication of the denial to the parent.

The district shall not accept or deny any transfer application based on the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to be approved for a transfer as set forth in this policy shall not be deemed to be rejection for a discriminatory reason.

District Level Appeal of Denial of Transfer

A parent may appeal the denial of a transfer request to the clerk of the board of education so long as the appeal is made within ten (10) calendar days of the notification of the written denial. If a timely appeal is made, the appeal shall be considered by the District's board of education at its next regularly scheduled meeting. The appeal shall be considered by the board of education only upon the written submissions of the district and the parent. Such written submissions shall state, at the minimum, the following in a statement not exceeding two pages in length:

- a. The date of the parent's transfer request application;
- b. The reasons for the denial by the district of the transfer request;
- c. The factual reason(s) of the district or parent as to why the transfer request was/was not properly denied; and
- d. The criteria set forth in this policy as to propriety of the denial of the transfer request.

If the district denies the parent's appeal, the parent may appeal the board of education's decision to the Oklahoma State Board of Education within ten (10) calendar days of notification of the denial. The parent shall submit to the State Board of Education and the superintendent of the district a notice of appeal on a form prescribed by the State Board of Education. State law provides that the appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent and a representative from the district may address the Board, and that the State Board of Education shall promulgate rules to establish the appeals process authorized by this subsection.

District Reporting to the Oklahoma State Department of Education

Prior to the first day of January, April, July and October of each school year, the district shall report to the State Department of Education the capacity of the grade level of each district school site.

Prior to the first day of January, April, July and October of each school year, the superintendent of schools of the district shall report to the State Department of Education a statement showing the names of the students granted transfers to the District, the resident school district of the transferred students, and the transfer student's grade level.

At the frequency required by the Oklahoma State Department of Education, the district shall also submit to it (a) the number of student transfers approved and denied, and (b) whether each denial was based on capacity, the acts and reasons outlined in OKLA. STAT. 70, § 24-101.3, or a history of absences in the last full school semester that were not excused due to illness or for the reasons provided for in OKLA. STAT. 70, § 10-105(B).

Athletic and Other Competitions

A transfer student granted enrollment in a school district in which the student is not a resident shall not be eligible to participate in school-related interscholastic competitions governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one (1) year from the first day of attendance at the District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted a transfer under this policy will be eligible to participate in school-related interscholastic competitions shall be determined by the Association.

Revised: March 2016

Revised: December 2021

Reference: OKLA. STAT. tit. 70, §§ 8-101.1, 8-101.2, 8-103, 8-103.1, 8-103.2

OKLA. STAT. tit. 70, § 8-113

OKLA. STAT. tit. 70, § 13-103(B)

BOARD OF EDUCATION

PURPOSE: To define elections and organization of the Board of Education and to outline requirements, duties, responsibilities, authority, and compensation for Board members.

Legal Status

State law provides public schools will be maintained and operated by local boards of education. Therefore, local school boards are legal instruments of the state and derive their powers from the Oklahoma Legislature. They have responsibilities to the local citizenry they serve, and by whom they are elected. Independent School District Number One, Tulsa County, Oklahoma, has seven school board members. Each Board member is chosen by the electorate of a designated portion of the District to a four-year term of office.

Powers and Responsibilities

Members of the Board will exercise and retain full legislative authority and control over the schools. This jurisdiction will be in accordance with the policies established by the Board, the constitution and laws of the state of Oklahoma.

In exercising rights and responsibilities affecting the governance of the District, the Board will adopt policies serving as guidelines for the organization and administration of schools. Administrative authority, and the power to delegate such authority, will be given to the Superintendent. The Superintendent serves as Chief Executive Officer of the District in carrying out the policies of the Board.

The Board may exercise its powers only when convened in a legally constituted meeting.

