



## AGENDA

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **May 4, 2020**, at 6:30 PM, conducted using videoconference pursuant to Title 25, Section 307.1 of the Oklahoma Statutes, as amended by Senate Bill 661. There is no physical site or location for this meeting. Each member of Board of Education will be appearing for the meeting remotely by using videoconference.

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. Members of the public may access the meeting by videoconference at [tulsaschools.org](https://www.tulsaschools.org)

**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. Requests to comment must be made by submitting a completed form for each topic. Forms are available online on the Tulsa Public Schools website at <https://www.tulsaschools.org/about/board-of-education/requesttospeakonagendaitem> Requests will be accepted at any time up to the consideration of the Consent Agenda portion of the meeting, but it is recommended to submit the form by noon on the day of the meeting to ensure it is received. 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 online on the Tulsa Public Schools website at [tulsaschools.org/about/board-of-education/citizens-commentform](https://tulsaschools.org/about/board-of-education/citizens-commentform), at least seven days prior to each meeting. Statements to the School Board by members of the public are limited to five minutes each.

**A. OPENING EXERCISES**

**A.1.** Call to order and confirm that a quorum of the Board is present.

**A.2.** Flag salute

**A.3.** Remind those wishing to address the Board, sign with the clerk -- 5-minute limit.

**B. MOTION TO VOTE AND ADOPT THE AGENDA**

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

**D. APPROVAL OF MINUTES**

Approve the minutes of the April 10, 2020, special meeting of the board.

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

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

**G. INFORMATION AGENDA**

**H. STAFF REPORTS - Rental of Vacant District Buildings Report, including discussion by staff and board members about advertising and the application process.**

**I. BOARD MEMBER REPORTS**

**J. CITIZENS COMMENTS**

**K. SUPERINTENDENTS REPORTS/PRESENTATIONS**

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

**M. NEW BUSINESS**

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

**N. ANNOUNCEMENTS**

The next regularly scheduled videoconference Board meeting of the Board of Education will be held on Monday, May 18, 2020, 6:30 p.m.

**O. MOTION AND VOTE TO ADJOURN**

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

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

**TALENT MANAGEMENT**

**E.1. 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 annualize rate regardless of length of effective date of contract.

**FINANCIAL SERVICES**

**E.2. RECOMMENDATION:**

Approve the April 17-30, 2020, 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.3. RECOMMENDATION:** Enter into trade contracts with the lowest responsible bidders for the classroom addition at Owen Elementary School.

<b>TRADE CONTRACTS</b>	<b>CONTRACTOR</b>	<b>PHASE I</b>	<b>PHASE II</b>	<b>PHASE III</b>
Demolition	DT Specialized Services	\$40,000.00		\$3,800.00
Concrete	Structurecrete		\$220,000.00	56,550.00
Insulated Concrete Forming	Lithko		116,000.00	13,000.00
Masonry	C&N		115,222.50	13,000.00
Millwork	Fadco by TPS			91,574.12
Structural and Misc. Steel (Supply & Install)	UMFI		214,230.00	15,000.00
Waterproofing, Dampproofing, Joint Sealants	Commercial Waterproofing		4,000.00	10,100.00
Portland Cement Stucco	Wiljo		9,086.00	2,000.00
Doors, Frames, and Hardware Supply	Builders Supply		60,000.00	23,450.00

Store Front, Glass, & Glazing	Alred		21,942.00	11,000.00
Tornado Resistant Coiling Doors	Burgess Company		74,600.00	43,000.00
Light Gauge Framing, Drywall, Acoustical	D&D		170,000.00	24,500.00
Tile & Commercial Flooring	Interior Concepts			54,900.00
Painting & Wall covering	Tulsa Christian Brothers			24,500.00
Building Specialties (Supply)	Murray Womble			19,430.00
Aluminum Walkway Covers	Oklahoma Canopies		30,000.00	5,400.00
Plumbing	Midwest Mechanical		80,000.00	14,700.00
HVAC	Air Comfort		130,000.00	47,775.00 0
Electrical	Lighthouse		120,000.00	37,500.00
Communications , Electronic Safety, & Security	Lighthouse		20,000.00	37,271.00
Earthwork, Storm Drainage, & Site Utilities	Bret Barnhart	240,144.0 0		25,000.00
Asphalt Paving	Ellsworth Construction		73,650.00	58,550.00
Fencing	Aaron Fence		10,741.00	11,000.00
<b>TOTAL TRADES</b>		<b>\$280,144.0 0</b>	<b>\$1,469,471.5 0</b>	<b>\$643,000.1 2</b>

