



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **February 19, 2019**, 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. Requests to comment must be made by submitting a completed form for each topic. Forms are available from the Board Clerk 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.

A. OPENING EXERCISES

- A.1. Call to order and confirm that a quorum of the Board is present.
- A.2. Flag salute led by the Memorial High School JROTC under the direction of Colonel Greg Barrack.
- A.3. Remind those wishing to address the Board, sign with the clerk -- 5-minute limit.
- A.4. Motion and vote to adopt the agenda.

B. RECOGNITION OF VISITORS

C. SPECIAL PRESENTATIONS/AWARDS/RESOLUTIONS

D. SWEARING IN OF BOARD MEMBERS

- D.1. The Board President will read a statement concerning the election of a board member to represent School Board District Number Two.
- D.2. The school district's attorney will administer the oath of office to the newly elected board member for School Board District Number Two.
- D.3. The Board President will read a statement concerning the appointment of a board member to represent School Board District Number Five.
- D.4. The school district's attorney will administer the oath of office to the newly appointed board member for School Board District Number Five.

E. CONSENT AGENDA - Motion and vote on recommendation.

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

G. INFORMATION AGENDA

H. STAFF REPORTS

I. BOARD MEMBER REPORTS AND CONCERNS

J. CITIZENS' COMMENTS

K. SUPERINTENDENT'S REPORTS/PRESENTATIONS

L. OTHER NONROUTINE ITEMS REQUIRING BOARD ACTION

L.1. Motion, second, discussion and vote on motion to go into executive session to discuss the employment and evaluation of Dr. Deborah Gist as Superintendent of Schools as authorized by Title 25, Section 307.B.1 of the Oklahoma Statutes.

L.2. Executive session.

L.3. Motion, second, discussion and vote on motion to acknowledge return to open session.

L.4. Board President's statement of the minutes of the executive session.

M. NEW BUSINESS

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

N. ANNOUNCEMENTS

The next regular scheduled meeting of the Board of Education will be held on Monday, March 11, 2019, at 6:30 p.m. in the Cheryl Selman Room, at the Education Service Center, 3027 South New Haven Avenue, Tulsa, Oklahoma.

O. MOTION AND VOTE TO ADJOURN

E. CONSENT AGENDA - Motion and vote on recommendations

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

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 a contract with HealthOne Connect to provide technical assistance, training, and replication of its community-based doula home visiting model for the district through Strong Tomorrows.

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: \$66,956

FUND NAME/ACCOUNT: Grant Fund, 11-0264-2573-503600-000-000000-000-05-020-0264

REQUISITION/CONTRACT: 11908825

RATIONALE: Community-based doula programs provide extended, intensive near-peer support throughout pregnancy, delivery, and the early postpartum period. They are a mitigating factor for maternal mortality and for many other risks to birthing families, particularly in low income communities.

E.3. RECOMMENDATION: Enter into an agreement with Picture Perfect Mirror Photo Booth, Tulsa, Oklahoma, to provide picture perfect photos at Booker T. Washington's senior prom on April 6, 2019.

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 \$630

FUND NAME/ACCOUNT: Booker T. Washington High School Activity Fund #868

RATIONALE: The Picture Perfect Mirror Photo Booth is a uniquely elegant spin on a traditional photo booth. It is an open, interactive touch screen mirror that gives guests a fun photo booth experience, and guests aren't confined to a small box to take a photo. This photo booth will be perfect for seniors and their guests as they create keepsakes during the senior prom.

E.4. RECOMMENDATION: Enter into an agreement with the Oklahoma Department of Wildlife Conservation (ODWC), Oklahoma City, Oklahoma, to receive a grant for outdoor education for Thoreau Demonstration Academy, February 6, 2019, through June 30, 2019.

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 total project cost, unless otherwise amended, shall be set at \$6,285 to \$6,535, of which the party of the first part will be paid through Wildlife Restoration Grants Program. The remainder of the total cost will be contributed by the party of the second part as matching funds.

FUND NAME/ACCOUNT: Thoreau Demonstration Academy Activity Fund #519

REQUISITION/CONTRACT: 61902149

RATIONALE: This grant, in combination with a \$1,000.00 grant from the National Archery in Schools Program (NASP), will provide all necessary supplies for Thoreau to offer archery and outdoor activities, such as fishing and bow fishing, to interested students. In addition to bringing the outdoors to students, this program introduces a variety of scientific principles and lessons into the curriculum. The program would be a vital instrument to connect classroom principles to everyday life experiences.

- E.5. RECOMMENDATION:** Enter into a contract with the Tulsa University Allen Chapman Activity Center to host Will Rogers High School's JROTC Military Ball on April 27, 2019.

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: Rogers College High School Activity Fund #564

RATIONALE: The Military Ball is an annual event that recognizes the achievements of cadets and the JROTC program.

- E.6. RECOMMENDATION:** Enter into a contract with Expo Square Pavilion, Tulsa, Oklahoma, for the 2019 commencement exercises to be held on May 15, 16, 17, and 18, 2019.

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 \$25,000

FUND NAME/ACCOUNT: General Fund, 11-0071-2199-50-4400-000-000000-000-16-076

REQUISITION/CONTRACT: 11908972

RATIONALE: Graduation is an annual event to celebrate the success of the district's high school seniors. Rental of the above-named facility and other expenses involved in the 2019 ceremonies are included in the contract.

- E.7. RECOMMENDATION:** Extend the City Year agreement approved on the June 18, 2018, agenda, item E-2, to expand the scope of services provided at certain district schools from the date of execution through June 30, 2019, to support 1) increased

attendance work based upon specific school-based action planning, 2) increased tutoring support focused upon assessment preparation and targeted tutoring, and 3) increased parental engagement efforts to supplement parent-teacher conferences and follow-up.

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 \$226,812

FUND NAME/ACCOUNT: Grant Fund, 11-5118-1000-503200-494-000000-000-55-XXX-5118

REQUISITION/CONTRACT: 11909506

RATIONALE: City Year provides personnel dedicated to supporting students whose behaviors reflect a growing disengagement from school, their teachers, and schoolmates by leading structured group activities that are designed to increase the number of positive interactions students have at the whole school, whole class, and small group levels. It also provides explicit behavior supports to individuals identified as at-risk by school leaders. City Year is supporting ten schools during the 2018-2019 school year. This expansion responds to additional supports driven by school-level goal setting and monitoring. The schools served include Eugene Field, Kendall-Whittier, and Sequoyah elementary schools; Webster, Rogers, and Hale junior high schools; McLain 8th Grade; and Webster, McLain, and Hale high schools.

TALENT MANAGEMENT

E.8. **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 the length of effective date of contract.

INFORMATION AND ANALYTICS

E.9. **RECOMMENDATION:** Enter into a contract with Presidio Corporation, Greenbelt, Maryland, as the result of request for proposal 19004 issued by the district, to upgrade the district-wide wireless network infrastructure.

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 \$7 million

FUND NAME/ACCOUNT: Bond Fund, applicable accounts

RATIONALE: This project will replace aging wireless network infrastructure in support of the current and future technology needs of the district. The current wireless infrastructure is 5 years old. If approved, E-Rate will provide discounts of approximately 85 percent on eligible expenses up to \$3.1 million.