School Board Elections Candidates

Candidates vying for office as a member of the Board of Education for TPS will file written declarations of candidacy at the Tulsa County Election Board. Candidates seeking election to a local school board are also required to file a statement of organization, a report of contributions and expenditures, and a statement of financial interests with the Clerk of the Board of Education. These statements must comply with all the procedural requirements established and enforced by the Oklahoma Ethics Commission and will be public records. The records will be maintained for 4 years by the Board Clerk and may be posted on the District's website. The filing period will begin at 8:00 a.m. on the first Monday in December through 5:00 p.m. on the following Wednesday.

Eligibility and Election

The election process and schedule of school board members is described by state law. As provided by law, to be eligible as a candidate for member of the Board of Education, a person must have been a registered voter with the Tulsa County Election Board, residing within the geographical boundaries of the election district for which the person desires to become a candidate for six months preceding the first day of the filing period. No person will be eligible as

a candidate for, or elected to be, a member of the Board unless the person has been awarded a high school diploma or certificate of high school equivalency. No person will be eligible as a candidate for, or to serve on, the Board if currently employed by the District or related within the second degree by affinity or consanguinity to any other member of the Board or to any employee of the District. These prohibitions will not apply to members who were serving on September 1, 1992. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of Oklahoma or of the United States, or has entered a plea of guilty or nolo contendere to a misdemeanor involving embezzlement or a felony, or has been convicted of a crime in another state that would have been a misdemeanor involving embezzlement or a felony under the laws of Oklahoma, or has entered a plea of guilty or nolo contendere to such crime, will not be eligible as a candidate for, or be elected as a member of the Board for a period of 15 years following completion the sentence, or during the pendency of an appeal of such conviction or plea, unless the person has received a pardon. Term of Office

The term of each member, except for members appointed to fill a vacancy, will be four years commencing on the first regular, special, or emergency Board meeting after the member has been certified as elected. Persons appointed to fill vacancies in the first half of the term of office for the board position shall serve only until the next succeeding election, at which time the office which they hold shall be placed on the ballot for the balance of the unexpired term. Vacancies filled by appointment following the delivery of the resolution calling for regular elections to the Secretary of the Tulsa County Election Board will be filled until the next regular elections the following year. Persons appointed to fill such vacancies after the first half of the term of office for the board position shall serve for the balance of the unexpired term. Persons elected to fill an unexpired term will begin the term of office at the next regular meeting of the Board following the election. If the Board does not fill the vacancy by appointment within 60 days of the date the Board declared the seat vacant, the Board will call a special election to fill the vacancy for the unexpired term. Notwithstanding the preceding language, in the event there is an open position on a board of education and no candidate has filed, the vacancy shall be filled by appointment by the board according to state law. Such persons appointed to fill vacancies as provided for in this subsection shall serve for the balance of the term.

School Board Member Oath of Office

Each member of the Board will take and subscribe to the following oath:

"I, (name), hereby declare under oath, that I will faithfully perform the duties of member of the Board of Education of Independent School District Number One, Tulsa County, Oklahoma, to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma."

School Board Member Code of Ethics

The Board desires its members to adhere to all laws regarding conflict of interest and to avoid actions that might embarrass themselves and the Board. Therefore, the Board will adhere to the following code of ethics:

As a member of my local Board of Education, I will strive to improve public education and I will: Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.

Recognize that I should endeavor to make policy decisions only after full discussion at public Board meetings.

Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.

Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, employees, and all elements of the community.

Work with other Board members to establish effective Board policies.

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards' association.

Support the employment of those persons best qualified to serve as school employees and insist on a regular and impartial evaluation of all employees.

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain .

Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Refrain from activities and involvements that interfere with, or appear to impair, the board member's independent judgment in the best interests of the District.

Contracts with Board Members or Entities in Which Board Members Have a Financial Interest

District School Board members are expected to maintain the highest ethical standards in the conduct of District affairs and shall not use the District affiliation for private or personal advantage.