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 individually awarded contracts will be assigned as one contract to Nabholz Construction, the construction manager at risk on the project. The classroom addition at Owen Elementary School is part of the 2015 bond issue.

**E.4. RECOMMENDATION:** Assign the trade contracts for Owen Elementary School's classroom addition to Nabholz Construction Company, Incorporated, Tulsa, Oklahoma, the construction manager at risk on the project.

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

RATIONALE: The individually awarded contracts will be encumbered as one to Nabholz Construction Company, Incorporated. The Owen Elementary School classroom addition is part of the 2015 bond issue.

**E.5. RECOMMENDATION:** Approve amendment #11A with Nabholz Construction Company, Incorporated, for the classroom addition at Owen Elementary School.

	<b>PHASE I</b>	<b>PHASE II</b>	<b>PHASE III</b>
Trade Contracts	\$280,144.00	\$1,469,471.50	\$643,000.12
Reimbursables		1,500.00	19,564.00
Allowances	57,000.00	277,750.00	250,000.00
General Conditions	28,657.39	148,641.65	77,568.62
Payment Bond	2,115.06	10,970.55	5,724.95
Management Fee	11,888.55	61,664.30	32,179.31
Allowance for Modifications	10,000.00	30,000.00	70,000.00
<b>TOTAL GMP</b>	<b>\$389,805.00</b>	<b>\$1,999,998.00</b>	<b>\$1,098,037.00</b>

**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 I - \$389,805.00

Phase II - \$1,999,998.00

Phase III - \$1,098,037.00

**FUND NAME/ACCOUNT:** Bond Fund, 38-1210-4720-504500-000-000000-039-12345-SA009 - This project is contingent upon the successful sale and receipt of 2020B bond funds.

**REQUISITION/CONTRACT:** 42000165

RATIONALE: The Owen Elementary School classroom addition is part of the 2015 bond issue.

## **GENERAL COUNSEL**

**E.6. RECOMMENDATION:** Adopt a formal board policy that describes the expectations for employees and students when they use social media and other forms of electronic communication. The proposed policy updates our current written social media guidance, by making it a formal board policy and adding references to virtual learning.

**RATIONALE:** Students and staff use various modes of digital communication (including but not limited to social media) to inform, interact and learn. By providing a clear description of how digital communication should be used and approached, the district intends to clarify how existing standards of professional conduct and student behavior apply in an interactive, digital setting. The proposed policy should be read in coordination with all other district policies, including those regarding student behavior, bullying, employee conduct, nondiscrimination, sexual harassment, professional ethics, other employment terms and conditions, as well as internet safety, student privacy and appropriate use of technology.

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

### **TALENT MANAGEMENT**

**F.1. RECOMMENDATION:** Approve the partnership with Tulsa Regional Complete Count Committee (TRCCC) for the Census 2020 mini-grant to complete outreach efforts for historically undercounted areas.

**RATIONALE:**

The 2020 Census Tulsa Regional Complete Count Committee (CCC) is a group of representatives from local government and neighborhoods, tribes and ethnic communities, social service and planning agencies, foundations and businesses, local churches and the regional chamber of commerce, who have joined forces to ensure a complete census count for the Tulsa Region in 2020. A complete count in the Decennial Census benefits all of us in many ways, from representation in Congress to federal funding for local services and infrastructure. Over the next year, Tulsa Regional CCC subcommittees based on undercounted populations will plan and implement events and activities throughout the Tulsa region to increase awareness about and encourage participation in the Decennial Census. Tulsa Public Schools will implement a Census 2020 phone-outreach pilot project along with other potential communication outreach projects to reach historically undercounted areas in our district.