- E.10.** RECOMMENDATION: Extend the agreement with Thoughtbot, Inc., Boston, MA through June 30, 2019, for consulting and technical expertise regarding data dashboard development.

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 \$200,000

FUND NAME/ACCOUNT: Grant Fund, applicable accounts

RATIONALE: The number of TPS dashboard users continues to grow and with that comes a demand for more tools and resources to support teachers and school leaders in their work. Partnering with Thoughtbot, Inc., will allow the data team to speed up development of the dashboards, allowing us to build out new features for teachers, support staff, and school leaders faster than our current capacity allows. Thoughtbot's user-centered design approach aligns with the data team's current dashboard development approach. Further, Thoughtbot has produced top quality, user driven applications for hundreds of organizations over the past 12 years, and a partnership will support continued capacity-building for TPS employees to improve their development skills.

- E.11.** RECOMMENDATION: Enter into an agreement with Catalant Technologies, Inc, Boston, MA, to provide expert support to the IT and data teams aimed at improving processes and practices related to information and data governance.

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 \$495,000

FUND NAME/ACCOUNT: Grant Fund, 11-0224-2573-503600-000-000000-000-05-007-0224

REQUISITION/CONTRACT: 11909900

RATIONALE: Catalant Technologies is a leading company in providing hands on, in person support to organizations seeking to improve their data and technology practices. With the rapid advances in technology and ever-changing best practices, it is important for our IT and data team to regularly reassess our practices in search of opportunities for improvement. Industry experts from Catalant will work with individuals and small groups to provide real-time feedback and coaching in addition to providing IT leadership recommendations for improvements to specific processes and practices. This item was submitted on the January 22, 2019, information agenda.

FINANCIAL SERVICES

- E.12.** RECOMMENDATION: Approve the February 1, 2019 - February 14, 2019, 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.13. RECOMMENDATION: Approve sanctioning of the following booster clubs and parent/teacher associations in accordance with Board Policy 5707 for the 2018-2019 fiscal year.

PTAs/PTOs/PTSAs

Bell Elementary PTA
Springdale Stinger PTA (Springdale Elementary)
Hoover Elementary PTA
Mitchell Mustang PTA (Mitchell Elementary)

BOOSTER CLUBS

Carver Middle School Women of Power Booster Club
Central Pom & Dance Booster Club
East Central Soccer Booster Club
Edison Eagles Basketball Club
Edison Lady Eagles Booster Club
BTW Lady Hornets Soccer Parent and Teacher Booster Club, Inc.
BTW Men's Soccer Booster Club
BTWashington HS Orchestra/Jazz Booster Club

COST: No cost to the district

RATIONALE: Sanctioned status provides organizations 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 educational objectives of the district and are beneficial to students under the guidelines established in Board Policy 5707. These organizations submitted required information to support their applications.

BOND PROJECTS AND ENERGY MANAGEMENT

E.14. RECOMMENDATION: Enter into contract with Atwell Roofing Company Inc., the lowest responsible bidder for roof replacements at Unity Learning Academy, Monroe Demonstration & Mark Twain 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 \$1,138,400

FUND NAME/ACCOUNT: Contingent upon the successful sale and receipt of the 2019A bond funds: 34-1260-4720-504500-000-000000-033-12-425-RF009 for Mark Twain, 34-1260-4720-504500-000-000000-023-12-230-RF006 for Unity LA, and 34-1260-4720-504500-000-000000-067-12-563-RF028 for Monroe

REQUISITION/CONTRACT: 41900180 for Mark Twain, 41900181 for Unity, and 41900182 for Monroe demonstration

RATIONALE: Roof improvements are part of the 2015 bond issue.

- E.15.** RECOMMENDATION: Approve Supplement #9 to the master contract with Nabholz Construction Corp., Tulsa, Oklahoma, to provide construction management for the interior renovations at Edison Preparatory 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: Estimated costs of interior renovations are:
Phase I - \$2,000,000 – The project is contingent on 2019A bond funds
Phase II - \$2,500,000 – The project is contingent on 2020A bond funds
The construction manager will be paid 3.50% in management fees and 8.58% on general conditions.
- FUND NAME/ACCOUNT: This project is contingent upon the successful sale and receipt of 2019A & 2020A bond funds.
- RATIONALE: The improvements at Edison Preparatory School are part of the 2015 bond issue. This item was submitted on the January 22, 2019, information agenda.

OPERATIONS

- E.16.** RECOMMENDATION: Amend Item #36 of the June 20, 2016, board agenda to extend the lease agreement with Tulsa Children's Coalition, Inc., Tulsa, Oklahoma, ten (10) years, commencing July 1, 2021, and ending June 30, 2031.
- 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: This will expand early childhood programming for four-year-old students at ECDC Reed. Continued partnership allows the district to meet the needs of all four-year-olds and their families. This item was submitted on the January 22, 2019, information agenda.

GENERAL COUNSEL

- E.17.** RECOMMENDATION: Approve an annual subscription to Thomson Reuter's Westlaw services to allow legal counsel and staff ability to research legal authorities.
- 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 \$6,000
- FUND NAME/ACCOUNT: General Fund, 11-0000-2317-505300-000-000000-000-09-006
- RATIONALE: This online subscription will allow the district's legal team to better serve the district's legal needs by providing them with current and extensive authorities and guidance pertaining to a wide array of legal questions and needs.

F. ACTION AGENDA - Motion and vote on recommendations

TEACHING AND LEARNING

F.1. RECOMMENDATION: Enter into an agreement with SchoolKit Group to assist in the development of supporting content for Core Knowledge Language Arts, college and career-aligned instructional practices, and adult learning aligned to Core Knowledge Language Arts to support implementation of Tulsa Way for Teaching and Learning February 20, 2019, through June 30, 2019.

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: Cost not to exceed \$245,000

FUND NAME/ACCOUNT: Title I, Account (TBD)

RATIONALE: SchoolKit provides professional learning partnerships to school districts that are content and curriculum specific. We are seeking to partner with SchoolKit in our district-wide implementation of Core Knowledge Language Arts (our anchor curriculum for ELA/Literacy grades K-8) to help us assess the current state of instruction of this curriculum across Tulsa Public Schools, to develop a model for professional learning and capacity-building at the school level focused on the curriculum, and to create a set of resources, training, and materials that will bring this model to life. SchoolKit is an ideal partner due to their track record of success in creating flexible, adaptive professional learning models in an array of districts and state agencies that focus on building the curriculum and content knowledge of educators and building internal capacity so that education systems can take on more of the professional learning work over time. Having a responsive partner is vital for us to establish “the Tulsa Way” and meet the needs of Tulsa Public School educators and students.

BOND PROJECTS AND ENERGY MANAGEMENT

F.2. RECOMMENDATION: Board to receive bids for the purchase of \$22,500,000 Combined Purpose General Obligation Bonds, Series 2019A, and motion and vote to award said bonds to the lowest bidder complying with the notice of sale and instructions to bidders.

