



AGENDA

Regular Meeting of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **April 8, 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 East Central High School JROTC under the direction of Major Mike Prescott.
- 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

- C.1. Superintendent's special presentation and awards.
- C.2. Recognition of Mr. Gary Percefull as Election District Number One Board Member. Motion and vote to adopt a Resolution of Appreciation for Mr. Percefull.

D. SEATING OF BOARD MEMBER

- D.1. The Board President will read a statement concerning the election of a Board Member to represent School Board Election District Number One.
- D.2. School District Attorney Eric Wade will administer the Oath of Office to the newly elected Board member for Election District Number One.
- D.3. The Board President will call for nominations for the office of president. A motion will be made, seconded, and vote taken.
- D.4. The new president will call for nominations for the office of vice president. A motion will be made, seconded, and vote taken.
- D.5. The Board President will read the recommendation concerning the nonvoting members of the Board. A motion will be made, seconded, and vote taken.
 - Treasurer – George P. Stoeppelwerth III
 - Assistant treasurer – Michael W. Brown
 - Clerk – Cindy Hutchings
 - Deputy Clerk – Beverly Christina Shearer
 - Encumbrance Clerk – Alicia Srader

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

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, April 22, 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: Enter into a memorandum of understanding with the Sustainable Tulsa Scor3card Program, Tulsa, Oklahoma, to incentivize Tulsa MET High School to become involved in the Sustainable Tulsa Program and to utilize the Scor3card tool to measure progress with sustainable efforts no later than April 8, 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: This item presents no cost to the district.

RATIONALE: The Scor3card is the region's first business sustainability assessment tracking tool. It is designed to make it easy for organizations to track and measure sustainability efforts. Sustainable Tulsa's Business Council brings together businesses to learn from other businesses about the benefits of sustainability through their B2B Case for Sustainability series. Each participating teacher (a maximum of four) at Tulsa MET High School will receive a \$1,500 stipend and one lead teacher will receive an additional \$500 stipend. The participating teachers will be required to attend training provided by Sustainable Tulsa. The teachers must agree to utilize the Sustainable Tulsa Scor3card as part of their classroom activities.

TEACHING AND LEARNING

E.2. RECOMMENDATION: Approve revisions to Board Policy 2405, Commencement Exercises.

RATIONALE: The revision clarifies the purpose of commencement exercises and what they signify, as well as ensuring that all schools have equitable access to facilities. The revision also sets standards for selection of valedictorian and salutatorian.

TALENT MANAGEMENT

E.3. 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.

E.4. RECOMMENDATION: Compensate up to 150 Tulsa Teacher Corps members for pre-service training in internalizing the Tulsa Way for Teaching and Learning from June 10 through July 19, 2019, at a rate equivalent to \$15 per hour/\$120 per day.

COST: Not to exceed \$561,933

FUND NAME/ACCOUNT: General Fund, 11-0281-2213-501210-000-000000-414-04-041

RATIONALE: Tulsa Teacher Corps members commit 6 weeks over the summer internalizing the Tulsa Way for Teaching and Learning. These experiences are invaluable as many move into our classrooms as teachers. Providing compensation for their time will ensure we can recruit the highest quality candidates into the program.

E.5. 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 departmental budgets.

INFORMATION AND ANALYTICS

E.6. RECOMMENDATION: Enter into an agreement with Secureworks, One Concourse Parkway, Suite 500, Atlanta, Georgia, to assess the security of the district's computer network.

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 \$22,504

FUND NAME/ACCOUNT: Bond Fund, applicable accounts

REQUISITION/CONTRACT: TBD

RATIONALE: A robust and secure network is necessary to support the smooth operation of the many applications and devices that run the business of the district. These services will assess the security of the district's network and identify areas of vulnerability so that deficiencies may be proactively remediated. This assessment is part of the district's standard security review process.

FINANCIAL SERVICES

E.7. RECOMMENDATION: Approve the March 21, 2019 - April 4, 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.8. RECOMMENDATION: Approve the 2018-2019 Amended School Budget and Financing Plan prepared in accordance with Section 5-154 of the School District Budget Act. The amended budget presents to the Board the details of the estimated revenue and expenditures that total \$665,308,519 and \$635,999,279 respectively for all appropriated funds.

RATIONALE: The Board of Education approved the 2018-2019 Preliminary School Budget and Financing Plan on June 18, 2018, and filed the plan before the end of the fiscal year as required by law. The Amended School Budget and Financing Plan supersedes the preliminary document and also complies with the appropriate law. The 2018-2019 Preliminary School Budget and Financing Plan presented to the Board of Education with details of the estimated revenue and expenditures totaled \$664,772,628 and \$639,257,063 respectively for all appropriated funds.

