

**MINUTES OF THE REGULAR MEETING
BOARD OF EDUCATION
UNION SCHOOL DISTRICT
Tulsa, Oklahoma
March 6, 2023**

The Union Board of Education met in regular session on Monday, March 6, 2023, at 7:00 p.m. in the Board Room of the Union Education Service Center pursuant to written notice given to the County Clerk of Tulsa County by the fifteenth day of December 2022 as required by Title 25, Oklahoma Statutes, 301-314. The time, place and agenda of this meeting were posted in prominent public view at the location of this meeting at least 24 hours in advance excluding Saturdays, Sundays, and holidays.

- CALL TO ORDER** The meeting was called to order at 7:01 p.m. by Ken Kinnear, president.
- FLAG SALUTE** The flag salute was led by Ken Kinnear, president.
- MEMBERS PRESENT** Mr. Ken Kinnear, Ms. Heather McAdams, Ms. Stacey Roerman, Mr. Joey Reyes
- MEMBERS ABSENT** Dr. Chris McNeil
- OTHERS PRESENT** Superintendent Dr. Kirt Hartzler, Chief Financial Officer Dr. Trish Williams, Associate Superintendent Charlie Bushyhead, Chief Communications Officer Chris Payne, Assistant Superintendent Sandi Calvin, Assistant Superintendent John Federline, Executive Director of Human Resources Jay Loegering, Senior Executive Director of Research-Design-Assessment Todd Nelson, Executive Director of Secondary Education Dr. Kenneth Moore, Executive Director of Elementary Education Theresa Kiger, Executive Director of Instructional Technology Gart Morris, Director of Safety & Security Ty Wardlow, Director of Purchasing & Supply Management David Young, and others.
- ADOPTION OF THE AGENDA** Ms. Roerman moved the Board approve the agenda as posted. Mr. Reyes seconded the motion.
Vote: Joey Reyes – aye, Stacey Roerman – aye, Heather McAdams – aye, Ken Kinnear – aye
All voted aye – motion carried.
The agenda was adopted as posted.
- CONSENT AGENDA** Ms. Roerman moved for approval of items on the consent agenda as follows:
- Minutes of the February 13, 2023 regular board meeting and Minutes of the February 20, 2023 special board meeting;
 - Out of State travel requests for the following:

- 8th Grade Band to Kansas City, MO – May5-6, 2023;
- 9-12th Native American students to Lawrence, KS – Apr. 26, 2023;
- HS Choir to Galveston, TX – May 3-6,2023;
- Girls Wrestling to Denton, TX – Mar. 9, 2023;
- Facilities use license agreements and authorize Senior Facilities Manager Art Churchill to execute the agreements;
- New Event Services Agreement with Special Event Services, LLC for event staff services for the remainder of the 2022-2023 school year, and authorize the Superintendent or designee to execute the agreement;
- Contract with the Union Band Parents Club, Inc., for operation of UMAC concessions during the remainder of the 2022-2023 SY, and authorize the Superintendent or designee to sign the contract;
- Professional Development Agreement with Connected Kids for Jarman Elementary, in the amount of \$700.00 from Title 1 Professional Development funds, and authorize the Superintendent or designee to execute the agreement;
- Master Memorandum of Understanding and Participating Addendum with Moore Funeral Homes & Crematory for the Career Connect Program, and authorize the Superintendent or designee to execute the agreements;
- Services Agreement with bravEd for professional development training, in the amount of \$11,100.00 from general funds, and authorize the Superintendent or designee to execute the agreement;
- Personnel resignations and terminations of certified and/or support staff for the 2021-2022 and 2022-2023 school years;
- Employment of certified and/or support staff, employment changes, and other payments for the 2022-2023 school year;
- Revisions to the Provisional Pay Table;
- Annual Dropout Report for the 2021-2022 school year;
- Agreement with Post Oak Lodge & Retreat for the annual Union Administrator's Retreat on June 22, 2023 in the amount of \$8,181.25 from activity funds, and authorized the Superintendent or designee to execute the agreement;
- Monetary donations;
- Declaration of equipment as surplus and authorize disposal of same through donation, Natural Evolution, Inc., or surplus auction;
- Change Order No. 5 with Magnum Construction, in the amount of \$8,629.76 from bond funds, for the Innovation Lab Phase II;
- Approval to reject the bids for the Flooring Replacement at Multiple Sites Project;