RATIONALE: At the January 22, 2019, meeting, the Board authorized the advertisement of bids for the District’s \$22,500,000 Combined Purpose General Obligation Bonds, Series 2019A to fund certain improvements to existing school sites and acquisition of classroom learning materials. Consequently, offering documents and other instructions were distributed by the District’s Financial Advisor to interested financial institutions and broker dealers to receive bids at 11:00 a.m. on February 19, 2019. A compilation of the bids received will be presented to the Board at the meeting for consideration and action. The action item would be accepting the lowest rate of interest bid to purchase the Bonds.

F.3. RECOMMENDATION: Board to consider and vote on a resolution providing for the issuance of general obligation bonds in the sum of \$22,500,000 by the School District, authorized at an election duly called and held for such purpose (March 3, 2015); designating the bonds as "Combined Purpose General Obligation Bonds, Series 2019A", providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue.

RATIONALE: The resolution authorizes the issuance of the 2019A Bonds in the amount and for the purpose so indicated and outlines key components related to the Bonds as well as providing for the levy of an annual tax to make principal and interest payments when due. The Bonds will mature on April 1, 2024, reflecting a five-year term. The appropriate action item is passing the resolution authorizing the issuance of the 2019A Bonds.

SUPERINTENDENT OF SCHOOLS

F.4. RECOMMENDATION: Approve the recommendation of the North Tulsa Task Force to create a single, neighborhood middle school to be called Monroe Demonstration Academy effective July 1, 2019, that will serve all sixth through eighth grade students living in the McLain feeder pattern beginning in the 2019-2020 school year. Specifically, if approved, this recommendation will, as of July 1, 2019:

- change the Monroe Demonstration Academy, site 563, from a magnet school to a neighborhood middle school;
- require the use of two buildings—both the current Monroe Demonstration Academy building located at 2010 East 48th Street North, and the building currently called Penn Elementary located at 2138 East 48th Street North;
- close Penn Elementary, site 355, and require the modification of enrollment boundaries at a future board meeting such that students who would have attended Penn Elementary in the 2019-2020 school year will attend Anderson Elementary or Hawthorne Elementary, depending on their residence;
- require the creation of a single middle school enrollment area to be presented at a future board meeting that will encompass all sixth to eighth grade students who live in the following elementary school boundaries: Anderson, Celia Clinton, Gilcrease, Hawthorne, Springdale, Unity Learning Academy, and Whitman; and the seventh and eighth grade students living in the elementary boundary of Sequoyah Elementary School;
- change the grade configuration of the following elementary schools so that they no longer serve sixth grade: Anderson, Celia Clinton, Gilcrease, Hawthorne, Springdale, Unity Learning Academy, and Whitman; and
- close McLain Junior High, site 662.

RATIONALE: On February 4, 2019, the Board of Education resolved to execute the North Tulsa Task Force's recommendation regarding the creation of a new Monroe Demonstration Academy neighborhood middle school serving the McLain Middle School feeder pattern. The task force recommended the creation of a single, neighborhood middle school named Monroe Demonstration Academy, opening in the

2019-2020 school year, to serve the McLain feeder pattern's sixth, seventh, and eighth grade students; and that the site be located on the combined campuses of Penn Elementary and Monroe Demonstration Academy.

G. INFORMATION AGENDA

TALENT MANAGEMENT

G.1. RECOMMENDATION: Approve position creations/deletions.

RATIONALE: Positions to be effective after Board approval unless otherwise indicated. Funding for each new position will originate and be included in applicable department budget.

G.2. RECOMMENDATION: Purchase services from Snickelbox, LLC, for consultative supports related to teacher recruitment, hiring, on-boarding and retention. Services will begin from the date of execution through June 30, 2019.

COST: Not to exceed \$71,240

FUND NAME/ACCOUNT: TBD

REQUISITION/CONTRACT: TBD

RATIONALE: Teacher quality is the number one predictor of student success; however, local and national teacher shortages require changes in how we attract, engage, and develop instructional talent in our schools. Engaging in this partnership with Snickelbox, LLC will allow the district to update and refine talent management practices by building on best practices, developing effective strategies, and leveraging existing technology platforms to recruit and hire a strong and diverse teacher pool in all of our schools.

FINANCIAL SERVICES

G.3. RECOMMENDATION: Accept the Single Audit Reports and Schedule of Expenditures of Federal Awards that includes the independent audit report on compliance with major programs and internal control over compliance, issued by RSM US LLP for the fiscal year ending June 30, 2018.

RATIONALE: In addition to the audit of the District's financial statements (the Comprehensive Annual Financial Report), which the Board of Education accepted at its December 17, 2018, meeting, the District is required by the Single Audit Act and the Uniform Guidance, issued by the Office of Management and Budget, to have an audit of its major federal programs, as defined by the Uniform Guidance. The Single Audit Reports, combined with the Comprehensive Annual Financial Report, comprise the Single Audit Reporting Package that is required to be filed on the Federal Audit Clearinghouse website by the earlier of March 31, 2019, or 30 days after acceptance of the Single Audit Reports by the Board of Education.

BOND PROJECTS AND ENERGY MANAGEMENT

- G.4.** RECOMMENDATION: Enter into contracts with the lowest responsible bidders for the Interior Renovation at Cooper Elementary School.

Building Demolition
Flooring Abatement
Door Assemblies
Finish Flooring
Gypsum Board Assemblies
Painting
Specialty Items
Window Treatments
Plumbing
HVAC
Electrical
Low Voltage

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: In bidding phase - Subcontractor names and amounts will be presented on consent agenda.

FUND NAME/ACCOUNT: Contingent upon the successful sale and receipt of 2019A bond funds

RATIONALE: The improvements at Cooper Elementary School are part of the 2015 bond issue.

- G.5.** RECOMMENDATION: Assign the contracts for Interior Renovations at Cooper Elementary School to Crossland Construction Company, Inc., the construction manager at risk on the project.

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

RATIONALE: The individually awarded contracts will be encumbered as one contract to Crossland Construction Company. This project is part of the 2015 bond issue.

- G.6.** RECOMMENDATION: Approve amendment 14A with Crossland Construction Company, Inc., for the interior renovations at Cooper Elementary School.

Allowances
General Conditions
Management Fees
Reimbursables
Trade Contracts
GMP

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: In bidding phase - Subcontractor names and amounts will be presented on consent agenda.

FUND NAME/ACCOUNT: Contingent upon the successful sale and receipt of 2019A bond funds, 34-1230-4720-504500-000-000000-010-12-158-RN006

REQUISITION/CONTRACT: 41900177

RATIONALE: The interior renovations at Cooper Elementary are part of the 2015 bond issue.

- G.7.** **RECOMMENDATION:** Approve the Memorandum of Understanding with Project Bike Tech. Project Bike Tech will provide a curriculum-based program at Tulsa Met to support a bike repair program. The program will provide a teacher station, five student stations, all tools, and six helmets.

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 \$17,500

FUND NAME/ACCOUNT: Contingent upon the successful sale and receipt of 2019A bond funds

RATIONALE: The district is committed to improving physical education programs in the district. The addition of the bike shop will support the district's bike programs. There are currently 15 schools with bike programs, an additional 10 sites will implement programs this spring. In addition to the project cost, there will be a \$1,000 annual license fee and yearly consumables cost estimated at \$500 to \$1000 per year, which will be paid through site funds.

- G.8.** **RECOMMENDATION:** Approve the purchase of Energy Management Equipment from the lowest responsible bidder.

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: Approximately \$300,000

FUND NAME/ACCOUNT: Bond Fund, applicable account

RATIONALE: New energy management systems are needed to replace outdated technology. This is part of the 2015 bond issue.

- G.9.** **RECOMMENDATION:** Approve supplement #11 to the master contract with Allied Engineering Group LLC., for interior renovations at Penn Elementary School and Monroe Demonstration Academy.

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: Penn Elementary School, \$1,500,000 (est.)
Monroe Demonstration Academy, \$2,000,000 (est.)
The engineer will be paid 5.25% of the total cost of the project.

FUND NAME/ACCOUNT: Contingent upon the successful sale and receipt of the 2019A bond funds

RATIONALE: The use of an engineer is needed to modify the existing life safety system at the schools.

G.10. RECOMMENDATION: Approve supplement #19 to the master contract with Trigon General Contractors and Construction Managers, Inc., for interior renovations at Penn Elementary School and Monroe Demonstration Academy.

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: Penn Elementary School, \$1,500,000 (est.)
Monroe Demonstration Academy, \$2,000,000 (est.)
The construction manager will be paid 3.5% in management fees and 8.75% in general conditions on the project.

FUND NAME/ACCOUNT: Contingent upon successful sale and receipt of 2019A bond funds, Penn Elementary Account 34-1230-4720-504500-000-000000-043-12-355-RN041 and Monroe Demonstration Academy Account 34-1230-4720-504500-000-000000-067-12-563-RN040

REQUISITION/CONTRACT: Penn Elementary School, 41900179; Monroe Demonstration Academy, 41900178

RATIONALE: The use of a construction manager is necessary to implement school improvements at Penn Elementary School and Monroe Demonstration Academy. This project is contingent upon the pending approval of the North Tulsa Task Force recommendation.

OPERATIONS

G.11. RECOMMENDATION: Approve returning 15 park benches currently located on the Council Oak Elementary School grounds to the Council Oak Elementary School Foundation upon replacement with new benches.

RATIONALE: The 15 park benches currently at Council Oak Elementary School were originally donated to the district by the Council Oak Elementary School Foundation. The benches will be replaced as part of the name transition efforts at Council Oak. The district will return the original benches to the foundation once replacement work is completed by the district's facilities team. Board approval is required to allow the district to return the donated benches to the foundation.

GENERAL COUNSEL

- G.12.** RECOMMENDATION: Adopt new school board policy titled "Use and Possession of Marijuana, Medical Marijuana, and Cannabidiol (CBD)."

RATIONALE: This proposed board policy will clarify the district's expectations regarding the use and possession of marijuana, "medical marijuana," and cannabidiol (CBD) while on school property.

- G.13.** RECOMMENDATION: Revise school board policy regarding the suspension, demotion, termination, or non-reemployment of support employees.

RATIONALE: This update revises the format of the board's policy (which is required by state law) and clarifies the district's expectations regarding the discipline of support employees.

SUPPORTING INFORMATION – February 19, 2019

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
Central, East Central, Edison, Hale, McLain, Rogers, Street School, Tulsa Met, Washington and Webster High School/ Seniors	Students: 49 Parents: 0 Staff: 6	To tour Haskell Indian Nations University Campus/Lawrence, Kansas	March 1, 2019	1	Not to exceed \$2,176.50/Treasurer Account #11-0130-2720- 504421-429-000000- 000-05-604-0130
Daniel Webster High School/Math Students	Students: 7 Parents: 0 Staff: 1	To participate in the Pitt State Math Relay Competition/Pittsburg, Kansas	April 9, 2019	1	Not to exceed \$100.00/Webster's School Activity Fund #530
Booker T. Washington High School/ Robotics Team	Students: 20 Parents: 4 Staff: 1	To participate in the Robotics World Championships/Houston, Texas	April 17-20, 2019	3	Not to exceed \$10,000.00/Washington's School Activity Fund #891 and/Robotics Booster Club

SUPPORTING INFORMATION**CONSENT ITEM E-8****ROUTINE STAFFING****ELECTIONS**

Name	Effective Date	Contract Amount	Position	Grade or Degree and Step
Alicea Thillet, Rene	1/28/19	\$12.70	Grounds Journeyperson	MT-8
Anderson, Bobby	2/04/19	\$12.36	Bus Driver	MT-7
Ashley, Kayla	1/29/19	\$11.21	Paraprofessional	IS-6
Bales, Clifton	2/04/19	\$18.85	Police Officer	TS-9
Bates, Destiny	2/20/19	\$35,700.00	Intervention Specialist	BG-5
Butler, Dakota	1/25/19	\$10.31	Evening Custodian	MT-3
Butler, Katelyn	1/28/19	\$30,000.00	Apprentice	NS
Carmona, Maria	1/31/19	\$10.31	Attendance Facilitator	CA-3
Carrillo Ruiz, Macedonio	1/22/19	\$10.83	Evening Custodian	MT-3
Cornwell, Stacie	1/14/19	\$10.73	Cafeteria Assistant	MT-1
Crutchfield, Kyle	1/28/19	\$30,000.00	Apprentice	NS
Daniel, Kaitlyn	1/14/19	\$9.82	Paraprofessional	IS-3
Davis, Barbariae	1/23/19	\$30,000.00	Apprentice	NS
Duncan, Laurel	2/04/19	\$13.08	Teacher Assistant	IS-3
Fisher, Jackie	1/24/19	\$13.08	Teacher Assistant	IS-3
Gray, Micah	2/04/19	\$9.82	Teacher Assistant	IS-3
Green, Janelle	1/28/19	\$12.36	Bus Driver	MT-7
Hawkins, Deborah	1/18/19	\$9.31	Cafeteria Assistant	MT-1
Hunter, Adam	2/04/19	\$16.76	Police Officer	TS-9
Nava, Bianca	2/04/19	\$12.00	Teacher Assistant	IS-6
Pilkington, Carson	1/28/19	\$9.82	Paraprofessional	IS-3

ELECTIONS – Continued

Name	Effective Date	Contract Amount	Position	Grade or Degree and Step
Rodriguez, Patricia	1/14/19	\$9.88	Cafeteria Assistant	MT-1
Rodriguez, Sulma	1/22/19	\$10.31	Evening Custodian	MT-3
Simmons, Rachel	1/31/19	\$12.00	Parent Involvement Facilitator	IS-6
Smith, Douglas	1/30/19	\$13.49	1:1 ED Paraprofessional	IS-10
Solis, Jennifer	1/28/19	\$39,616.00	Teacher	M-1
Steichen, Erin	1/22/19	\$20,042.50	Half Time Teacher	M-2
Stewart, Cassandra	1/25/19	\$12.00	Paraprofessional	IS-6
Tacardon, Izaak	1/31/19	\$10.31	Unassigned Custodian	MT-3
Taylor, Jenny	3/01/19	\$63,500.00	Program Manager – Early Childhood	BG-6
Thompson, Marquisha	1/28/19	\$13.49	MD Paraprofessional	IS-10
Toledo Vera, Karla	1/28/19	\$11.21	Teacher Assistant	IS-6
Villalpando, Mariecruz	2/04/19	\$10.31	School Clerk	CA-3
Weber, Jennifer	1/30/19	\$12.00	Paraprofessional	IS-6
Wewers, Claire	1/28/19	\$12.00	Teacher Assistant	IS-6

