

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

**The Union Board of Education met in regular session on Monday, September 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 Roerman, Mr. Joey Reyes, Mr. Ken Kinnear
- MEMBERS ABSENT** Dr. Chris McNeil
- OTHERS PRESENT** Superintendent Dr. Kirt Hartzler, Chief Financial Officer Dr. Trish Williams; Associate Superintendent Charlie Bushyhead, Deputy Superintendent John Federline, Chief Communications Officer Chris Payne, Assistant Superintendent Sandi Calvin, Executive Director of Human Resources Jay Loegering, Senior Executive Director of Secondary Education Dr. Kenneth Moore, Executive Director of Elementary Education Theresa Kiger, Executive Director of Instructional Technology Gart Morris, Director of Operations Dr. Josh Robinson, Director of Construction Services Fred Isaacs, and others.
- ADOPTION OF THE AGENDA** Mr. Kinnear moved the Board approve the agenda. Mr. Reyes seconded the motion.
- Vote: Joey Reyes – aye, Ken Kinnear – aye, Stacey Roerman – aye; Heather McAdams - 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 August 14, 2023 regular board meeting;
  - Out of state travel requests for:
    - Cross Country to Fayetteville, AR – Sept. 30, 2023;
    - Band to Orlando, FL – Dec. 2023-Jan. 4, 2024

- HS Renegade Regiment – Indianapolis, IN – October 20-22, 2023;
- Facilities use license agreements and authorize Senior Facilities Manager Art Churchill to execute the agreements;
- Advertising Agreements with Grubbs Family of Dealerships and Airco Service Inc., for advertising privileges in and around Tuttle Stadium for the 2023-2024 school years, and authorize the Superintendent or designee to execute the agreements;
- Contract with Music Theatre International (MTI) for the middle school musical, in the amount of \$1,385.00 from activity funds, and authorize the Superintendent or designee to execute the agreement;
- Professional Services Transportation Contract with Metroplaitan Tulsa Transit to provide training opportunities for students in the Union Education & Family Literacty program during the 23-24 school year, and authorize the Superintendent or designee to execute the agreement;
- Agreement with OSU-Tulsa to rent space for UHS seniors to take part in the "Beyond U" senior conference, in the amount of \$1,550.00 from grant funds, and authorize the Superintendent or designee to execute the agreement;
- Venue Rental and Use Agreement with Discovery Lab for a Family Steam Night for Boevers Elementary, and authorize the Superintendent or designee to execute the agreement;
- Partnership Agreement with Procure for software for the "Nest" at Rosa Parks Early Childhood Center, and authorize the Superintendent or designee to execute the agreement;
- Renewal agreement with Edmentum for Exact Path software, in the amount of \$70,243.10 from ESSER funds, and authorize the Superintendent or designee to execute the agreement;
- Memorandum of Understanding with Goodwill Industries of Tulsa for students with disabilities and authorize the Director of Special Services, Lindsay Smith and the Superintendent or designee to execute the agreement;
- Professional Development Agreement with The Institute for Childhood Education-Connect Kids for Roy Clark Elementary, in the amount of \$1,000.00 from Title 1 funds, and authorize the Superintendent or designee to execute the agreement;
- Renewal of Agreement with Getty Images for online access to high-quality clipart, photographic images, and audio/music clips, in the amount of \$4,400.00 from general funds, and authorize the Chief Communications Officer Chris Payne to digitally sign the agreement;

- Memorandum of Understanding with the University of Oklahoma for student teachers, and authorize the Superintendent or designee to execute the agreement;
- Affiliation Agreement with Keith and Associates Distance Dietetic Internship (KADDI) for child nutrition student interns, and authorize the Superintendent or designee to execute the agreement;
- Master Memoranda of Understanding and Participating Addenda with Kang's Taekwondo, James Holmaas, Kidvation Global, Inc., Hurd Family Studio, Church 3434, Gaining Ground, Tulsa Metropolitan Environmental Trust, Tulsa Symphony Orchestra, Humble Warrior Collective, Tippi Toes, Senior Star at Burgundy Place, Tulsa Zoo, Casa de la Cultura, Tulsa Changemakers, Tulsa Debate League, Tulsa Regional STEM Alliance, Tulsa Youth Rowing Association, Soccer Shots Tulsa, Blanca Jahaziel Hiriart Lozoya, and Global Gardens for Community School programs, and authorize the Superintendent or designee to execute the agreements;
- Master Memoranda of Understanding and Participating Addenda with Anthem Realty, Aspen Ridge, XO Event Co., The Lawyers of Kendal Whittier, Moore Funeral Homes, L&M Office Furniture, Bent Arrow Vet Clinic and St. Francis Health System for the Career Connect Program, and authorize the Superintendent or designee to execute the agreements;
- Customer Service Agreement with UniFirst for uniforms for transportation/grounds department mechanics, and authorize the Superintendent or designee to execute the agreement;
- General Staffing Agreement with Tulsa's Green Country Staffing to provide assistance finding staff for hard to fill positions and authorize Jay Loegering, Executive Director of Human Resources to execute the associated agreement and to make payment pursuant to Board authorization;
- Agreement with Segue for the Employee Assistance Program, effective January 1, 2024, and authorize Jay Loegering, Executive Director of Human Resources to sign the agreement and initiate payments under the agreement;
- Renewal of the two Community Care of Oklahoma (CCOK) HMO, Inc. retiree/Medicare Supplement HMO health plans for January 1, 2024 - December 31, 2024, and authorize the Executive Director of Human Resources to sign the agreement and forward payments due under the agreement;
- Annual Renewal Contract Letter for the continuation of 403(B) through Aspire and 457 through TIAA, and authorize the Executive Director of Human Resources to

