



Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **January 24, 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 minutes of the December 6, 2021 and the January 3, 2022 regular meetings of the board and the December 13, 2021 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. GOAL MONITORING REPORT

Goal 1: K-5 Literacy Proficiency Growth (fall data) update and discussion among board members, superintendent and staff. Motion and vote to accept Goal 1 report.

Goal 2: 6-8 Literacy Proficiency Growth (fall data) update and discussion among board members, superintendent and staff. Motion and vote to accept Goal 2 report.

I. STAFF REPORTS

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

J. BOARD MEMBER REPORTS

K. CITIZENS COMMENTS

L. SUPERINTENDENT'S REPORT/PRESENTATION

M. OTHER NONROUTINE ITEMS REQUIRING BOARD ACTION

N. NEW BUSINESS

O. ANNOUNCEMENTS

The next Board of Education regular meeting is February 7, 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: Approve routine field trips.

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

E.2. RECOMMENDATION:

Enter into 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

E.3. 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.

TALENT MANAGEMENT

E.4. 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.

FINANCIAL SERVICES

E.5. RECOMMENDATION:
Approve the December 22, 2021 – January 20, 2022, 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.

E.6. 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. The vendors may include one or more of the following organizations: Home Depot USA, Inc.; Office Depot, Inc.; SupplyWorks, Inc.; Grimsleys, Inc.; WW Grainger, Inc.; Lektron Lighting & Supply, Inc.

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

E.7. 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.

E.8. 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:

| | |
|--------------------|-----------------------|
| Allowances | \$668,150.00 |
| General Conditions | \$294,588.92 |
| Management Fees | \$124,872.93 |
| Reimbursables | \$9,217.50 |
| Trade Contracts | \$2,695,841.65 |
| Total GMP | \$3,792,671.00 |

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.

F. ACTION AGENDA - Motion and vote on recommendations

BOARD OF EDUCATION

F.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.

F.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.

G. INFORMATION AGENDA

DEPUTY SUPERINTENDENT

G.1. RECOMMENDATION:

Approve the purchase of a Virtual Reality Cube for Nathan Hale Virtual Reality Lab from ImaginX, LLC.

COST: Not to exceed \$185,000

FUND NAME/ACCOUNT:

11-5118-1000-506530-494-000000-000-05-715-5118 = \$108,560

11-0000-1000-507330-100-000000-000-07-715 = \$6860.01

3c-1313-1000-507330-100-000000-000-07-715 = \$69,579.99

RATIONALE:

The Virtual Reality Cube will complete the essential VR components for the Nathan Hale VR Lab. Teachers will be able to accommodate a full classroom while individual students will get a full immersive education experience.

Nathan Hale applied for and received the Oklahoma EDGE grant in 2019. With the funds, we purchased both hardware and software to create a robust Virtual Reality Lab. Students have Z-Spaces that allow them an immersive, 3D experience on Z-Space computers loaded with many academic options that compliment any classroom curriculum. Most recently, we have embedded the Z-Space lessons directly into our SPARK curriculum, so students experience the lessons within context to what they are learning. Additionally, we have both Hololens and Oculus VR headsets with pre-loaded software that also supports curricular content. We have two theater spaces where instructors can bring whole classes to bring the Virtual Reality experiences to life!

We are now looking at the purchase of the “VRCube.” A VR Cube is a virtual reality space; essentially an empty room in the shape of a cube in which each of the surfaces – the walls, floor and ceiling – may be used as projection screens to create a highly immersive virtual environment. 3D Cube users typically wear stereoscopic eyewear, and they interact with visual stimulus via wands, data gloves, joysticks, or other input devices. This piece will only add to our robust center to continue to allow our students to have a fully immersive experience! This allows the students to experience learning as if they are in the actual environment! Students can experience a ride through the Himalaya’s, step into the house of Anne Frank and many other learning experience they may not otherwise get.

G.2. RECOMMENDATION:

Enter into an agreement with Build in Tulsa, a non-profit organization, to provide guidance for business pitching, entrepreneurial curriculum, coaching, and mentorship at several of our secondary schools. Program runs January through May, 2022.