The District will not enter into any contract with a Board member or any company, individual, business concern, or other entity in which any Board member has a financial interest, except as otherwise provided by Oklahoma law. The Board Clerk will request each new Board member to provide a statement of companies, individuals, business concerns, or other entities in which the new Board member has a financial interest. In addition, the Board Clerk will annually request a similar statement from each incumbent Board member. These

statements will be provided to the District's purchasing office. Any listed entity will be placed on a "no bid" list as long as the Board member continues on the Board or until the Board member notifies the Board Clerk that the affiliation no longer exists. Actual Conflict of a Board Member:

No Board member may have an interest that violates Oklahoma law regarding conflicts of interest. In particular, the district may not contract directly with a Board member. Nor shall the District contract with any organization that employs the Board member or the Board member's spouse if either individual owns more than a five percent (5%) interest in such employer. All contracts made in violation of state law shall be wholly void. The exceptions in state statute regarding conflicts and the making of a contract shall apply equally to this policy.

Appearances of Conflict:

To avoid the appearance of a conflict of interest, Board members shall abstain from voting on whether to approve a contract when the following facts are present:

- the entity that employs the Board member, the Board member's spouse or anyone living in the Board member's household is a party to the proposed agreement
- the entity that employs the Board member, the Board member's spouse or anyone living in the Board member's household will receive a financial benefit from the proposed agreement (illustrative examples: the Board member's employer would be a subcontractor used in the performance of the contract; the Board member's employer would be the supplier of materials to the party contracting with the district).
- the Board member, the Board member's spouse, or anyone living in the Board member's household has an ownership interest of more than 3% in an entity that is a party to the proposed agreement

Gifts and Favors

A Board member shall not seek any gift, payment, fee, service, rebate, valuable privilege, hospitality, meal, entertainment, admission tickets, flowers, discount, travel, sporting event (including golf and other social athletic events), vacation, use of vacation property, loan (other than a conventional loan from a lending institution) or other favor from any person or business organization that does, or seeks to do business, with the District. No Board member shall accept or convert anything of value in exchange for referral of third parties to any such person or business organization.

A Board member shall not accept gifts or favors (including those described above) from any person or business organization where these might tend, or appear to tend, in any way to impair independent judgment concerning District operations. Board members MAY accept common courtesies, gifts, or meals of a nominal value (\$125 or less) usually associated with accepted business practices for themselves. Care should be taken to avoid accepting frequent common courtesies or gifts from the same person or business organization that does, or seeks to do business, with the District. Additionally, promotional and advertising novelties and tickets specifically used for advertising purposes are allowable. If an unsolicited gift of more than nominal value is offered or received, it must be declined or returned.

An offer of a gift or favor shall be reported promptly, in writing, to the Board President. Under NO circumstances is it permissible to accept a gift of cash or cash equivalents (for example: gift certificates, stocks or other forms of marketable securities).

Travel

Board members will not accept or participate in travel that is paid or provided by a vendor or prospective vendor, even if the travel is deemed to benefit the District. Vendors or prospective vendors who extend travel opportunities to Board members will be advised of this policy.

Unlawful or Unethical Payments

A Board member shall not give, or promise to give, any property, gift, business favor, or anything of value to another person or entity if the giving of such items is, or appears to be, improper or unethical.

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

Competition

Representation of the District in transactions in which the Board member or any close relative has a substantial interest is prohibited. Competition with the District, directly or indirectly, in the purchase or sale of property or interests in property is prohibited.

Governing Team Norms

Board members, together with the Superintendent, shall:

- Act in alignment with the Board's adopted goals and guardrails
- Keep members of the leadership committee apprised of significant concerns and events regarding the District, except when doing so is not feasible or when it would violate legal or ethical obligations
- Approach interactions with each other with the assumption that each is acting from and motivated by a positive intent
- Base their actions and decisions on accurate information, seeking facts from original sources whenever possible
- Elevate Tulsa Public Schools through their words and actions
- Hold themselves accountable for their actions, commitments, and communications

New School Board Member Orientation

The Board and Superintendent, to the best of their ability, will assist each newly elected or appointed member to understand the Board's functions, policies, and administrative

regulations. In discussions with new members, the Board President and/or Superintendent will clarify procedures involving:

- How a community member (parent/guardian, teacher, student, business representative, etc.) may make a request of the Board and what appropriate responses/actions of an individual Board member should be when a request is presented directly to the Board member.
- How Board members make arrangements to visit schools and the protocol associated with such visits.
- How Board members assigned a specific task may request information or services of the staff.
- How the Board receives and examines complaints relating to personnel.