ADJUSTMENTS

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Alvarez, Sophia	1/22/19	\$37,901.00	Apprentice	Teacher	B-0
Banuleos, Alicia	1/14/19	\$11.83	Cook I	Cook II	MT-2
Carter, Fay	1/14/19	\$12.18	Cook I	Cook II	MT-2
Chancey, Sharon	1/14/19	\$10.07	Cafeteria Assistant	Cook I	MT-2

ADJUSTMENTS – Continued

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Freire, Marlen	1/29/19	\$10.85	Cafeteria Assistant	School Clerk Assistant	CA-3
Harmon, Edwin	1/28/19	\$14.39	Special Needs Bus Driver	Bus Driver	MT-7
Hughes, Aaron	12/01/18	\$39,147.00	Apprentice	Teacher	M-0
Hunter, Nina	1/14/19	\$11.80	Cook I	Cook II	MT-2
Jennings, Patricia	1/14/19	\$24,624.00	Cafeteria Manager A	Cafeteria Manager B	BG-B
Johnson, Gage	1/07/19	\$37,901.00	Apprentice	Teacher	B-0
Kellam, Terry	2/11/19	\$64,000.00	School Website Administrator	Graphic Storyteller	BG-6
Lathrom, Britney	1/07/19	\$37,901.00	Apprentice	Teacher	B-0
Ortiz, Maria	1/24/19	\$11.13	Teacher Assistant	Paraprofessional	IS-3
Rentie, Shavonna	1/15/19	\$14.33	Autism Paraprofessional	Paraprofessional	IS-6
Richards, Lucas	2/11/19	\$30,000.00	Paraprofessional	Apprentice	NS
Rowland, Sheila	1/07/19	\$37,901.00	Apprentice	Teacher	B-0
Seawright, Claudia	2/04/19	\$19.66	Principal's Secretary	Talent Specialist	CA-12
Sheffield-Mix, Jordan	2/04/19	\$63,500.00	Instructional Mentor	Program Manager-Early Childhood	BG-6
Stiles, Jeremy	1/28/19	\$11.10	Paraprofessional	ED Paraprofessional	IS-10
Thomas, Patricia	1/10/19	\$12.37	Assistant Night Head Custodian	Assistant Day Head Custodian	MT-5
Wagner, Kylie	2/05/19	\$47,476.00	Talent Specialist	Benefits Manager	BG-5

ADJUSTMENTS – Continued

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Wood, Robin	1/28/19	\$14.16	Assistant Day Head Custodian	Interim Head Custodian	MT-11

SEPARATIONS

Name	Effective Date	Position
Bullard, Montoya	1/28/19	Before and After Care Site Director
Checotah, Adrian	1/24/19	Grounds Journeyperson
Clonts, Adelina	2/08/19	Apprentice
Crowell, Kathryn	1/28/19	Cafeteria Assistant
Draper, Kathryn	2/01/19	Teacher
Duncan, Stacy	1/11/19	Autism Paraprofessional
Eastwood, Jennifer	1/28/19	Security Officer
Goins, Vanessa	2/01/19	Teacher Assistant
Gonzalez, Desiree	1/23/19	Teacher Assistant
Gray, Maria	1/07/19	Cafeteria Assistant
Hurd, Nicole	1/14/19	Cafeteria Assistant
Justice, Clifton	1/25/19	Warehouse Distribution Specialist III
Lambert, Brittany	1/16/19	Cafeteria Assistant
Lizarraga, Karina	9/21/18	Cafeteria Assistant
Martin, Korie	1/18/19	Paraprofessional
Murphy, Kathy	1/31/19	Cafeteria Assistant
Pinedo, Luis	1/28/19	Unassigned Custodian
Pruitt, Jane	11/30/18	Cafeteria Assistant
Rivera Torres, Miosotis	8/17/18	Cafeteria Assistant
Scott, Jayme	2/07/19	Teacher
Stout, Lisa	1/30/19	Paraprofessional
Tell, Jody	6/30/19	Assistant Director – Grant Compliance
Toma, Jill	2/01/19	Teacher
Tylicki, Miles	1/28/19	Evening Custodian
Zeigler, James	12/05/18	Security Officer

SUBSTITUTE AND TEMPORARY ELECTIONS

CNS

Bolton, Charmetta
Diaz, Cecilia
Hurd, Nicole
Long, Janika

NUTRITION INSTRUCTOR

Morales, Maria

DRS STUDENT WORKERS

Chairez, Luz
Delatte, Danielle
Garner, Kevin
Hall, Kenneth
Hernandez, Oscar
Johnson, Summer
McDowell, Aaliyah
Pitton, Elizabeth
Santiago, Ruben
Stanley, Emmanuel
Tobey, Kenneth
Zavala, Melanie

CUSTODIANS

Dixon, Tommy
Lopez, Hailee
Phillips, Latricia

TUTOR

Carr, Endya
Harbin, Shirlanna
Kimble, Kandi
Rashad, Fatima
Reeves, Morgan
Saxman, Ann
Young, Brittani

SUBSTITUTES

Banes, Patricia	Crook, Sasha	Jones, Annie	Shumate, Latoya
Barr, Ronald	Firestone, Pizeria	Juarez, Jazciri	Stark, Richard
Bernert, Arleen	Gillenwater, Seth	Leach, Robin	Thompson, Jacob
Burns, Al	Gray, Alysha	Maloid, Rondrieka	Timson, Naho
Cato-Anderson, Bridget	Hefton, Billy	Montandon, Lennea	Wheeler-Hefton, Heather
Christy, Jack	Howard, Jacqueline	Paul, Christy	White, Odessa
Collins, Mia	Ingram, Leigh	Robertson, Kelsie	Williams, Angela

ADJUNCT COACHES

McLain Jr. High

Bryan Blount, 8th grade head football adjunct coach @ \$2,289, January 24, 2019 to June 2, 2019

SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

State Testing Processing - Account Number 11-0000-2240-501210-000-000000-600-06-070

Approve payment for 5 retirees (listed below) to be paid \$15.00 per hour to assist with processing state tests (Oklahoma State Testing Program), April 8, 2019 through April 23, 2019 for 12 days each, 8 hours per day, @ \$15.00 per hour, total not to exceed \$9,000.00.

- Allgood, Deborah
- Avery, Janie
- Huntington, Helen
- King, Janice
- Price, Trudy

CORRECTIONS TO PREVIOUSLY APPROVED ITEMS

Correct proposed position on adjustment February 4, 2019 page 19

ADJUSTMENTS

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Hobbs, Billy	12/16/18	\$19.19	Police Officer	Detective	TS-10

Correct annual budget and salary grade on created position February 4, 2019 page 14

Create:

Position	Salary/Grade	Duties
Benefits Manager-ESC/ Talent Management <i>Annual Budget Impact:</i> \$ 39,600 min. – \$ 59,400 max. <i>Funding Source:</i> 11-0000-2572-501210-000-000000-109-04-041	BG-5 12 Months	Manage and lead the day to day process for employee benefits programs such as medical, dental, vision, life and retirement. Maintain the data integrity within the HRIS for benefits information. Serve as the primary contact for employee benefit matters internally and externally. Oversee the management of the benefits team.

SUPPORTING INFORMATION

INFORMATION ITEM G-1

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
<p>Bus Assistant- Transportation/ Transportation (4 positions)</p> <p><i>Annual Budget Impact: \$ 8,978 min. – \$ 11,342 max.</i></p> <p><i>Funding Source: 11-0000-2730-501210- 239-000000-951-03-003-</i></p>	<p>MT-A \$8.70/hr. to \$10.99/hr. 172 Days</p>	<p>Assist bus drivers with various duties as needed including bus safety accordance with time schedules; transporting students to and from their homes, a variety of school sites and on field trips as assigned.</p>

Delete:

Position	Salary/Grade	Duties
<p>Supervisor-Routing and Scheduling- Transportation/ Transportation</p> <p><i>Annual Budget Impact: \$ 31,500 min. – \$ 47,300 max.</i></p> <p><i>Funding Source: 11-0000-2720-501210- 000-000000-513-03-003-</i></p>	<p>BG-3 12 Months</p>	<p>Maintain and manage Routing Department. Responsible for routing all routes and activities. Oversee various assigned computer-programming tasks. Responsible for compiling route analysis reports and spatial analysis mapping. Responsible for Inclement Weather operations, stop checks, supervisor on call duties, and accident investigations.</p>

SUPPORTING INFORMATION

INFORMATION ITEM G-12

SCHOOL BOARD POLICY

Use and Possession of Marijuana, Medical Marijuana,
and Cannabidiol (CBD) On School Property
[NEW POLICY]

Purpose: This policy describes the district’s position on the use and possession of medical marijuana on school property given current federal law.

The district recognizes that the legal aspects and consequences of medical marijuana, cannabidiol, and hemp are new and possibly subject to change. These legal aspects and consequences of medical marijuana, cannabidiol, and hemp affect many areas of the district’s current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

General Provisions

Definitions

The term “marijuana” includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa L.*, whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; marijuana edibles; and cannabidiol (except cannabidiol described as “authorized cannabidiol/CDB” below). This definition excludes all substances excluded from the definition of “marihuana” in the federal Controlled Substances Act (see 21 USC 802(d)(16)).

Cannabidiol (“CBD”): a cannabinoid made from cannabis (hemp or the marijuana plant). Note that some CBD is authorized in this policy as permitted by law.

Hemp: the plant *Cannabis stavia L.* and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.

THC: tetrahydrocannabinol.

Overlapping Policies

Employees, students, and individuals on school property are expected to adhere to any and all applicable open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law. The terms “marijuana” and “possession of marijuana” will be interpreted by the district in accordance with state and federal law.

Non-Discrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Prohibitions of Marijuana on District Property

While the State of Oklahoma has authorized the use medical marijuana (marijuana authorized for medical purposes pursuant to state law), marijuana is still a prohibited controlled substance under federal law. Because of the district's obligations to comply with federal law, marijuana is not allowed on district property or in any school vehicle, regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder or if the marijuana is otherwise considered "medical marijuana." District property includes, but is not limited to all school buildings, parking lots, grounds, equipment, and school vehicles. This prohibition also extends to situations and contexts in which the district reasonably deems the possession of marijuana to be illegal pursuant to applicable law.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district, including but not limited to its drug/alcohol testing policy, its policy prohibiting the use of drugs and alcohol and the student behavior guide (also known as the Behavior Response Plan, or Student and Family Guide to Success).

Hemp and Cannabidiol (CBD)

Cannabidiol is regulated differently than marijuana under both state and federal law. Possession and administration of cannabidiol shall be treated differently based on the concentration of THC in the cannabidiol. In no instance will this section be construed to apply to a substance that is not made from hemp nor shall this section be construed to permit the possession or use of a cannabis-derived oil that contains more than 0.3% THC.

The following two concentrations/contexts of cannabidiol are considered "authorized cannabidiol/CBD."

1. Cannabidiol Containing 0.0% THC

Employees, parents and individuals who are not students of the district may possess and self-administer cannabidiol containing 0.0% THC on the premises of the district. However, employees, parents, or individuals who are not students of the district must be able to verify that the cannabidiol contains 0.0% THC at the time of possession and/or self-administration via a reliable product label or a physician's certification. Employees are not permitted to self-administer cannabidiol in the presence of students.

Students of the district may not possess and/or self-administer cannabidiol containing 0.0% THC. However, a parent or legal guardian of the student may administer cannabidiol containing 0.0% THC to the student. Cannabidiol containing 0.0% THC may only be administered to a student in an area designated by the district's personnel. The parent or legal guardian must verify with the district that the cannabidiol contains 0.0% THC via a reliable product label or physician's certification each time prior to administering such cannabidiol to the student in the

district's designated administration area. After the parent or legal guardian of the student has administered the cannabidiol containing 0.0% THC to the student, the parent or legal guardian must remove the cannabidiol from the district's premises. The district will not maintain or store a student's cannabidiol containing 0.0% THC for any length of time.

2. Cannabidiol Containing THC at a Concentration of No More Than 0.3%

A. Employees, parents and individuals who are not students of the district may possess and self-administer cannabidiol containing up to a maximum of three-tenths of one percent (0.3%) THC on the premises of the district provided they meet either section i. or ii. below:

- i. The employee, parent, or individual who is not a student, is a medical marijuana license holder; or
- ii. The employee, parent, or individual who is not a student provides the district with a written certification from a physician licensed in Oklahoma that the employee, parent, or individual that is not a student has been diagnosed by a licensed physician as having one of the following:
 - a. Lennox-Gastaut Syndrome;
 - b. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
 - c. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
 - d. Spasticity due to multiple sclerosis or due to paraplegia;
 - e. Intractable nausea and vomiting; or
 - f. Appetite stimulation with chronic wasting diseases.

Such employees, parents, or individuals who are not students of the district must be able to verify (1) that they meet an exception listed above and (2) that the cannabidiol contains no more than 0.3% THC at the time of possession and/or self-administration via a reliable product label or a physician's certification. Employees are not permitted to self-administer cannabidiol in the presence of students.

B. With regard to students of the district and cannabidiol containing THC in an amount no greater than 0.3%, only the parent, legal guardian or caregiver (as defined in 63 O.S. § 420A) of the student may administer the product. Students may not possess and/or self-administer. Further, such parent, legal guardian or caregiver may administer the product on district premises only if the student meets one of the following exceptions:

- i. The student is a medical marijuana license holder; or
- ii. The parent, legal guardian, or caregiver of the student provides the district with a written certification from a physician licensed in Oklahoma that the student has been diagnosed by a licensed physician as having one of the following:
 - a. Lennox-Gastaut Syndrome;
 - b. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
 - c. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
 - d. Spasticity due to multiple sclerosis or due to paraplegia;
 - e. Intractable nausea and vomiting; or
 - f. Appetite stimulation with chronic wasting diseases.

The physician's written certification must also provide that the cannabidiol being administered to the student has a THC level of not more than .3% and the cannabidiol was delivered to the student, parent, or legal guardian in a liquid form.

Once the district has received a copy of the student's medical marijuana license or a physician's certification meeting these requirements, the parent or legal guardian may administer cannabidiol containing THC in an amount no greater than 0.3% to the student in an area designated by the district's personnel. The parent or legal guardian must verify with the district that the cannabidiol contains THC in an amount no greater than 0.3% via a reliable product label or physician's certification each time prior to administering such cannabidiol to the student in the district's designated administration area. After the parent or legal guardian of the student has administered the cannabidiol to the student, the parent or legal guardian must remove the cannabidiol from the district's premises. The district will not maintain or store a student's cannabidiol for any length of time.

In no instance will a school district employee administer cannabidiol to a student, unless they are the parent, legal guardian, or caretaker for that student and one of the three approved contexts apply.

Food and Drug Administration-approved cannabidiol medication (e.g., Epidiolex) is not subject to the language in this policy. While such medication may not be possessed or self-administered by students, these medications may be taken at school. They must be stored in district offices and may be administered by the school nurse or other designated district personnel in accordance with the District's policy on Administration of Medicine.

In the event that a student, employee, parent or any individual is found to have violated the district's policy regarding cannabidiol possession and/or self-administration, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Campus Police Personnel,
and District Employees Using a Commercial Drivers' License

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. Campus police personnel are advised that current directives from the Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") (<https://www.atf.gov/file/60211/download>) to all federal firearms licensees state that such individuals may not use or be addicted to marijuana, regardless of whether they are authorized by state law to use marijuana use for medical purposes.

In addition, pursuant to United States Department of Transportation regulation and guidance, district employees using Commercial Drivers Licenses may not possess or use marijuana, regardless of whether they possess a medicinal marijuana license.

Campus police and CDL license holders are reminded that they are subject to random drug testing policies outlined in the board's policy manual.

SUPPORTING INFORMATION

INFORMATION ITEM G-13

SCHOOL BOARD POLICY

TULSA PUBLIC SCHOOLS POLICY REGARDING THE SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT OF SUPPORT EMPLOYEES

The purpose of this Administrative Regulation for Suspension, Demotion, Termination or Nonreemployment of Support Employees (“Regulation”) is to define the causes and procedures for certain disciplinary and employment actions affecting support employees of the District as required by law and as defined herein.

I. Definitions:

- a) "Support employee" means an employee of the District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the District.
- b) "Full-time support employee" means a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and is employed by the District for a minimum of 172 days per year.
- c) "Suspension without pay" or “disciplinary suspension” means the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. This type of suspension is disciplinary in nature.
- d) "Suspension with pay" means when a support employee is relieved of their duties without any loss of pay or benefits pending a hearing before the Suspension, Demotion, Termination or Nonrenewal Review Committee (“Review Committee”) or pending an investigation of alleged employee misconduct.
- d) "Demotion" means a reduction in pay during the term of a support employee's contract. "Demotion" does not include a change in job description or work assignment or duties that is not accompanied by a reduction in pay.
- e) "Termination" means the discharge of a support employee from his or her employment with the District during the term of his or her contract and does not include the cessation of employment upon expiration of the support employee's contract.

- f) "Nonreemployment" means the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

II. Procedures and Rights of Full Time Support Employees Employed by the District For More Than One Year

A. Disciplinary Suspension, Demotion, Termination, or Nonreemployment: A full-time support employee (an employee who has a contract of at least 172 days) who has been employed by the District for more than one year shall be suspended without pay, demoted, terminated or nonreemployed during the term of their contract only for cause as defined herein. Employment with the district for more than one year means that the employee has been employed by the district for more than twelve of the preceding months without a break in employment except those breaks caused by the natural term of the contract. For example, a bus driver who is subject to a 172-day contract who began their employment with the district 13 months ago would be considered as having worked more than a year; but an employee on a 12-month contract who began their employment with the district exactly 12 months ago would not qualify. An employee who resigned or was dismissed from work during the last twelve months may not add windows of employment together from prior years to qualify as having worked more than one year.

B. “Cause” is defined as any of the following:

1. Violation of any policy, rule, regulation or requirement issued by the Superintendent, or the Board of Education, or negotiated as a discipline rule pursuant to a collective bargaining agreement; or
2. Conduct not otherwise specified in the above policies, rules, regulations or requirements, which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property; or
3. Lack of funds or lack of work.

C. Procedures for Disciplinary Suspension, Terminations and Demotions.

1. Any full-time support employee employed by the District for more than one year is subject to disciplinary action in the form of a disciplinary suspension, demotion or termination only for cause as defined herein.
2. To determine whether cause exists, the supervisor or other designated member of management may rely upon all available evidence, including but not limited to statements and reports from other supervisors, coworkers, students and patrons. An

investigation may also be conducted by district-level investigators if deemed appropriate by the supervisor or other designated member of management, and the employee may be placed on a suspension with pay pending such an investigation. If the support employee is placed on paid suspension pending an investigation as to whether discipline is appropriate, the time to complete the investigation shall not exceed ten (10) working days barring the agreement of the District and the Support Employee.

3. If the supervisor or designated member of management determines there is no reasonable basis to believe cause exists, the support employee's paid suspension pending investigation, if applicable, shall be lifted and the support employee will be returned to work.
4. Before any conclusion may be made that there is cause for discipline, the support employee's supervisor or other designated member of management shall orally notify the support employee of the reasons for the possible disciplinary action and the evidence against the support employee. The support employee shall be allowed an opportunity to present their side of the matter.
5. If a support employee's supervisor or other designated member of management concludes that the employee should be recommended for demotion, termination or disciplinary suspension because there is a reason to believe that cause exists they must inform the support employee of the following in writing:
 - a) the discipline that is being recommended (unpaid suspension, demotion or termination)
 - b) the conduct of the support employee supporting a finding of cause, including, if applicable, any provision of the Collective Bargaining Agreement the support employee has violated,
 - c) the support employee's right to a hearing before the Review Committee (as described below), if the employee desires such a hearing;
 - d) failure of the employee to respond to such notice and request a hearing within five calendar days from the date of mailing shall be considered a waiver of the employee's right to a Review Committee hearing;
 - e) the rights of the support employee at the Review Committee hearing, including the right to be present in person;
 - f) the right to be represented by a person of the support employee's choice;
 - g) the right to make any statement or present any material on behalf of the support employee and the right to question those persons who present statements in support of the recommendation;
 - h) the notice will also state the name or names of the persons who will present the recommendation;
 - i) whether the support employee is being suspended (with pay and benefits) pending the hearing; and