### **INFORMATION AND ANALYTICS**

**F.2. RECOMMENDATION:** Enter into an agreement with Sprint, Carol Stream, Illinois, for the period of May 15, 2020, through May 14, 2021, for the purchase of 1,500 hot spots and associated data services.

**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 \$500,000

FUND NAME/ACCOUNT: 11-3670-1000-506530-427-000000-000-05-xxx-3670

RATIONALE: Shelter in Place during the current COVID-19 pandemic has exposed the digital divide within the Tulsa community, which has severely limited the learning opportunities of our most vulnerable students. While Internet service providers such as AT&T and Cox currently provide free internet access to qualifying families, these free services currently only extend into July 2020. In addition, there is a citywide task force working to address this challenge, however, there is no certainty that it will be ready for the next school year. The purchase of these services/devices will provide necessary access for identified students starting with this summers' learning opportunities and extending through the next school year. This will provide principals and teachers with the flexibility needed to meet our students.

## **G. INFORMATION AGENDA**

### **TEACHING AND LEARNING**

**G.1.** RECOMMENDATION: Enter into an agreement with Great Minds PBC, Washington D.C., to develop, and grant access to, a series of video lessons based on lessons from our K-8 math curriculum, Eureka Math, English language arts, and science curricula to be used during times school buildings are closed through December 31, 2020.

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

COST: Not to exceed \$1

FUND NAME/ACCOUNT: Chargeable to applicable account if requested

RATIONALE: The "Knowledge on the Go" video lesson curricula will provide additional support to teachers, students, and parents. The video lessons will be made available for broadcast on Tulsa Public School's non-commercial educational access television network and through a weblink on Tulsa Public School's website which connects to Great Minds' website solely for educational purposes.

### **TALENT MANAGEMENT**

**G.2.** RECOMMENDATION: Approve position creations/deletions.

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.

### **INFORMATION AND ANALYTICS**

**G.3.** RECOMMENDATION: Enter into an agreement with Kronos SaaShr, Incorporated, Branchburg, New Jersey, to upgrade the District's existing



Kronos Workforce Central perpetual software licenses to the Kronos Workforce Ready software as a service (SaaS) for the District's employee time and attendance system. This would replace the district's current agreement that runs through June 30, 2020 and extend it through June 30, 2021.

**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 \$120,000

**FUND NAME/ACCOUNT:** Bond fund/36-1172-2580-506530-000-000000-000-02026

**REQUISITION/CONTRACT:** 12010544

**RATIONALE:** Upgrading to the software as service version allows the district to support a more mobile work environment for employee time and attendance, while providing a proven platform that is secure and scalable. This upgrade will also save the district over \$200,000 in timeclock equipment replacement as employees will be able to use district computers, phones or mobile devices for timekeeping purposes. Currently, 3,000+ employees use one of the district's 120 timeclocks spread throughout our facilities to clock in and out as well as request time off.

## **BOND PROJECTS AND ENERGY MANAGEMENT**

**G.4. RECOMMENDATION:** Approve a resolution fixing the amount of Combined Purpose General Obligation Bonds, Series 2020B 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 2020B.

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

**RATIONALE:** The sale of bonds approved as part of the 2015 voter referendum will allow the District to proceed with projects as outlined in the District's Bond Book. The resolution authorizes the issuance of: \$32,760,000 in building bonds (Proposition No. 1); \$1,910,000 in library improvement bonds (Proposition No. 2); \$3,320,000 in transportation equipment bonds (Proposition No. 3) and \$12,010,000 in classroom learning material bonds (Proposition No. 4). The 2020B Bonds in the aggregate amount of \$50,000,000 would be sold on June 15, 2020 and approved/awarded at the Board's June 15, 2020 meeting, with proceeds made available to the District on or about August 4, 2020. Upon issuance of these bonds, there would be \$62,515,000 in bonds remaining to be sold from the 2015 authorization.