- Contract with Bledsoe, Hewett & Gullekson, in the amount of \$3,900.00 from general funds, for the 2023-2024 Estimate of Needs and Temporary Appropriations, and authorize the Chief Financial Officer, Dr. Trish Williams, to sign the engagement letter;
- Applications for School Activity Fund Sanctioning as follows:
 - PTA-Booster Club
- Crowdfunding donations;
- Approval to establish a construction class activity fund;
- Approval of district financial statements and approval to issue, revise, pay, and close encumbrances and claims, PO list #22304415 through #22304901 in the amount of \$2,284,118.81 and final authorization to issue, revise, pay and close encumbrances and claims for all purchase orders issued in FY 2022-2023 and the release of payroll encumbrances.

Mr. Reyes seconded the motion.

Vote: Joey Reyes – aye, Stacey Roemerman – aye, Heather McAdams – aye, Ken Kinnear – aye

All voted aye – motion carried.

USPA REPORT

None.

UCTA REPORT

UCTA Vice-President Deena Churchill stated that UCTA is participating in the OEA civication program and have had 11 members signed up for civication at the Capital. OEA has invited legislators to come to dinner with a question and answer session to follow. UCTA has started their spring membership drive.

HEARINGS AND CORRESPONDENCE

None.

COMMUNICATIONS

None.

COMMENTS FROM THE AUDIENCE REGARDING THE AGENDA

None

BUSINESS AGENDA

UPDATE ON THE DISTRICT'S 5-YEAR STRATEGIC PLAN

Dr. Nelson provided a final update on the 2018-2023 5-year strategic plan. He noted the pandemic was grossly disruptive to nearly all district endeavors, and it has left a wake of loss

and needs across the Union community. In spite of its residual effects, Union has continued to move forward, restoring stability, and resuming growth. Dr. Nelson said nearly all action steps established at the onset of the strategic plan have been implemented, along with a few modifications. A new 5-year plan will be implemented in the coming months.

MEMBER ARRIVAL

Dr. McNeil arrived for the meeting at 7:10 p.m.

CAPACITY LEVELS FOR OPEN TRANSFER

Dr. Nelson recommended the Board approve the capacity levels and the calculated open transfer capacity amounts.

Ms. McAdams moved for approval. Ms. Roemerman seconded the motion.

Vote: Joey Reyes – aye, Stacey Roemerman – aye, Heather McAdams – aye, Chris McNeil – aye, Ken Kinnear – aye

All voted aye – motion carried.

MULTI-JURISDICTIONAL MULTI-HAZARD MITIGATION PLAN

Mr. Wardlow recommended the Board approve a Multi-Jurisdictional Multi-Hazard Mitigation Plan with the City of Broken Arrow, in conjunction with Broken Arrow Public Schools. He noted that if we were to have a major disaster in Broken Arrow or Tulsa (on the Union side), the money from FEMA will open Union to grants and different things that might be needed. The resources could be used for radios, generators or whatever is needed and automatically includes Union in the mix and removes any red tape.

Dr. McNeil moved for approval. Mr. Reyes seconded the motion.

Vote: Joey Reyes – aye, Stacey Roemerman – aye, Heather McAdams – aye, Chris McNeil – aye, Ken Kinnear – aye

All voted aye – motion carried.

UNIFORM GUIDANCE PROCUREMENT PLAN AND PROCEDURES

Mr. Young recommended the Board approve the revisions to the Uniform Guidance Procurement Plan and Procedures.

Ms. McAdams moved for approval. Dr. McNeil seconded the motion.