- E.9.** RECOMMENDATION: Adopt the 2019-2020 Staffing Plan that provides an equitable distribution of staff to each school for instructional, administrative, and support personnel to provide a quality learning experience for each and every student.

RATIONALE: A well-developed staffing plan provides each school with the instructional, administrative, and support staff needed to provide a quality educational experience for all students. The staffing allocations for individual sites are based upon the guidelines of the plan, enrollment projections, and budget.

BOND PROJECTS AND ENERGY MANAGEMENT

- E.10.** RECOMMENDATION: Enter into contracts with the lowest responsible bidders for the interior renovations at Monroe Demonstration Academy.

		<u>Phase 1</u>	<u>Phase 2</u>
PCBA			
2A Demolition	Ark Wrecking	\$288,240.00	
6A Rough Carpentry	Jones Commercial Hardware	80,000.00	
6B Millwork	Fadco	119,073.02	
8A Door Hardware	Jones Commercial Hardware		\$199,800.00
9A Drywall and Ceiling	Arrow Construction	314,468.00	
9B Painting	River Paint	157,447.00	
9C Flooring	Interior Concepts	467,000.00	
10A Metal Lockers	Murray Womble	75,660.00	
10B Aluminum Walkway Covers	Tecta America	117,500.00	
10C Fencing	Owasso Fence	48,988.00	
22A Plumbing	All American Plumbing	459,835.00	
26A Electric (West)	Alliance Electric	109,125.00	
26A Electric (East)	Lighthouse Electric	269,000.00	
27A Low Voltage	Lighthouse Electric	70,700.00	
TOTAL TRADES		\$2,577,036.02	\$199,800.00

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

COST: This project is currently in the bidding phase. The subcontractors' names and amounts will be presented on the consent agenda.

RATIONALE: The interior renovations at Monroe Demonstration Academy are funded through reallocation of the Penn Classroom addition and the McLain 7th Grade Gym. This was approved by the bond oversight committee on March 12, 2019.

- E.11. RECOMMENDATION: Assign the contracts for interior renovations at Monroe Demonstration Academy, Phase 1 & 2, to Trigon General Contractors and Construction Managers, Inc., Tulsa, Oklahoma, 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 Trigon General Contractors and Construction Managers, Inc. The project is part of the 2015 bond issue.

- E.12. RECOMMENDATION: Approve amendment 19A with Trigon General Contractors and Construction Managers, Inc., Tulsa, Oklahoma, for the interior renovations at Monroe Demonstration Academy.

	Phase 1	Phase 2
Trades	\$2,577,036.02	\$199,800.00
Allowances	529,836.15	1,045.56
Reimbursables	325,008.32	1,995.58
General Conditions	201,866.90	12,107.73
Management Fees	142,652.61	8,556.13
TOTAL GMP	\$3,776,400.00	\$223,505.00

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 \$3,999,905 (Phase I - \$3,776,400, Phase II - 223,505)

FUND NAME/ACCOUNT: Bond Fund, Phase I - 34-1230-4720-504500-000-000000-067-12-563-RN040; Phase II is contingent upon the successful sale and receipt of 2019B bond funds.

REQUISITION/CONTRACT: 41900178

RATIONALE: The interior renovations at Monroe Demonstration Academy are funded through reallocation of the Penn classroom addition and the McLain 7th Grade gym. This was approved by the bond oversight committee on March 12, 2019.

- E.13. RECOMMENDATION: Enter into a contract with American Air Conditioning of Tulsa, Broken Arrow, Oklahoma, the lowest responsible bidder for HVAC improvements at Hoover 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 \$3,586,582 on Phase 1 and \$564,700 on Phase 2.

FUND NAME/ACCOUNT: Bond account code: 34-1270-4720-504500-000-000000-022-12-215-HV002 for phase 1, phase 2 is contingent upon the successful sale and receipt of the 2019B bond funds.

REQUISITION/CONTRACT: 11907130/41900197

RATIONALE: HVAC renovations are part of the 2015 bond issue.

- E.14.** RECOMMENDATION: Enter into contracts with the lowest responsible bidder for the interior renovations at MacArthur Elementary School.

		Phase 1	Phase 2
Millwork	Fadco	\$66,840.22	\$66,840.22
Drywall and Ceiling	D&D Drywall	\$105,527.00	\$4,695.00
Flooring	R&R	\$90,800.00	\$500.00
Painting	Vale Painting	\$61,975.00	\$0.00
Plumbing	J&M Plumbing	\$169,000.00	\$1,200.00
Heating and Air	K&M	\$125,607.00	\$92,332.00
Electric	Raceway	\$135,850.00	\$27,900.00
Low Voltage	Lighthouse	\$45,000.00	\$950.00
Total Trades		\$800,599.22	\$194,417.22

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

RATIONALE: The interior renovations at MacArthur are part of the 2015 bond sale.