FURTHER RECOMMEND:

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

COST: No cost to the district

RATIONALE:

Build In Tulsa's program focuses on entrepreneurship and the tech sector as avenues to increase economic equity, high wage job creation and wealth creation in the Black community. Build in Tulsa values the work that Tulsa Public Schools does to educate students in STEM and entrepreneurial curriculum. Build in Tulsa is hosting a youth pitch competition where students will have the opportunity to pitch a business idea in competition form. There will be two tracks: Middle School and High School. Students will be a part of a regular course of entrepreneurship sessions. A \$1000.00 stipend will be provided to each designated school sponsor and students will have the opportunity to win cash prizes. This year will be the first opportunity to host the program with Tulsa Public Schools.

Schools participating this year will be McLain HS, Central HS and MS, Monroe, East Central HS and MS and Carver MS.

G.3. RECOMMENDATION:

Amend the agreement approved as item E1 of July 19, 2021, regarding the agreement with Center of Transformative Teaching (CT3), a 501(c)(3) organization, to increase the amount paid to them for providing e training for school leaders, instructional mentors, and teachers in effective classroom management and instructional practice for the 2021-2022 school year. In addition, the amendment will allow a new school and additional services to be provided.

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 amendment reflects a total increase of \$64,481.

RATIONALE:

This amendment is necessary to fully provide training for all schools who have requested services funded by site school improvement funds awarded through the federal grants. Although McKinley ES and Bell ES were listed on the approved board item E.1 of the July 19, 2021 consent agenda, the site leaders have decided to expand training to provide real time teacher coaching to their staff. This amendment also adds Tulsa Met as a participating school.

G.4. RECOMMENDATION:

Enter into an agreement with the University of Tulsa for Will Rogers High School JROTC to hold the annual JROTC Military Ball at the University of Tulsa Allen Chapman Activity Center. The event is scheduled for April 9, 2022.

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 \$800

FUND NAME/ACCOUNT: JROTC SAF account #564

RATIONALE:

The JROTC Military Ball is a required event under the JROTC Program of Instruction. An awards ceremony is included, recognizing exceptional student

- performance throughout the year.
- G.5. RECOMMENDATION:**
 Enter into a contract with Creative Learning Solutions, LLC, to construct a STEAM Lab (SmartLab HQ) at Emerson Elementary School.
- FURTHER RECOMMEND:**
 The attorneys for the school district prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the district.
- COST:** Not to exceed \$113,477
- FUND NAME/ACCOUNT:** Emerson Elementary Gifts and Endowments
- REQUISITION/CONTRACT:** 12206147
- RATIONALE:**
 Montessori students will have access to the STEAM Smart Lab. This access is important as they research and create projects connected to their Montessori work. Smart Lab was chosen for Montessori specifically based on the flexibility of the arts integration piece and the high level of support the company provides. Creative Learning Solutions created the STEAM Lab tailored to the specific needs of a Montessori school. The scope of work includes design, installation, professional development, and curriculum services.
- G.6. RECOMMENDATION:**
 Approve an agreement with Tulsa Country Club, Corp to allow Booker T. Washington Class of 2022 to host Senior Dinner Dance on April 30, 2022.
- 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:** \$8,000
- FUND NAME/ACCOUNT:**
 BTW C/O 2022 Account #: 870
- RATIONALE:**
 The class of 2022 would like to plan and host senior dinner dance for the Booker T Washington class of 2022 seniors. While planning for the dance, safety is our number one concern. We wanted to plan the dance where students could have lasting memories since our students have missed out on so many high school experiences since March 2020.
- G.7. RECOMMENDATION:**
 Enter into a contract with the IPROC Tulsa, LLC to host Memorial High School's senior breakfast on May 10, 2022 at the Doubletree Hotel at Warren Place.
- FURTHER RECOMMEND:**
 The attorneys for the school district prepare/approve the appropriate contract document(s) and the proper officers of the Board of Education be authorized to execute the document(s) on behalf of the district.
- COST:**
 Not to exceed \$5,000

FUND NAME/ACCOUNT: SAF #870

RATIONALE:

The senior breakfast is an annual event put on by the senior class for student body and guests. This event provides students with the opportunity to become involved with event planning and to practice organizational skills along with teamwork skills.