Each newly elected or appointed member of the Board will be given selected materials for Board members and other pertinent District documents and data.

Organization of the School Board

There are five basic statements dealing with the organization of the Board. These are: • At the first regular, special or emergency Board meeting after the annual school election and certification of election of new members, the Board will elect officers and organize for the ensuing year. The Board may reorganize at any other time in which circumstances may require.

- Officers of the Board will consist of the President, Vice President, Treasurer, Director of Treasury Services, Encumbrance Clerk, Clerk and Deputy Clerk. Only the President and Vice President are required to be elected members of the Board. The President and Vice President shall serve a term of one year and until a successor is elected and qualified. The Treasurer, Director of Treasury Services, Encumbrance Clerk, Clerk and Deputy Clerk will hold office during the pleasure of the Board.
- Election of officers will be by nomination and voice vote unless the majority of the Board members request a vote by ballot. A majority vote of the members present and voting is required for election.
- All standing committees will be appointed by the Board President.
- By law, the Superintendent is chief executive officer of the Board.

School Board Officers

President and Vice President

- The Board President, in addition to the duties prescribed by law, will exercise such powers as properly pertain to the office. In carrying out responsibilities, the President will:
- Preside at Board meetings.
- Bring before the Board such matters that may require the attention of the Board. Make certain that the policies of the Board are properly enforced.
- Appoint or provide the election of any Board committee desired or required by decision of the Board.
- Sign contracts and warrants authorizing school expenditures.
- Perform other duties as may be required by the Board. In the absence of the President,

the Vice President will have the powers of the President and perform such duties. When a quorum of the Board has convened, and neither the President nor the Vice President is present, and no other Board member has been designated by the President to chair the meeting, the members will select a member to serve as chairperson for that meeting.

Treasurer and Director of Treasury Services

In addition to the duties and obligations imposed by state law, the Treasurer will perform other duties as may be required by the Superintendent. In the absence of the Treasurer, the Director of Treasury Services will have the powers of the Treasurer and perform the duties.

Clerk and Deputy Clerk

The Clerk will be present at all public meetings of the Board, keep an accurate journal of its proceedings, take charge of its books and documents, countersign all warrants drawn upon the Treasurer by order of the Board, maintain all required school board election related filings for a period of four (4) years, and perform other duties prescribed by law or required by the Board. The Deputy Clerk will serve in the absence of the Clerk and will have these responsibilities when serving in that capacity.

School Board – Superintendent Relationship

The Board recognizes one of its greatest responsibilities is to establish a good working relationship with the Superintendent. Failure to meet this responsibility results in disruption of the educational process and poor community attitudes concerning the schools. Unless harmony that is based on mutual trust and understanding exists, the children of the community become the losers. The Board delegates to the Superintendent primary responsibility for all matters of decision and administration that come within the scope as chief executive officer of the District as determined by the established policies of the Board. While the Board reserves to itself the right to make ultimate decisions on all matters related to policy, it will normally proceed in these areas only after receiving recommendations from its chief executive officer.

School Board – Staff Communication

The business of the Board is conducted with the Superintendent who is responsible for implementation of its decisions. The Superintendent usually delegates some responsibilities to subordinates, but exercises general supervision of their execution. However, subordinates are responsible primarily to their immediate supervisor and the Superintendent. They are responsible only indirectly to the Board.

Recognizing this situation, Board members will generally refrain from dealing directly with staff on school matters. Exceptions are on such occasions as when employees are invited before the Board by the Superintendent to assist in interpreting some phase of the school program or when the Board is conducting a fact-finding inquiry on a school matter about which these persons possess information.

The appropriate Cabinet member will work with Board committees in an advisory capacity

regarding matters related to the committees' area of responsibility.