**G.5.** RECOMMENDATION: Approve a resolution fixing the amount of Technology Equipment General Obligation Bonds, Taxable Series 2020C 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 Technology Equipment General Obligation Bonds, Taxable Series 2020C.

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

RATIONALE: The sale of bonds approved as part of the 2015 voter referendum will allow the District to proceed with projects as outlined in the District's Bond Book. The resolution authorizes the issuance of: \$9,000,000 in classroom learning material bonds (Proposition No. 4). The Taxable Series 2020C in the aggregate amount of \$9,000,000 would be sold on June 15, 2020 and approved/awarded at the Board's June 15, 2020 meeting, with proceeds made available to the District on or about August 4, 2020. The District is issuing taxable bonds due to the majority of the proceeds being used for operational or non-capital expenses which cannot be financed with tax exempt debt. Upon issuance of these bonds, there would be \$53,515,000 in bonds remaining to be sold from the 2015 authorization.

**G.6.** RECOMMENDATION: Approve agreements for registrar and paying agent services with BOKF, NA on the District's Combined Purpose General Obligation Bonds, Series 2020B and the District's Technology Equipment General Obligation Bonds, Taxable Series 2020C.

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

RATIONALE: A registrar and paying agent is necessary to properly administer the sale and receipt of bond funds. BOKF, NA has served as the District's Registrar and Paying Agent for bond programs for many years with excellent results. Under the referenced agreements, the Paying Agent Fees over the life of both series of bonds would be a total cost of \$5,600.00.

**G.7.** 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 2020B.

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 for the 2020B Bonds and \$13,000.00 for the Taxable Series 2020C Bonds and Disclosure Counsel would be one fee for Disclosure Counsel \$8,000.00 for both series of bonds for a total cost of \$34,000.00, payable from bond proceeds.

- G.8.** **RECOMMENDATION:** Approve an agreement with Hilborne & Weidman, P.C. to serve as Bond Counsel and Disclosure Counsel on the District's Technology Equipment General Obligation Bonds, Taxable Series 2020C. **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 for the 2020B Bonds and \$13,000.00 for the Taxable Series 2020C Bonds and Disclosure Counsel would be one fee for Disclosure Counsel \$8,000.00 for both series of bonds for a total cost of \$34,000.00, payable from bond proceeds.

- G.9.** **RECOMMENDATION:** Approve change order #1 to the Beynon Sports Services track resurfacing contract to include Hale High School Stadium. The original contract was approved as Item E.18 of the March 9, 2020, agenda. **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:** \$27,000

**FUND NAME/ACCOUNT:** Bond Fund, 37-1200-4300-507150-000-000000-071-12715-PE007

**REQUISITION/CONTRACT:** 42000189

**RATIONALE:** Track repairs and upgrades are part of the 2015 bond issue.

- G.10.** **RECOMMENDATION:** Enter into a contract with the lowest responsible bidder for the plumbing project at East Central High School. (This item is currently in

the bidding phase. The name of the winning bidder will be included when this item is submitted to the consent agenda.)

**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:** This project is currently in the bidding phase. The total cost of the plumbing project will be included when this item is submitted to the consent agenda. **FUND NAME/ACCOUNT:** Bond Fund, applicable accounts

**RATIONALE:** This project is currently in the bidding phase. The winning contractor's name and bid amount will appear when this item is presented on a future consent agenda. This project is part of the 2015 bond issue.

- G.11. RECOMMENDATION:** Assign the Hale High School electrical contract that was approved as item E.4 of the April 20, 2020, agenda, to Trigon General Contractors and Construction Managers, Inc., the construction manager at risk on the project.

**RATIONALE:** The electrical upgrades at Hale High School are necessary to support the new elevator, which is part of the 2015 bond issue.