FINANCIAL SERVICES

G.8. RECOMMENDATION:

Approve sanctioning of the following booster clubs and parent/teacher associations in accordance with Board Policy 5707 for the 2021-2022 fiscal year:

Patrick Henry Elementary Parent/Teacher Association (PTA)

RATIONALE:

Sanctioned status provides an organization exemption from the statutory controls relating to school activity funds found in the Oklahoma School Code. The Board may sanction associations and clubs that advance the education objectives of the district and are beneficial to students under the guidelines established in Board Policy 5707. This organization has submitted the required information in support of the application.

BOND PROJECTS AND ENERGY MANAGEMENT

G.9. RECOMMENDATION:

Approve supplement #3 with Nabholz Construction LLC. to the master agreement for interior renovations and secure entry at Eugene Field 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 construction manager will be paid on a floating fee schedule based upon the size of the project. The construction budget including fee's is \$700,000.

RATIONALE:

This project is part of the 2021 bond. The hiring of construction managers is critical to the completion of the facility improvements that were approved by the voters in the 2021 bond issue.

OPERATIONS

G.10. RECOMMENDATION:

Purchase a Print Center Color Production Unit from Ricoh USA, Inc. for the district's print center.

COST: Not to exceed \$241,000.00

FUND NAME/ACCOUNT: Bond Fund, 32-1147-2580-507330-000-000000-000-03-031-

REQUISITION/CONTRACT: 12206747

RATIONALE:

The current color production machine will no longer have assured parts available effective February 2022. The replacement of the color production unit will improve the quality of print center services by increasing job capacity allowing sites to shift volume printing from site multi-function devices to the print center and reduce costs. In addition, the new saddle stitch capabilities allows the print center to produce quality binding for schools, such as curriculum workbooks. This purchase is part of the 2015 bond efforts to improve our print service capabilities and the agreement has been awarded under the OMNIA cooperative.

SUPPORTING INFORMATION

CONSENT ITEM E-1

ROUTINE FIELD TRIPS

| SCHOOL/ PARTICIPANTS | NUMBER OF STUDENTS/ PARENTS/ STAFF | PURPOSE OF TRAVEL AND LOCATION | TRAVEL DATES | NUMBER SCHOOL DAYS MISSED | TRAVEL COST AND FUNDING SOURCE |
|---|---|---|-------------------------|--|--|
| Carver Middle School/7 th Grade Students | Students: 230 Parents: 12 Staff: 10 | Study trip to Worlds of Fun/Kansas City, Missouri | May 6, 2022 | 1 | Not to exceed \$5000.00/Carver's School Activity Fund #559 |
| Carver Middle School/8 th Grade Students | Students: 200 Parents: 10 Staff: 7 | Study trip to Six Flags over Texas/Arlington, Texas | May 6, 2022 | 1 | Not to exceed \$5000.00/Carver's School Activity Fund #560 |