Continuing Education

Each Board member shall be required, within 15 months following or preceding election, to complete a two-day new school Board member workshop sponsored by the State Department of Education in cooperation with the Oklahoma State School Boards Association. Other organizations and associations may conduct workshops if they represent district boards of education. Such workshops will include study and instruction on the subjects of: school finance, Oklahoma School Code and related laws, ethics and duties, and responsibilities of district boards of education members.

A Board member may attend 12 hours of other workshops conducted by OSSBA, or upon approval of the State Board of Education, by any organization or association representing district boards of education as an alternative to the above requirement. Once a new Board member has completed certification, a minimum of 15 hours of continuing education shall be required during the term of office. A Board member may attend and receive credit for approved workshops before the time the Board member is sworn in and seated as a member of the Board.

The Board Clerk will be responsible for notifying Board members of regular and continuing education requirements. If there is a change in Board membership, the Board Clerk will also notify the State Department of Education.

School Board Memberships

The Board will maintain memberships in the national and state school boards associations and take an active part in the activities of these groups. It may also maintain institutional memberships in other educational organizations that the Superintendent and Board find to be of benefit to members and District personnel.

The materials and services of these organizations will be available for use by the Board and the staff.

School Board Legislative Program

The Board, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Board is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

- Recognizing this: The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at the local, state and national level.
- The Board will work with legislative representatives, Oklahoma State School Boards Association, National School Boards Association and other concerned groups in developing an annual, as well as a long-range, legislative program.

- The Superintendent or designee will be the official legislative representative of the Board. The Superintendent will be authorized to speak on the Board's behalf with respect to legislation being considered by the Oklahoma State legislature or the United States Congress. In dealing with the Oklahoma legislature or Congress, the Board's representative will be guided by positions taken by the Board.

School Board Member Conferences, Conventions, and Workshops

The Board encourages participation of its members at appropriate conferences, conventions, and workshops. Funds for these activities will be included in the District budget on an annual basis.

When a conference is not attended by the full Board, those who do participate will be encouraged to share information, recommendations, and materials acquired at the conference.

School Board Member Compensation and Expenses

Board members will be paid \$25 for each regular, special, or adjourned meeting from the District's General Fund that they attend, not to exceed \$100 in a calendar month. All payments made to Board members are treated as employee compensation in determining applicable state and federal withholding requirements.

Expense reimbursement for Board members will be under the same guidelines in Policy 5204, "Expense Reimbursement," except that any required approval is granted by the Board President. Board members will use the same documentation for reimbursement for expenses and forms for reimbursement of travel expenses as required by Board policy for District employees.

Adopted: November 1982

Revised: August 2018 , December 2021

Reference: 5204, Expense Reimbursement Legal Reference: 26 O.S., 5-105 (a)

26 O.S., 13A-106

26 O.S., 13A-110

26 O.S., 13A-103

26 O.S., 13A-105

70 O.S., 5-107A-B

70 O.S., 5-117

70 O.S., 5-119

70 O.S., 5-124

70 O.S., 2-110 through 2-119 1102

SCHOOL BOARD MEETINGS AGENDAS/MINUTES/PUBLIC COMMENTS

PURPOSE: To provide rules for Board of Education meetings, agendas, minutes and public comments.

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 receiving public comment as described below, 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 Board President (or Vice President) in cooperation with the Superintendent will determine the agenda for any particular meeting, although Board Members may request or recommend any matters appropriate for Board consideration as described below. The Board President (or Vice President) shall work with the Superintendent during an agenda planning meeting to determine items that management needs to have placed on the agenda. The Board President (or Vice President) and the Superintendent 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 consideration for placement on the agenda in writing to the President. The Board President (or Vice President) shall specify on which future agenda the item shall be scheduled unless the Board President declines the request. If the president declines a request for an item to be placed on the agenda, they will provide written rationale for that action to the requesting Board member.

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 in the absence of the President) will prevail.