execute the agreement and any associated agreements with selected vendors, (as well as information-sharing agreements with de-selected vendors, as necessary) and make payments under the approved agreements.

- Personnel resignations and terminations of certified and support staff for the 2022-2023 and 2023-2024 school years;
- Employment of certified and/or support staff, employment changes, and other payments for the 2022-2023 and 2023-2024 school years;
- Monetary donations;
- Declaration of equipment as surplus and authorize disposal of same through donation, Natural Evolution, Inc., or surplus auction;
- Deduct Amendment No. 1 with Dewberry Architects, in the amount of (\$49,108.81) for the High School Remodel and Expansion and authorize the Superintendent or designee to execute the amendment;
- Change order No. 1 with Inside Out Concrete, in the amount of \$11,608.00 for the Freezer/Cooler Replacement at Andersen and Cedar Ridge;
- Change order No. 1 with Dunham's Asphalt Services, in the amount of \$38,148.00 for the District Wide Pavement Replacement and Seacoat Project;
- New Activity Fund Subaccount;
- Crowdfunding donations;
- Resolution authorizing the CFO/Director of Treasury and Financial Reporting/Director of Accounting to issue, transfer and purchase non-payable warrants and/or investments as necessary during the 2023-2024 fiscal year to pay the District's current obligations, including payroll, on a timely basis and to purchase said warrants as investments from other District funds and investments;
- Approval of district financial statements and approval to issue, revise, pay, and close encumbrances and claims, PO list #22401538 through #22402159 in the amount of \$3,088,331.43, supplemental PO list #22402160 through #22402330 in the amount of \$313,850.66 and the release of payroll encumbrances.

Mr. Reyes seconded the motion.

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

All voted aye – motion carried.

## **USPA REPORT**

## **UCTA REPORT**

None

UCTA President Kerri Gunter reported that teachers appreciated seeing the Board at the schools at the beginning of

the school year. The UCTA Executive Committee has been busy updating their membership. They are also starting a campaign with OEA to change some members from payroll deduct to auto pay and appreciate Payroll working with them.

**HEARINGS AND  
CORRESPONDENCE**

None.

**COMMUNICATIONS**

None.

**COMMENTS FROM THE  
AUDIENCE REGARDING  
THE AGENDA**

None

**BUSINESS AGENDA**

**COLLEGE REMEDIATION  
RATES**

Dr. Moore presented to the Board the Remediation Report from the Oklahoma State Regents for Higher Education.

**2023-2024 PROFESSIONAL  
DEVELOPMENT BUDGET  
AND PLAN**

Chasity Gray, Director of Professional Learning, recommended the Board approve the 2023-2024 Professional Development Plan and Budget.

Ms. Roerman moved for approval. Mr. Kinnear seconded the motion.

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

All voted aye – motion carried.

**UNION PPO EMPLOYEES  
CLINIC SERVICES**

Mr. Loegering recommended the Board approve the fourth renewal agreement with CareATC to provide national shared site clinic services to Union PPO employees.

Mr. Kinnear moved for approval. Mr. Reyes seconded the motion.

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

All voted aye – motion carried.

**INSURANCE MANAGEMENT  
SERVICES**

Mr. Loegering recommended the Board approve an agreement for insurance management services with Rooney Insurance Agency, for employee benefit consulting services beginning January 1, 2024, and authorize Jay Loegering, Executive Director of Human Resources to execute the agreement and authorize payments pursuant to this agreement.

Mr. Kinnear moved for approval. Mr. Reyes seconded the motion.

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

All voted aye – motion carried.

## **EMPLOYEE HEALTH PLAN**

Mr. Loegering recommended the Board approve the administrative services agreement with United Health Care (UMR) to become the health plan third party administrator, approval of the monthly premium rates for employee/retiree, Board members, and COBRA participants for the District's self-insured PPO Medical Indemnity Plans and to approve the plans, plan changes, other coverages, and administrative services, including all associated agreements/contracts, effective January 1, 2024 and authorize the Executive Director of Human Resources, as the Superintendent's designee, to sign the associated contracts and authorize the issuance of P.O.'s and payment thereof.

Mr. Kinnear moved for approval. Mr. Reyes seconded the motion.