SUPPORTING INFORMATION**CONSENT ITEM E-4****ROUTINE STAFFING****ELECTIONS**

| Name | Effective Date | Contract Amount | Position | Grade or Degree & Step |
|----------------------|-----------------------|------------------------|--------------------------------|-----------------------------------|
| Adams-Tillery, Jo | 1/12/22 | \$11.21 | Teacher Assistant | IS-6 |
| Albrecht, Craig | 1/10/22 | \$11.55 | Teacher Assistant | IS-6 |
| Allen, Bethany | 1/05/22 | \$30,000.00 | Apprentice | NS |
| Bernard, Meaghan | 1/05/22 | \$10.11 | School Clerk | CA-3 |
| Book, Brittany | 1/05/22 | \$13.08 | Paraprofessional | IS-6 |
| Brasel, Shirley | 1/03/22 | \$43,160.00 | Teacher | B-6 |
| Butts, Brooke | 1/05/22 | \$10.11 | Teacher Assistant | IS-3 |
| Carroll, Hailee | 1/11/22 | \$40,000.00 | Teacher | B-0 |
| Cliff, Lydia | 1/04/22 | \$13.49 | 1:1 ID Paraprofessional | IS-10 |
| Demery Mack, Diamond | 1/06/22 | \$30,000.00 | Apprentice | NS |
| Earickson, Kimberly | 1/12/22 | \$13.08 | Parent Involvement Facilitator | IS-6 |
| Esparza, Karina | 12/15/21 | \$11.77 | Before & After Group Leader | MT-7 |
| Garcia, Robin | 1/03/22 | \$30,000.00 | Apprentice | NS |
| Gutierrez, Heidi | 12/10/21 | \$13.49 | ID Paraprofessional | IS-10 |
| Handsel, Jen | 1/10/22 | \$30,000.00 | Apprentice | NS |
| Kight, Crystal | 1/05/22 | \$30,000.00 | Apprentice | NS |
| Kummers, Hillary | 1/05/22 | \$11.55 | Teacher Assistant | IS-6 |
| Lee, Kantreca | 11/29/21 | \$12.99 | Bus Driver | MT-7 |
| Love, Rose | 1/04/22 | \$10.27 | Cafeteria Assistant | MT-1 |
| McVicker, Kimberley | 1/03/22 | \$30,000.00 | Apprentice | NS |
| Merchant, Joni | 1/04/22 | \$13.08 | Teacher Assistant | IS-6 |
| Muzika, Joseph | 1/13/22 | \$42,200.00 | Teacher | B-5 |
| Narvaez, Meagan | 12/13/21 | \$9.82 | Teacher Assistant | IS-3 |
| Orcutt, Deborah | 1/24/22 | \$11.38 | Evening Custodian | MT-3 |
| Orland, Rebecca | 1/04/22 | \$41,410.00 | Teacher | B-1 |
| Parks, Tiffany | 12/17/21 | \$30,000.00 | Apprentice | NS |
| Rainey, Michaela | 1/10/22 | \$11.55 | Teacher Assistant | IS-6 |
| Ramirez, Jenny | 1/06/22 | \$9.82 | Teacher Assistant | IS-3 |
| Rollins, Michael | 1/18/22 | \$30,000.00 | Apprentice | NS |
| Saucedo, Erika | 12/13/21 | \$10.31 | Attendance Facilitator | CA-3 |
| Smith, Emily | 1/03/22 | \$41,410.00 | Teacher | M-1 |
| Smith, Khyli | 1/06/22 | \$30,000.00 | Apprentice | NS |
| Smith, Rebecca | 1/05/22 | \$9.82 | Teacher Assistant | IS-3 |
| Smith, Shamaia | 12/13/21 | \$11.90 | Teacher Assistant | IS-6 |
| Thorne, Teresa | 1/10/22 | \$63,285.00 | School Psychometrist | M30-32 |
| Trapp, Kathryn | 12/13/21 | \$13.79 | Principal's Secretary | CA-10 |
| Westerman, Jennifer | 1/12/22 | \$13.08 | Paraprofessional | IS-6 |
| Whitman, Samuel | 1/10/22 | \$46,574.00 | Teacher | B-13 |
| Woodard, Timothy | 1/04/22 | \$30,000.00 | Apprentice | NS |
| Wright, Jace | 8/12/21 | \$40,000.00 | Teacher | B-0 |