All business items (ex: contracts, personnel actions, programming approvals, bond-related actions, etc.—namely, items that have previously been presented as “information items”) that require a board vote shall be placed on the consent agenda unless precluded by current policy or law, or otherwise deemed more appropriate for consideration as an action item. Business items requiring a board vote that are not appropriate for consent shall be placed on the agenda as an action item. Note that the board may vote at its meeting to table an action on the agenda until the next regular or special meeting if a majority determines the matter warrants a second reading/discussion or more public comment prior to the board vote.

- The board clerk shall transmit the draft agenda for regular meetings to Board members for review no later than the Friday afternoon, ten days before a Monday evening meeting. (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.) A copy of the draft agenda shall also be placed on the district’s website so that the public may have an opportunity to review it and provide any comment to Board members in advance of the meeting. The draft agenda may be removed upon the posting of the final agenda.
- Board members’ questions and informational requests about any item appearing on a draft agenda should be communicated in writing by 6 pm Monday following distribution of said draft agenda to the superintendent or designee for response or additional information.
- The superintendent’s response to board member questions or their provision of additional information, as available, should be communicated in writing by Wednesday at 6pm to all members of the board. While this information is intended to be helpful to the board, the unavailability or perceived insufficiency of such information does not, by itself, make an item ineligible for consideration by the board.
- After reviewing the superintendent’s response/information, board members may request changes to the draft agenda—including a request that a consent item move to the action agenda—by making such a request in writing by Thursday at 6 pm prior to the Monday board meeting. This request must include a substantive rationale supporting the proposed change. The Board President shall have discretion to reject or accept the request. No additional (new) item should be placed on the board meeting agenda at this point unless the Board President determines that an urgent public necessity exists or that delay would seriously affect the operation of the District.
- In addition to the final agenda, any supporting materials (ex: presentations, data, reports) necessary to support an item on the final agenda should be placed on the district’s website as they become available.

MINUTES

A complete record of all business transacted at each 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 as allowed under this policy.

Public comment is allowed only at a regular meeting or at a special meeting declared to be a public hearing for that purpose. Public comment at regular meetings is allowed for two purposes—to respond to an item on the action agenda or to provide comments regarding topics not on the current agenda ("Citizen Comment"). Speakers' comments should be shorter than three minutes, but in no event shall a speaker have more than five minutes when providing comment. If an individual is providing comment on an action item and as a Citizen Comment, the time will be counted separately. The board welcomes input from all members of the community and will have translation services available at the board meeting for the purpose of receiving public comment, as needed.

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 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;
- The job performance or conduct, whether positive or negative, of an 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, or members of the public will not be subjected to verbal abuse.

Comments Concerning Items on the Action Agenda

All public comment regarding matters on the action agenda shall be received together as a separate item on the agenda prior to the consideration of the action agenda. Requests to comment must be made by submitting a completed form for that purpose. Paper forms are available from the Board Clerk before the beginning of each meeting and will be accepted up to 6:25 pm on the day of the meeting. Electronic forms will be available online and shall be submitted after the relevant agenda has posted and no later than noon on the day of the meeting. Each individual requesting to speak must personally complete the form listing their name and contact information and verify 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.

The total time limit will apply to each speaker regardless of the number of agenda items to which they wish to speak

The Board and staff will not dialogue with speakers. When determined to be appropriate by the Superintendent, staff will strive to provide answers or resolve any issues/concerns in a timely manner.

“Citizen’s Comments”—Comments Concerning Items Not on an Agenda

The agenda for the month’s *first* regularly scheduled meeting of the Board will include an item designated “Citizens’ Comments.” This portion of the agenda will be reserved for comments concerning issues not otherwise appearing on an agenda to provide citizens an opportunity to address the Board of Education, and it is not intended to provide a forum for commercial, political, personal 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 verify they have read instructions.

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 would 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. The Superintendent or designee will address speakers' specific issues or concerns within 60 days.

The total time limit of Citizens' Comments will apply to each speaker during a meeting regardless of the number of topics on which the individual requests to speak. Speakers are welcomed and 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: January 2022 (pending)

Legal Reference: Title 25 O.S., 301

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

Title 70 O.S., 5-118