Vote: Joey Reyes – aye, Stacey Roemerman – aye, Heather McAdams – aye, Chris McNeil – aye, Ken Kinnear – aye

All voted aye – motion carried.

APPLICATION FOR TEMPORARY APPROPRIATIONS

Dr. Williams recommended the Board approve the 2023-2024 Application for Temporary Appropriations for the 2023-2024 fiscal year for the general, building, and child nutrition funds.

Ms. Roemerma moved for approval. Dr. McNeil seconded the motion.

Vote: Joey Reyes – aye, Stacey Roemerma – aye, Heather McAdams – aye, Chris McNeil – aye, Ken Kinnear – aye

All voted aye – motion carried.

NEW BUSINESS

None.

COMMENTS FROM THE AUDIENCE AND BOARD MEMBERS

Ms. Roemerma and Dr. Hartzler congratulated the girls wrestling team winning the 6A state championship. Dr. Hartzler noted that they are waiting on the legislature to work through the many educational laws of this session with the biggest being the amount of funding that will be earmarked for common education.

EXECUTIVE SESSION

Ms. McAdams moved the Board adjourn to Executive Session to discuss the evaluations of the Superintendent and the Chief Financial Officer. Dr. McNeil seconded the motion.

Vote: Joey Reyes – aye, Stacey Roemerma – aye, Heather McAdams – aye, Chris McNeil – aye, Ken Kinnear – aye

All voted aye – motion carried.

The board entered into executive session at 7:21 p.m. to discuss the evaluations of the Superintendent and the Chief Financial Officer as authorized by Okla. Stat. tit. 25, Section 307 (B)(1). Those present in executive session were Ken Kinnear, Heather McAdams, Stacey Roemerma, Dr. Chris McNeil, and Joey Reyes, all Boardmembers; Dr. Kirt Hartzler, Superintendent and Dr. Trish Williams, Chief Financial Officer.

RETURN TO OPEN SESSION

Mr. Kinnear acknowledged that the Board had returned to Open Session at 8:14 p.m.

STATEMENT OF EXECUTIVE SESSION MINUTES

Mr. Kinnear stated that, during Executive Session, the Board discussed only the Superintendent's evaluation and the Chief Financial Officer's evaluation. Those present in executive

session were Stacey Roerman, Ken Kinnear, Heather McAdams, Dr. Chris McNeil and Joey Reyes, all Boardmembers; Dr. Kirt Hartzler, Superintendent and Dr. Trish Williams, Chief Financial Officer.

No decisions were made and no action was taken.

CFO MERIT STIPEND

Ms. Roerman moved that the Board approve a merit stipend not to exceed 7% of base salary per contract to the Chief Financial Officer Dr. Trish Williams. Mr. Reyes seconded the motion.

Vote: Joey Reyes – aye, Stacey Roerman – aye, Heather McAdams – aye, Chris McNeil – aye, Ken Kinnear – aye

All voted aye – motion carried.

SUPERINTENDENT MERIT STIPEND

Ms. Roerman moved that the Board approve a merit stipend not to exceed 7% of base salary per contract to the Superintendent Dr. Kirt Hartzler. Ms. McAdams seconded the motion.

Vote: Joey Reyes – aye, Stacey Roerman – aye, Heather McAdams – aye, Chris McNeil – aye, Ken Kinnear – aye

All voted aye – motion carried.

ADJOURNMENT

Ms. Roerman moved to adjourn the meeting. Mr. Reyes seconded the motion.

Vote: Joey Reyes – aye, Stacey Roerman – aye, Heather McAdams – aye, Ken Kinnear – aye,

All voted aye – motion carried.

The meeting adjourned at 7:15 p.m.

Barbara Swinburne, Board Secretary

Regular Meeting
Board of Education
Union Public Schools

Minutes of the **March 6, 2023**, regular meeting were approved by a majority vote of the Union Board of Education on **April 10, 2023**.



Stacey Roemerman, Clerk
Union Board of Education