- j) that the support employee's pay and other benefits will cease effective on the date of the hearing if the Review Committee approves a recommendation for termination;
6. Because of the obligation to provide the employee with written notice of their rights, it shall be the responsibility of all support employees to see that the District's personnel department has the support employee's current mailing address and telephone number at all times.
 7. Pending any hearing before the Review Committee requested by the employee, the supervisor or this designee may suspend the support employee, and any such suspension shall be with pay; except that if a termination recommendation is made, the support employee must be suspended, and such suspension shall also be with pay.
 8. If the District's executive officer leading personnel matters ("Chief of Personnel"), or their designee, receives a timely notice from the support employee or the support employee's supervisor that the support employee desires a Review Committee hearing, the Chief of Personnel/designee shall notify the support employee in writing of the date, time and place of the support employee's hearing before the Review Committee. The notice will ordinarily be sent by certified mail, return receipt; however, in special circumstances, the notice of the hearing may be given by personal delivery of the notice to the support employee or by telephone or by e-mail. The Review Committee hearing will be held not less than 48 hours, and not more than 10 calendar days after the hearing notice is mailed or otherwise communicated to the support employee. However, in special circumstances, the Chief of Personnel may extend the 10-day period.
 9. If a hearing is requested, the Chief of Personnel/designee shall appoint a Review Committee consisting of three (3) District employees. No person who is employed in the same department as the support employee whose case is being considered by the Review Committee shall serve on the Review Committee for that hearing.
 10. Failure of the support employee to appear at the hearing shall automatically result in approval of the recommendation. The hearing shall be tape recorded and the support employee shall have the right to tape record the hearing if the support employee so desires. The hearing will be conducted on an informal basis. At the conclusion of the hearing, the Review Committee will meet in private to consider and make a determination based upon the evidence using a majority voting process. The Review Committee will then communicate its decision to the support employee and those individuals attending the Review Committee hearing. The decision may be to sustain, reject or modify the recommendation. If the Review Committee approves the recommendation, the support employee will be advised in writing that the recommendation will be submitted to the Board of Education and that the support

employee has a right to request a due process hearing before the Board of Education (“Board Hearing”) as described in this regulation. If the Review Committee rejects or modifies the recommendation, the support employee will be advised in writing that the Superintendent has a right to contest the decision of the Committee and present the recommendation to the Board of Education at a Board Hearing.

11. If the support employee or Superintendent requests a Board Hearing in accordance with this regulation, the support employee will be advised in writing by certified mail of the date, time and place of the meeting of the Board of Education at which the recommendation will be considered and that the support employee has a right to be present at the meeting and to have the Board Hearing prior to the Board’s vote on the recommendation. The decision of the Board of Education regarding the support employee’s disciplinary suspension, demotion or termination shall be effective as of the date of the Review Committee hearing.

D. Procedures for Nonreemployment.

Prior to being nonreemployed, any full-time support employee employed by the District for more than one year shall be entitled to the following hearing rights:

1. The Board of Education or the Superintendent or his or her designee shall advise the support employee, in writing, of the Board's intention to consider and act on the nonreemployment of the support employee for the subsequent fiscal year.
2. The written notification shall set out the cause that exists for such action.
3. The support employee shall have the right to contest his or her nonreemployment before the Board of Education as set forth below, regarding requests for Board Hearings and the procedures for Board Hearings, respectively.
4. Because of the obligation to provide the employee with written notice of their rights, it shall be the responsibility of all support employees to see that the District’s personnel department has the support employee’s current mailing address and telephone number at all times.

E. Requests for Board Hearings

1. A full-time support employee employed by the District for more than one year shall have the right to a hearing before the Board of Education to contest a disciplinary suspension, a demotion, termination, or nonreemployment.

2. Prior to any disciplinary suspension, demotion, termination, or nonreemployment, the support employee shall receive notice of his or her right to a Board Hearing. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records, which the support employee has the obligation to keep updated. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employees shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
3. A support employee who has been notified in writing of their disciplinary suspension, demotion, or termination during the term of his or her contract or nonreemployment may notify the Clerk of the Board of Education of the District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the Disciplinary suspension, demotion or termination action shall be final and, in the case of a nonreemployment, the board of Education may take final action to non-reemploy the support employee without further notice or hearing rights.
4. In the context of a Board Hearing held at the request of the Superintendent when contesting a decision of the Review Committee, the Superintendent shall have ten (10) working days from the date of the Review Committee's decision to notify the Clerk of the Board of Education of the District and the support employee that a Board Hearing is being requested. In such cases, the status of the employee pending the Board Hearing is as follows:
 - i) If the Superintendent is contesting a Review Committee decision rejecting a disciplinary suspension: The proposed suspension will not go into effect. The employee will not be suspended unless the Board suspends the employee as a result of the Board Hearing.
 - ii) If the Superintendent is contesting a Review Committee decision rejecting a demotion: The employee will remain in their current position. No demotion will occur unless the Board demotes the employee as a result of the Board Hearing.
 - iii) If the Superintendent is contesting a Review Committee decision rejecting a dismissal: The employee will remain employed by the district. Upon notice to the Clerk and the support employee of the Superintendent's request for a Board Hearing concerning the proposed the dismissal, the employee may be placed on paid leave (not a paid suspension) pending the Board Hearing.

F. Board Hearing Procedures

1. There is no right to a Board Hearing if the notice requirements described above are not met ~~by the support employee~~.
2. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
3. At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his or her rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the Support Employee's disciplinary suspension, demotion, termination, or nonreemployment. The burden of proof, which shall be placed on the school administration, is a preponderance of the evidence standard. The support employee shall then have the right to present his or her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.
4. As to disciplinary suspension, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to nonreemployment, the Board of Education may reemploy or nonreemploy the support employee for the subsequent fiscal year.
5. The decision of the Board of Education at the hearing shall be final and non-appealable.

III. Procedures and Rights of (a) Full Time Support Employees Employed by the District For Less Than One Year, and (b) Non-Full Time Support Employees.

- A. A full-time support employee who has not been employed by the District for at least one year (12 consecutive months), or any support employee who is not a full-time employee, may be suspended without pay, demoted, terminated or nonreemployed at any time, with or without cause.
- B. Before any suspension without pay, demotion, termination or nonreemployment, these employees will be provided the hearing rights described in Section II(C)(4) only and are not otherwise entitled to invoke the procedures of this Regulation. In addition, nothing in this Regulation is intended to limit the District's ability to suspend any such employee without pay pending completion of an investigation of employee misconduct or any determination regarding the employee's discipline.

IV. Miscellaneous.

- A. This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies and regulations regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.
- B. The policies, rules, regulations and requirements referred to above shall be posted on the District's website or otherwise communicated in writing to all support employees. The policies, rules, regulations and requirements, which may be revised from time to time, shall state that violation of the policies, rules, regulations and requirements may result in suspension without pay, demotion, termination or nonreemployment during the term of his or her contract.
- C. Nothing contained in this Regulation shall prevent the Board of Education from acting on its own volition in matters pertaining to suspension with or without pay, demotion, dismissal or nonreemployment of support employees.
- D. An employee who may be subject to the discipline described in this policy will also be given all due process rights pursuant to existing and applicable District personnel policies, collective bargaining agreements and procedures established by the Board policy, state and federal laws.

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