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

All voted aye – motion carried.

## **UMAC LIGHTING AND AUDIO IMPROVEMENTS**

Dr. Robinson recommended the Board approve the bid for the UMAC Lighting and Audio Improvements and award the contract to TMG Systems, Inc., in the amount of \$1,020,000.00 from bond funds.

Mr. Kinnear moved for approval. Mr. Reyes seconded the motion.

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

All voted aye – motion carried.

## **ESTIMATE OF NEEDS**

Dr. Williams recommended the Board approve the Estimate of Needs document for the 2023-2024 fiscal year as required by state law for submission to the County Excise Board, and authorize the Board president to sign the final document.

Mr. Kinnear moved for approval. Ms. Roerman seconded the motion.

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

All voted aye – motion carried.

## **OPERATIONAL BUDGETS**

Dr. Williams recommended the Board approve the General, Building, and Child Nutrition Fund operational budgets for the 2023-2024 fiscal year as outlined on the Statements of Revenues, Expenditures, and Fund Balances.

Mr. Kinnear moved for approval. Mr. Reyes seconded the motion.

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

All voted aye – motion carried.

## **NEW BUSINESS**

None.

## **COMMENTS FROM THE AUDIENCE AND BOARD MEMBERS**

None

## **EXECUTIVE SESSION**

Ms. Roerman moved the Board adjourn to Executive Session to discuss amendments to the Superintendent and Chief Financial Officer's contracts, previously approved on July 10, 2023, the Deputy Superintendent's contract, previously approved on August 14, 2023 and to discuss terrorism/safety issues. Mr. Kinnear seconded the motion.

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

All voted aye – motion carried.

The Board entered into executive session at 7:42 p.m. pursuant to Okla. Stat. tit. 25, Section 307 (B)(1) and 307(B)(11), to discuss the amendments to the Superintendent and Chief Financial Officer's contracts, previously approved on July 10, 2023, the Deputy Superintendent's contract, previously approved on August 14, 2023 and to discuss terrorism/safety issues. Those present in executive session were Heather McAdams, Stacey Roerman, Joey Reyes, and Ken Kinnear all Board members; Dr. Kirt Hartzler, Superintendent; Dr. Trish Williams, Chief Financial Officer; Dr. John Federline, Deputy Superintendent; Charlie Bushyhead, Associate Superintendent; and Ty Wardlow, Director of Safety & Security.

## **RETURN TO OPEN SESSION**

Ms. McAdams acknowledged that the Board had returned to Open Session at 8:57 p.m.

**STATEMENT OF EXECUTIVE  
SESSION MINUTES**

Ms. McAdams stated that, during Executive Session, the Board discussed amendments to the Superintendent and Chief Financial Officer's contracts, previously approved on July 10, 2023, the Deputy Superintendent's contract, previously approved on August 14, 2023 and to discuss terrorism/safety issues. Those present in executive session for the terrorism/safety issues were Heather McAdams, Stacey Roerman, Joey Reyes, and Ken Kinnear all Board members; Dr. Kirt Hartzler, Superintendent; Dr. Trish Williams, Chief Financial Officer; Dr. John Federline, Deputy Superintendent; Charlie Bushyhead, Associate Superintendent; and Ty Wardlow, Director of Safety & Security. Those present for the contract amendments were Heather McAdams, Stacey Roerman, Joey Reyes, and Ken Kinnear, all Board members; Dr. Kirt Hartzler, Superintendent; Dr. Trish Williams, Chief Financial Officer; Dr. John Federline, Deputy Superintendent;  
No decisions were made and no action was taken.

**CONTRACT AMENDMENTS**

Ms. Roerman moved to approve the amended contracts for the Superintendent, Deputy Superintendent and Chief Financial Officer. Mr. Reyes seconded the motion.  
Vote: Joey Reyes – aye, Ken Kinnear – aye, Stacey Roerman – aye.  
All voted aye – motion carried.

**EMERGENCY PROCEDURES  
GUIDE**

Mr. Bushyhead recommended the Board approve the updated Emergency Procedures Guide.  
Mr. Reyes moved for approval. Mr. Kinnear seconded the motion.  
Vote: Joey Reyes – aye, Ken Kinnear – aye, Stacey Roerman – aye, Heather McAdams – aye.  
All voted aye – motion carried.

**ADJOURNMENT**

Ms. Roerman moved to adjourn the meeting. Mr. Reyes seconded the motion.  
Vote: Joey Reyes – aye, Ken Kinnear – aye, Stacey Roerman – aye, Heather McAdams – aye.  
All voted aye – motion carried.  
The meeting adjourned at 8:59 p.m.

Barbara Swinburne, Board Secretary



Regular Meeting  
Board of Education  
Union Public Schools

Minutes of the **September 11, 2023**, regular meeting were approved by a majority vote of the Union Board of Education on **October 9, 2023**.

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Joeys Reyes, Clerk  
Union Board of Education