ADJUSTMENTS

| Name | Effective Date | Contract Amount | Current Position | Proposed Position | Grade or Degree and Step |
|-------------------------|-----------------------|------------------------|-------------------------------------|---------------------------------|---------------------------------|
| Anderson, Ashlie | 12/08/21 | \$26,676.00 | Asst Cafeteria Mgr | Cafeteria Manager | BG-A |
| Argumedo, Blanca | 12/15/21 | \$13.40 | Head Custodian | Assistant Head Custodian | MT-8 |
| Armour, Wanda | 1/03/22 | \$44,000.00 | Apprentice | Family Engagement Cord | BG-5 |
| Barrios-Galindo, Silbic | 12/06/21 | \$12.66 | Head Custodian | Unassigned Custodian | MT-3 |
| Carl, Teena | 12/02/21 | \$45,200.00 | Teacher | Teacher | M-7 |
| Clary, Madison | 1/03/22 | \$30,000.00 | | Apprentice | NS |
| Covey, Eric | 12/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Dyer, Bria | 1/03/22 | \$30,000.00 | Teacher | Apprentice | NS |
| Goff, TeJaJuana | 12/13/21 | \$12.95 | Principal Secretary | Principal Secretary | CA-10 |
| Gonzalez-Pardo, Miguel | 1/03/22 | \$30,000.00 | Teacher Assistant | Apprentice | NS |
| Grosso, Samuel | 11/01/21 | \$41,745.00 | Apprentice | Teacher | B-4 |
| Harper, Milton | 9/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Holland, Sarah | 1/03/22 | \$47,575.00 | Teacher | Psychometrist | M-12 |
| Irwin, Jill | 8/12/21 | \$41,820.00 | Teacher | Teacher | M-2 |
| Kester, Adam | 12/20/21 | \$50,000.00 | Parent Involvement Facilitator | School Based Program Mgr | BG-6 |
| Lee, Kaitlyn | 8/12/21 | \$41,745.00 | Librarian | Librarian | M-4 |
| Lynn, Laci | 8/12/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Miller, Larry | 11/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Ousley-Brown, Jalan | 9/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Pierce, Alphonzo | 12/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Pollard, Heather | 9/13/21 | \$11.81 | Teacher Assistant | Teacher Assistant | IS-6 |
| Smith, Kristie | 1/07/22 | \$17.89 | Before & After Care Site Supervisor | Before & After Site Coordinator | MT-16 |
| Steichen, Madalene | 8/12/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Street, Elizabeth | 8/12/21 | \$43,500.00 | Apprentice | Teacher | D-0 |
| Taylor, Charles | 1/03/22 | \$27.73 | Master Craftsperson | Foreperson Operations Fleet | MT-18 |
| Taylor, Delra | 12/13/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Teter, Joseph | 8/12/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Thomas, Breonna | 1/3/22 | \$13.49 | Cafeteria Assistant | 1:1 Autism Paraprofessional | IS-10 |
| Vivar, Violet | 12/13/21 | \$16.28 | Parent Involvement Facilitator | Desktop Support Analyst | TS-9 |
| Wagner, Daniel | 8/12/21 | \$41,000.00 | Apprentice | Teacher | M-0 |
| Widdoes, Racheal | 11/01/21 | \$40,000.00 | Apprentice | Teacher | B-0 |
| Wilson Eller, Carrie | 1/03/22 | \$30,000.00 | Teacher Assistant | Apprentice | NS |