- E.15.** RECOMMENDATION: Assign the contracts for the interior renovation at MacArthur Elementary School to Trigon General Contractors and Construction Managers, Inc., Tulsa, Oklahoma, 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 Trigon General Contracts & Construction Managers, Incorporated. The project is part of the 2015 bond issue.

- E.16.** RECOMMENDATION: Approve amendment #18A with Trigon General Contractors and Construction Managers Inc., Tulsa, Oklahoma, for interior renovations at MacArthur Elementary School.

	Phase I	Phase II
General Conditions	\$114,021.44	\$25,673.88
Management Fee	\$61,856.63	\$13,928.08
Allowances	\$503,340.26	\$131,382.40

Trade Contracts	\$800,599.22	\$194,417.22
Reimbursables	\$70,227.45	\$2,988.42
Total GMP	\$1,550,045.00	\$368,390.00

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 \$1,550,045 on Phase 1 and \$368,390 on Phase 2.

FUND NAME/ACCOUNT: Phase 2 is contingent upon the successful sale and receipt of the 2019B bond funds.

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

OPERATIONS

- E.17.** RECOMMENDATION: Authorize the following additional individuals as the district's authorized representatives for the State Department of Education Child Nutrition programs, which include school breakfast and lunch, after school snack, summer food service, and child- and adult-care food programs during the 2018-2019 school year.
 Kurt Stillman, Area Manager – Summer Food Service Program
 Diana Jones, Family Applications Clerk – Summer Food Service Program
 Saima Malik, Bookkeeper - All programs

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

COST: This item presents no cost to the district.

RATIONALE: Each school district that participates in USDA meal programs must designate school employees as authorized representatives to certify and submit reports and claims for reimbursement, as well as have access to all other documents, applications and report functions. The authorized representatives verify that all submitted information is true and correct. The authorized representatives must be approved by district administration.

F. ACTION AGENDA - Motion and vote on recommendations

BOND PROJECTS AND ENERGY MANAGEMENT

- F.1.** RECOMMENDATION: Approve a right of entry with the City of Tulsa to accommodate the installation of a bus shelter adjacent to McLain High School to support the Rapid Transit System.

COST: This item presents no cost to the district.

RATIONALE: Installation of the bus shelter is part of the North Peoria Transit system that is scheduled to open on August 25, 2019. This recommendation is being submitted as an action item in response to the City of Tulsa's request to expedite the agreement.

G. INFORMATION AGENDA

DEPUTY SUPERINTENDENT

- G.1.** RECOMMENDATION: Enter into a contract with the RULER Institute to provide two days of Creating Emotionally Intelligent Schools training for administrators and educators from up to 25 schools.
- 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 \$150,000
- FUND NAME/ACCOUNT: Grant Funds, 11-0224-2573-503600-000-000000-000-05-020-0244
- RATIONALE: Monitoring and supporting the quality of RULER implementation is essential for ensuring program fidelity, efficacy, and sustainability.
- G.2.** RECOMMENDATION: Enter into an agreement with The McLean Hospital Corporation to conduct analyses of current social emotional learning systems and make student service recommendations at two schools (to be determined) that are participating in the Wallace Foundation initiative.
- 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: \$10,000
- FUND NAME/ACCOUNT: Grant Funds, 11-0224-2573-503600-000-000000-000-05-020-0244
- RATIONALE: McLean Hospital, through Partnerships in Education and Resilience (PEAR), has developed the Holistic Student Assessment comprised of a student questionnaire, teacher questionnaire, student portrait, and data dashboard for coaching, training, and consultation. These tools will be used, with parent permission, to improve the implementation of social emotional learning initiatives at selected sites.
- G.3.** RECOMMENDATION: To create a new PK-5 elementary school to open in the 2019-2020 school year at the current Bunche facility at 5402 N. Martin Luther King, Jr. Blvd., close Gilcrease Elementary and ECDC Bunche schools at the end of the 2018-2019 school year. The enrollment area of the new school will be the current Gilcrease attendance area. The recommended effective date is the first business day after the completion of teachers' contract year (which is estimated to be May 24, 2019). It is recommended that the new PK-5 facility be named in a future board meeting after consulting with the school communities and stakeholders as described by the Board's school naming policy.
- RATIONALE: RATIONALE: Bunche currently serves grades PK and 1st grade and uses approximately 25% of its building capacity based on enrollment. In its present grade configuration of 1st through 6th grade, