

**MINUTES OF THE REGULAR MEETING
BOARD OF EDUCATION
UNION SCHOOL DISTRICT
Tulsa, Oklahoma
December 11, 2023**

The Union Board of Education met in regular session on Monday, December 11, 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 7:00 p.m. by Heather McAdams, President.

FLAG SALUTE

The flag salute was led by Heather McAdams, President.

MEMBERS PRESENT

Ms. Heather McAdams, Ms. Stacey Roemerman, Mr. Joey Reyes, Mr. Ken Kinnear, and Dr. Chris McNeil

MEMBERS ABSENT

None

OTHERS PRESENT

Superintendent Dr. Kirt Hartzler, Deputy Superintendent John Federline, Chief Financial Officer Dr. Trish Williams, Associate Superintendent Charlie Bushyhead, Chief Communications Officer Chris Payne, Assistant Superintendent Sandi Calvin, Executive Director of Human Resources Jay Loegering, Executive Director of Secondary Education Dr. Kenneth Moore, Executive Director of Elementary Education Theresa Kiger, Executive Director of Instructional Technology Gart Morris, Director of Construction Services Fred Isaacs, Director of Operations Dr. Joshua Robinson, Director of Purchasing & Supply David Young and others.

ADOPTION OF THE AGENDA

Ms. McAdams noted that Business Agenda A.1. Annual Audit Report year change from 2023-2024 to 2022-2023.

Ms. Roemerman moved the Board to approve the amended agenda. Mr. Reyes seconded the motion.

Vote: Joey Reyes - aye, Stacey Roemerman - aye, Ken Kinnear - aye; Dr. Chris McNeil - aye, Heather McAdams - aye.

All voted aye - motion carried.

The agenda was adopted as amended.

CONSENT AGENDA

Ms. Roemerman moved for approval of items on the consent agenda as follows:

- Minutes of the November 13, 2023, regular Board Meeting.
- Out of state travel requests for:
 - Union Track Team to Pittsburg, KS – Jan. 6, 2024;
 - Union Track Team to Fayetteville, AR -Jan. 13, 2024;
 - Union Track Team to Lawrence, KS – Jan. 28,2024;
- Facilities use license agreement and authorize Senior Facilities Manager Art Churchill to execute the agreement.
- End User Content Rental License Agreement “Professional License Rider” with Broadway Media, to rent scenic projections for the All-School Musical, in the amount of \$1,795.00 from activity funds and authorize Dr. Matthew McCready, Director of Fine Arts, or designee, to execute the agreement.
- Contract with Union Wrestling Booster Club, Inc. to provide concession workers as needed for the UMAC events, during the 2023-2024 school year, and authorize the Superintendent or designee to execute the contracts.
- Memorandum of Understanding with Northeastern State University, Oklahoma State University, and Oklahoma State University Center for Health Sciences for the Project UPCAST associated activities and to use Union Public Schools as a trainee placement for students in the school psychology and school counseling programs and authorize the Superintendent or designee to execute the agreement.
- Agreement with Prisms to provide training to teachers who use the virtual reality math software and VR devices as a part of classroom instruction, in the amount of \$5,000.00 from federal funds, and authorize the Superintendent or designee to execute the agreement.
- Participating Addendum for previously approved Master Memorandum of Understanding with Tippi Toes Dance, for Community School programs, and authorize the Superintendent or designee to execute the agreement.
- Renewal of the Agreement with Meltwater News Service in the amount of \$2,430.00 from general funds, and authorize the Chief Communications Officer, Chris Payne, to execute the agreement.
- Amendment to the Master Services Agreement with Perfect Commerce, LLC for a two-year extension and renewal of the WebProcure solution in the amount of \$57,950.00 from bond funds and authorize the Superintendent or designee to execute the agreement.
- Agreement with Lance, Soll & Lunghard, LLP for document automation of the annual budget book, in the amount of \$30,000 from bond funds and authorize the Superintendent or designee to execute the agreement.

- Agreement with Post Oak Lodge & Retreat for the annual Union Administrator’s Retreat on June 11, 2024, in the amount of \$8,465.00 from activity funds and authorize the Superintendent or designee to execute the agreement.
- Proposal for Construction Management Services from Nabholz Construction for the 6/7th Grade Center Renovation project and authorize the Superintendent or designee to execute the agreement.
- Master Agreement with Johnson Roof Consulting, LLC for roof consulting services and authorize the Superintendent or designee to execute the agreement.
- Contract with L&M Furniture to allow schools and departments to purchase furniture without requiring additional competitive quotes and/or bids for each project and authorize the Superintendent or designee to execute the agreement.
- Personnel resignations and terminations for the 2021-2022, 2022-2023, and 2023-2024 school years;
- Employment of certified and/or support staff, employment changes, and other payments for the 2023-2024 school year;
- Monetary donations;
- Donation of a new custom-built dining table, 5 chairs and 1 bench seat valued at \$1,015.00 from Green Country Tables to Union Alternative School.
- Declaration of equipment as surplus and authorize disposal of same through donation, Natural Evolution, Inc., or surplus auction.
- Applications for School Activity Fund Sanctioning for:

Jefferson PTA	Freshman Academy PTA
Girl’s Basketball	8 th Grade Center PTA
- Crowdfunding Donations.
- Approval of district financial statements and approval to issue, revise, pay, and close encumbrances and claims, PO list #22403300 through #22403763 in the amount of \$2,012,410.11, supplemental PO list #22403764 through #22403855 in the amount of \$270,742.10 and the release of payroll encumbrances.

Mr. McNeil seconded the motion.

Vote: Joey Reyes - aye, Stacey Roerman - aye, Ken Kinnear - aye; Dr. Chris McNeil - aye, Heather McAdams - aye.

All voted aye - motion carried.

USPA REPORT

USPA President Brandon Morgan reported that USPA is still growing in numbers. They will begin implementing the building representatives.

UCTA REPORT

UCTA President Kerri Gunter reported that UCTA hosted a social event for their members and are currently planning another one for the Spring.

**HEARINGS AND
CORRESPONDENCE**

None

COMMUNICATIONS

None

**COMMENTS FROM THE
AUDIENCE REGARDING
THE AGENDA**

None

BUSINESS AGENDA

**PRESENTATION OF
THE ANNUAL AUDIT
REPORT BY RSM US, LLP**

Mr. Kinnear recommended the Board approve the 2022-2023 Annual Audit Report.
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.

**SCHOOL BOARD
MEETING CALENDAR**

Dr. Hartzler recommended the Board approve the School Board meeting calendar for 2024.
Mr. Kinnear 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.

**BOARD POLICY REVISIONS
AS RECOMMENDED**

Dr. Hartzler recommended the Board approve the Board Policy revisions as recommended.
Ms. Roemerman 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.

**CAPACITY LEVELS AND
CALCULATED OPEN
TRANSFER CAPACITY
AMOUNTS**

Kelly Brassfield, Director of Enrollment, recommended the Board approve the capacity levels and the calculated transfer capacity amounts.

Mr. Kinnear 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.

**2023-2024 EARLY RETIREMENT
INCENTIVE (ERI) PROGRAM
FOR CERTIFIED,
ADMINISTRATIVE AND
SUPPORT EMPLOYEES**

Mr. Loegering, Executive Director of Human Resources, recommended the Board approve the 2023-2024 Early Retirement Incentive (ERI) program for certified, administrative and support employees.

Ms. Roemerman 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.

**PURCHASE OF A
14 PASSENGER LIFT BUS**

Mr. Bushyhead, Associate Superintendent, recommended the Board approve the purchase of a 14 Passenger Lift Bus from Holt Truck Centers, in the amount of \$129,212.00 from bond funds.

Ms. Roemerman 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.

ROOF REPLACEMENT

Fred Isaacs, Director of Construction Services, recommended the Board approve the bid for the roof replacement at the Education Service Center and award the contract to Elevated Commercial Services, in the amount of \$717,688.24 from bond funds.

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

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

All voted aye – motion carried.

**CONSTRUCTION
MANAGEMENT SERVICES
FROM FLINTCO, LLC.**

Fred Isaacs, Director of Construction Services, recommended the Board approve the proposal for Construction Management Services from Flintco, LLC for the 8th Grade Center Kitchen Renovation project and to execute the contracts within the Guaranteed Maximum Price (GMP) of \$4,967,132.00 from Child Nutrition funds.

Ms. Roerman moved for approval. 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.

NEW BUSINESS

None.

**COMMENTS FROM THE
AUDIENCE AND BOARD
MEMBERS**

Dr. Hartzler announced that the Varsity boys' basketball team won the Edmond Memorial Tournament. Also, Junior High Highsteppers and Varsity Pom teams won their competitions. Congratulations to them.

ADJOURNMENT

Dr. McNeil moved to adjourn the meeting. 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.

Meeting adjourned at 7:31 p.m.

Michelle Hinkle Board Secretary

Regular Meeting Board
of Education Union
Public Schools

Minutes of the **December 11, 2023** regular meeting were approved by a majority vote of the Union Board of Education on **January 16, 2024**.



Joey Reyes, Clerk
Union Board of Education