SEPARATIONS

| Name | Effective Date | Position |
|-----------------------------|-----------------------|---------------------------------------|
| Archie, Anthony | 1/04/22 | Teacher |
| Artis, Eric | 12/17/21 | Leadership Instructor |
| Avington, Patricia | 1/05/22 | Before and After Care Group Leader |
| Baker, Junegrid | 12/07/21 | Teacher |
| Barron, Robert | 12/17/21 | Teacher |
| Benedik, Jeremy | 1/12/22 | Associate Application Developer |
| Basteri, David | 1/14/22 | 1:1 Paraprofessional |
| Christian, Grant | 11/24/21 | Senior Financial Analyst |
| Cline, Edgar | 1/03/22 | Master Craftsperson |
| Collier, Robert | 12/17/21 | Teacher |
| Cox, Jake | 12/17/21 | Teacher |
| Davis, Teresa | 1/31/22 | Teacher |
| De La Vega-Nolte, Alejandra | 12/17/21 | Teacher |
| Estes, Miriam | 12/15/21 | Teacher |
| Fernandez, Ruth | 12/15/21 | Teacher |
| Forehand, Clydia | 8/25/21 | Teacher |
| Foster, Tamara | 12/17/21 | Teacher |
| Hall, Elizabeth | 1/07/22 | Network Social Services Manager |
| Haverkamp, Timothy | 12/17/21 | Teacher |
| Hickerson, Robin | 12/17/21 | Teacher |
| Horn, Brittani | 9/14/21 | Autism Paraprofessional |
| Horn, Helen | 12/31/21 | Principal's Secretary |
| Huffer, Madison | 1/11/22 | Teacher |
| Huynh, Xuan | 1/07/22 | Global Education Exchange Coordinator |
| Ibarra, Maria | 12/14/21 | Evening Custodian |
| Jackson, Kenneth | 1/04/22 | Teacher |
| Johnson, Sherron | 1/05/22 | Parent Involvement Facilitator |
| Jones, Leari Jenee | 12/17/21 | Teacher |
| Jones, Nichole | 12/15/21 | Teacher |
| Jones, Tyrone | 11/17/21 | Bus Driver |
| Lair, Amanda | 12/17/21 | Teacher |
| Letbetter, Doretta | 12/01/21 | Teacher |
| Love, Cordell | 12/17/21 | Paraprofessional |
| McFarland, Chesli | 12/17/21 | Teacher |
| Mileur, Catherine | 1/07/22 | Instructional Mentor |
| Miller, Molly | 12/17/21 | Teacher |
| Nalamothu, Rasagna | 1/05/22 | Teacher |
| Naranjo Santana, Jessy | 12/13/21 | Cafeteria Assistant |
| Navitskaya, Veronika | 12/17/21 | Teacher |
| Nelson, Tamey | 12/10/21 | Counselor |
| Parks, Tiffany | 1/05/22 | Apprentice |
| Parnell, Hannah | 12/17/21 | Teacher |
| Peitzmeier, Katie | 12/17/21 | Teacher |
| Peterson, Zabulon | 1/07/22 | Teacher |
| Postier, Robin | 12/22/21 | Assistant Principal |
| Renfrow, George | 12/17/21 | Teacher |
| Ross, Phyllis | 12/31/21 | Before and After Care Group Leader |
| Siddiqi, Bazla | 12/17/21 | Teacher Assistant |
| Smith, Julie | 1/07/22 | Assistant Principal |
| Smith, Shanta | 1/03/22 | Health Assistant |
| Soto, Alondra | 1/03/22 | Assistant Head Custodian |

| | | |
|--------------------|----------|---|
| Stewart, Shamiah | 12/17/21 | Teacher |
| Sturtevant, Taylor | 12/17/21 | Teacher |
| Tiggs, Brianna | 12/17/21 | Teacher |
| Tucker, Paul | 12/17/21 | Teacher |
| Walz, Elliott | 1/3/22 | Transportation Manager |
| West, Anissia | 2/4/22 | Student Life and Engagement Coordinator |
| White, Gloria | 1/6/22 | Teacher |
| Williams, Kaitlyn | 12/17/21 | Teacher |
| Wright, Kristy | 12/17/21 | Teacher |

SUBSTITUTE AND TEMPORARY ELECTIONS

TUTOR

Harmon, Nicolette
Paschall, Jeana

CUSTODIAN

Johnson, Benjamin
Penilla, Celia

CNS

Hastings, Laura
Lopez, Vanessa

SUBSTITUTES

| | | | |
|-----------------------|-----------------|--------------------|--------------------------|
| Barnett, Alexis | Huffman, David | Prescott, Jessica | Stuart, James Sr |
| Daniels, Keith | Jobin, Carrigan | Presley, Meghan | Swiftbird, Ashley |
| Dunn-Perlton, LaWanda | Keeter, Nicole | Robinson, Jay | Thomas, Dorian |
| DuPont, Jackie | Lang, Rachel | Ross, Michael | Thurman, John |
| Givens, Daychell | Lareau, Hannah | Scire, Jennifer | Tilton, Tarra |
| Graham, Dana | McCartney, Kara | Scott, Elaine | Torres, Michelle Monroig |
| Greses, Susan | McKenna, Robert | Shaw, Clifford III | Ward, Bernadette |
| Hanna, Joshua | Moye, Cordelia | Smith, Arlanda | Wilson, Marquita |
| Hathaway, Pamela | Neely, Janet | Sorrel, James | |
| Higgins, Robin | Payne, Shaune | Stevens, Mikaya | |