- G.12. RECOMMENDATION:** Approve amendment 16C with Trigon General Contractors and Construction Managers, Inc., for electrical improvements that will support the new elevators at Hale 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:** \$58,000

**FUND NAME/ACCOUNT:** Bond Fund, 37-1231-4720-504500-000-000000-071-12715-AI010

**REQUISITION/CONTRACT:** 42000168

**RATIONALE:** The electrical upgrades are necessary to support the new elevator at Hale High School, which is part of the 2015 bond issue.

- G.13. RECOMMENDATION:** Approve amendment 11C with Crossland Construction, Incorporated, for additional parking at Rogers College High School.

Trade Contracts	\$45,000
Allowances	37,000
Reimbursables	2,327
General Conditions	17,628
<b>TOTAL GMP</b>	<b>\$101,955</b>

**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: \$101,955

FUND NAME/ACCOUNT: Bond Fund, 37-1200-4720-504500-000-000000-068-12730-PE008

REQUISITION/CONTRACT: 41800183

RATIONALE: To acquire City of Tulsa Board of Adjustment approval, Rogers High School Stadium requires additional parking. The stadium is part of the 2015 bond issue.

**SUPPORTING INFORMATION****CONSENT ITEM E-1****ROUTINE STAFFING****ELECTIONS**

Name	Effective Date	Contract Amount	Position	Grade or Degree and Step
Aguilar Vergara, Lizeht	4/10/20	\$9.88	Cafeteria Assistant	MT-1
Anaya, Rafaela	4/06/20	\$11.86	Evening Custodian	MT-3

**ADJUSTMENTS**

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Bauer, Mary	5/06/20	\$71,975.00	Instructional Mentor	Academic Partner – Math	EG-4
Berkstresser, Sean	5/04/20	\$107,000.00	Director – Data Strategy	Executive Director – Information & Analytics	XG-2
Brooks, Christine	8/19/19	\$17.81	ED Paraprofessional	MD Paraprofessional	IS-10
Clark, Crystal	5/06/20	\$61,408.00	Instructional Mentor	Academic Partner – Literacy	EG-4
Gerber, Misty	5/06/20	\$74,000.00	Instructional Mentor	Academic Partner – Math	EG-4
Holmes, Gracia	8/19/19	\$17.46	MD Paraprofessional	ED Paraprofessional	IS-10
Hudson, Erinn	5/06/20	\$66,628.00	Instructional Mentor	Academic Partner – Literacy	EG-4
Jennings, Joseph	5/04/20	\$145,000.00	Executive Director – Information Technology	Chief Information & Analytics Officer	XG-5
Long, Robert	1/06/20	\$42,200.00	Teacher	Teacher	B-5
Medina, Sheri	5/06/20	\$66,100.00	Instructional Mentor	Academic Partner – Math	EG-4

ADJUSTMENTS – Continued

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Perez-Gutierrez, Divanny	7/01/20	\$13.49	Registrar	Bilingual Customer Care Associate	CA-10
Settle, Connie	5/06/20	\$66,900.00	Instructional Mentor	Academic Partner – Math	EG-4
Stanton, Kesha	7/01/20	\$18.70	Registrar	Customer Care Lead Associate	CA-13
Stinson-Hoxie, Beatrice	5/06/20	\$77,050.00	Instructional Mentor	Academic Partner – Literacy	EG-4
Thomas, Carolyn	5/06/20	\$78,000.00	Instructional Mentor	Academic Partner – Literacy	EG-4
Wood, Robin	4/07/20	\$11.67	Head Custodian	Unassigned Custodian	MT-3

SEPARATIONS

Name	Effective Date	Position
Austin, Anthony	4/10/20	Teacher
Bassett, Rhochon	4/15/20	Bus Driver
Brett, Marianne	5/26/20	Counselor
Campbell, Carolyn	6/05/20	Principal Secretary
Clark, Jacqueline	4/13/20	Transportation Manager
Dry, Carrie	5/26/20	Teacher
Edwards, Rhonesha	3/04/20	Paraprofessional
Hawkins, Preston	4/16/20	Campus Security Officer
Jefferson, Leslie	5/26/20	Teacher
Johnson, Diamond	1/10/20	Cook II
Magnusson, Brenda	5/28/20	Teacher
Matheson, Joe	5/26/20	Teacher
Matheson, Lane	5/26/20	Teacher
Maxey, Madison	5/26/20	Teacher
McDade, Harold	4/17/20	Evening Custodian
Smith, Roger	5/26/20	Teacher
Solidad Sansone Salinas, Maria	5/26/20	Teacher
Ward, Bernadette	2/03/20	1:1 Paraprofessional
Weber, Kristin	5/26/20	Teacher

## SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

### Athletics – School Activity Fund #536

Pay adjunct coach Joanna Bentley not to exceed \$2,782.00 for coaching duties for Edison HS Swim team for the 2019-220 school year. The Edison booster club has reimbursed the district, therefore there is no cost to the district.

### Athletics – Student Activity Account #536

Pay employees listed below a stipend not to exceed \$20,000 (total) for their help with the Bike Club After School Program. This stipend is paid by the Humble Sons Bike Co and therefore is no cost to the district.

Sara Fleming - \$500.00  
Justin Dametz - \$500.00  
Anna Tatro - \$1,000.00  
Dammes Hoogendijk - \$1,000.00  
Laura Beltran - \$1,000.00  
Darrico Harris - \$1,000.00  
Sara Acosta - \$500.00  
Raquel Astacio-Haley - \$500.00  
Amanda O'brien - \$1,000.00  
Sarah Kirk - \$500.00  
Rachel Ericksen - \$500.00  
Teresa Gilliland - \$1,000.00  
Sonya Parnell - \$1,000.00  
Heather Spradlin - \$1,000.00  
Ronda Ratliff - \$750.00  
Alyse Hamilton - \$250.00  
Dianna Potts - \$1,000.00  
Calvin Anderson - \$1,000.00  
Terence Buckley - \$1,000.00  
Margaret Dalton - \$1,000.00  
Christie Claypool - \$1,000.00  
Nathan DeFord - \$1,000.00  
Joey Williams - \$500.00  
Adam Johnston - \$500.00  
Christianna Loza - \$1,000.00

### Tulsa Regional Complete Count Committee

Pay an hourly rate of \$13.00 plus benefits staff members to be named as part of the Tulsa Regional Complete Count Committee (TRCCC) for the Census 2020 mini-grant as outlined by the mini grant details.



## **SUPPORTING INFORMATION**

### **INFORMATION ITEM E-6**

### **SCHOOL BOARD POLICY**

#### **Employee and Student Use of Social Media and Other Forms of Electronic Communication**

Purpose: This policy describes the district’s expectations regarding the use of social media, social networking, phone calls, the internet and other forms of electronic communications by district employees and students. The use of electronic media does not change the basic rules of professional conduct and student behavior. All policies and behavior guidelines currently applicable to students and employees similarly apply to the online environment and electronic communications. This policy should be read in coordination with all other district policies, including but not limited to those regarding student behavior, bullying, employee conduct, nondiscrimination, sexual harassment, professional ethics, other employment terms and conditions, as well as internet safety and appropriate use. Individuals engaging in inappropriate conduct through electronic communications may be subject to discipline.

“Social media” or “social networking” means an interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking. “Comment” means a response to an article or social media content submitted by a commenter.

Good Judgment and Common Sense with Electronic Communications: Students and employees should use good judgment when using social media and other electronic communications. When they communicate electronically, students and employees should think about the type of image they wish to convey on behalf of themselves, and if applicable, the district. What is posted can be viewed by countless others and is permanently archived. Internet search engines can find information years after it was originally posted. Social media websites and blogs are never truly private. Comments can be forwarded or copied, and archival systems save information even if a post is deleted. Employees and students should be aware that people who electronically follow them have the ability to screenshot, download, forward or otherwise copy and share their message, post, information, video, and photographs with others. Employees and students are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level.

#### **Employees’ Electronic Communications and Use of Social Media**

##### **General Cautions:**

An employee’s use of any electronic media for the purpose of communicating with a student or a parent is an extension of the employee’s workplace responsibilities—even if that use or communication is on the employee’s personal device or media. When employees are communicating informally and off contract hours or for purposes otherwise unrelated to work, they may still be viewed by others as a representative of the district. Whether posting on social media using personal or district devices, or posting information during or outside of work hours, district employees are urged to carefully consider whether the post puts their professional reputation and effectiveness as a district employee at risk. The board expects employees to use professional judgment and appropriate decorum when using social media.

Employees are responsible for the content in their communications. They shall abide by the following requirements regarding use of social networking websites and other electronic communications, even when done in their personal time, using personal property.

- a. During work time, employees are permitted to use social media sites for incidental personal use and/or communications provided that such use shall not interfere with or conflict with district business, and such use does not occur during student contact time.
- b. District employees must be mindful that digital communications are ultimately accessible to the world. Employees are encouraged to familiarize themselves with the privacy policies, settings and protections on any personal social media sites to which they choose to subscribe. Employees should be aware that posting on websites, including social media sites, should not be presumed to be private.
- c. Employees are encouraged to maintain a clear distinction between their personal social media use and district-related social media sites.
- d. Employees may not disclose confidential or protected information about TPS, its students, alumni or employees. In particular, employees shall not post images, video or audio of students unless the parent/guardian has provided the student's building administrator with written permission to do so, or if it is otherwise allowed by the district's policies regarding student confidentiality. This prohibition does not apply to the context of virtual instruction insofar as official teaching and learning is occurring through the posting of images, video or audio. The provisions of this paragraph do not apply to any video or photography produced or available to the public by any individual not employed by or acting on behalf of the district or news media.
- e. An employee identifying as a District employee on social media who posts to sites outside of the district's network should include a disclaimer to state that the views expressed are personal and do not necessarily reflect the views of the district.
- f. Employees who have concerns or complaints about work- or personnel-related matters should speak with their supervisor or the district's talent management department, or as applicable, a representative of their employee organization. Employees should not use social media to address these concerns except as authorized by state and federal law.
- g. Inappropriate contact with colleagues, parents and students by e-mail, phone or other electronic devices is prohibited. This includes, but is not limited to, unprofessional communications, as well as any communication that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal.
- h. Employees may not post items on social networking websites with sexual content or which advocate the use of illegal drugs or the abuse of alcohol if they are identifying themselves as an employee of the district.
- i. Employees are reminded that if their use of social media makes them aware of possible child abuse or neglect, they have a legal responsibility to promptly report the information to the Department of Human Services and law enforcement.

#### Maintaining Professional Employee-Student Boundaries in Electronic Communications

Warm and caring communications with students that incorporate clear and consistent professional boundaries support the best interests of students and employees alike. Employees must maintain appropriate professional boundaries in their electronic communications with students and prevent any appearance of inappropriate communication. In particular:

- a. Unless there are special circumstances necessitating otherwise, all electronic communications with students shall be made through the district's computer/email system or a messaging application accessible by school/district leaders—not a private email or private messaging application.
- b. Except as instructed by a supervisor, employees shall not call, text, message or electronically communicate with any student individually (privately), unless it is in the context of conveying information or asking a question regarding school business or a school related event. Further, the parent must have authorized individual messages from that employee or the message must be forwarded to the school leader. This restriction does not apply to district email communications or other communications on district-sanctioned platforms (i.e., Canvas, Google Classroom) that are accessible by district leaders, or communications made for purposes of online instruction.
- c. Employees are strongly encouraged not to “follow” students or have online/social media interactions with students unless the employees are using district-registered accounts or accounts otherwise accessible to school or district leaders.
- d. Employees are encouraged not to link their personal social media profiles and personal sites to students' online profiles unless the employees are using district-registered accounts or accounts otherwise accessible to school or district leaders.

**Caveat:**

An employee may engage in otherwise unapproved forms of communication with students in order to address an imminent health or safety emergency. However, the employee is expected to report the situation and the nature of the communication to their supervisor as soon as possible. Also, this policy is not intended to interfere with communications involving legitimate, non-school-related relationships/contexts (e.g., situations in which the student and employee are family members, or the common communications that might occur within a shared civic, social or faith community).

Student Bullying and Electronic Communications

As explained in Board policy, students are expressly prohibited from any form of bullying or harassing behavior at school, which includes but is not limited to bullying through social media, online instruction or other electronic communication. (See policy 2119 and its regulation 2119-R, as well as policy 4901 and regulation 4901-R). The district may take disciplinary action against a student for bullying and harassing behavior occurring outside of the regular school day if it causes a substantial and material disruption at school or an interference with the rights of students and personnel to be secure. Students should contact a teacher or an administrator any time they feel unsafe, victimized or uncertain about a situation involving threatening, bullying, inappropriate, illegal or harmful social media content. Parents and guardians should also inform the school leader if their student reports feeling harassed or bullied.

General Notice Regarding Access to District Network, Social Media and Other Electronic Communication Sites

Many social media and social networking websites are not accessible on the TPS network or TPS devices because they have been blocked. If employees, including teachers, would like to request that a website be made accessible to use for teaching and learning, that person shall submit a written request to the district's service desk for review, identifying the online tools to be used and the instructional purpose in using them.

While on district property, neither TPS employees nor students may use an outside, proprietary network to access websites that are blocked on the TPS network. District technology, network and other technology-related resources (including the use of district-provided internet) is subject to examination whether accessed by a district or personal device.

Pursuant to its obligations under state and federal law, district leaders may require employees to provide them access to and copies of any electronic communications they use in the course of school business, including their communications with students or parents. Such communications include, but are not limited to: text messages, application-relating messaging, screen shots, content relating to a district student, and webpage posts. While an employee may be required to produce copies of all public records from their personal equipment, this policy does not authorize an administrator to inspect an employee's personal equipment without the employee's express consent.

**SUPPORTING INFORMATION**

**INFORMATION ITEM G-2                      POSITION CREATIONS/DELETIONS**

**Create:**

Position	Salary/Grade	Duties
<p><b>Coordinator-Indian Education-Enrollment Center/Indian Education</b></p> <p><i>Annual Budget Impact:</i> \$ 60,900 min. – \$ 91,300 max.</p> <p><i>Funding Source:</i> 11-5610-2330-501110429-000000-110-05-604-5610</p>	<p>EG-6 12 Months</p>	<p>The Coordinator of Indian Education will lead the design, monitoring and continuous improvement of programs using formative and summative data and will work collaboratively with others to support improved outcomes for Native American students. Additionally the Coordinator of Indian Education will provide support to schools to increase student achievement, ensure equity and access, increase rigor, promote cultural enrichment learning, and close the achievement gap for all Native American students at all instructional levels.</p>

**Create:**

Position	Salary/Grade	Duties
<p><b>Family Care Associate-Enrollment Center/Indian Education</b></p> <p><i>Annual Budget Impact:</i> \$ 26,790 min. – \$ 35,942 max.</p> <p><i>Funding Source:</i> 11-5610-2330-501210429-000000-609-05-604-5610</p>	<p>CA-9 \$12.87/hr. to \$17.28/hr. 12 Months</p>	<p>Welcome and promote connection with Native American families. Assist with Indian Education processes to include tribal documentation, student records, transfers, transcripts, assessment, trend data reports, state reports, and surveys for Native American students served within the Language and Cultural Services team. Ensures accuracy and timeliness. Assists with research projects as may be required. Communicates on a positive basis with patrons, school personnel, and students.</p>