ADJUNCT COACH

Edison

Raphael Todd, 8th grade boys' basketball adjunct coach @ \$1,145, December 16, 2021 to May 29, 2022

McLain

Albert Buchanan, assistant volleyball adjunct coach @ \$1,202, December 16, 2021 to May 29, 2022

SUBSTITUTE AND TEMPORARY ELECTIONS – Continued

Webster

Kenneth Jackson, boys' head cross country adjunct coach @ \$588, January 5, 2022 to May 29, 2022

Kenneth Jackson, girls' head cross country adjunct coach @ \$588, January 5, 2022 to May 29, 2022

Kenneth Jackson, boys' head track adjunct coach @ \$1,200, January 5, 2022 to May 29, 2022

Kenneth Jackson, girls' head track adjunct coach @ \$1,200, January 5, 2022 to May 29, 2022

Webster MS

Kenneth Jackson, boys' cross country and track adjunct coach @ \$667.90, January 5, 2022 to May 29, 2022

Kenneth Jackson, girls' cross country and track adjunct coach @ \$667.90, January 5, 2022 to May 29, 2022

Washington

Jorge Sanchez, boys' assistant soccer adjunct coach @ \$1,202, January 13, 2022 to May 29, 2022

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

Edison – Testing Account 529

Pay certified staff member, Rachel Stacy-McAnany, the Collegeboard's \$250 honorarium for large volume testing during the spring 2021 Advanced Placement test administration.

Athletics – School Activity Fund #536

Pay Rogers coaches Matt Beaver and Tomyjo Reider for strength and conditioning coaching during the 2021-2022 school year. Totals not to exceed \$8750.00 for Matt Beaver, and \$3750.00 for Tomyjo Reider. A combined total not to exceed \$12,500.00 to be paid in four payments. The total amount paid could change if COVID 19 interrupts the season schedule. The Will Rogers HS Community Foundation will reimburse the district so there is no cost to the district.

Carver – 81-2227-1000-506810-100-000000-000-07-515

Pay Donna Wiley, Carver support personnel, a stipend not to exceed \$2,639 for serving as the school treasurer in addition to her regular duties as principal's secretary for the 2021-2022 school year.

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

SUPPORTING INFORMATION
ACTION ITEM F.1

TULSA PUBLIC SCHOOLS

Policy 1102

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: December 2021 (pending board approval)

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

SUPPORTING INFORMATION
ACTION ITEM F.2

TULSA PUBLIC SCHOOLS

Policy 1301

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 public notice indicates otherwise. .

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 unless Monday is a legal holiday. 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 by noon on the Friday before the regular Monday

board meeting.

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.
- In order to accommodate any holiday or non-contract day that would interfere with the efficient development and communication of a particular agenda, the superintendent (in coordination with the president and vice president of the board), may alter these deadlines as necessary. In doing so, the new deadlines for that agenda should mirror to the greatest extent possible the sequence and windows for input/response described above while ensuring the posting of the agenda as required by state law.

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. If the person providing public comment uses translation services to communicate with

the board, up to five additional minutes will be provided to the speaker to ensure the use of translation services does not impair the speaker's ability to provide their comments. Time will be counted separately if the person is providing both agenda-related comments and Citizen's Comments.

The Board President may interrupt and terminate any presentation not deemed to be in accordance with the guidelines set out by this policy, for example if the person providing comments uses profanity or other abusive language against board members, or if the speaker attempts to present comments regarding an issue in a pending lawsuit. The relevant guidelines are described below and outlined on the paper and electronic forms the public completes when signing up to speak. 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;
- A complaint against individual employee(s);
- An employee disciplinary action including suspension or termination;
- A pending pupil disciplinary action including suspension or appeal that may reach the Board.

The individual dignity of Board members, District employees, students, and members of the public must be respected by all speakers. Board members, employees, students, 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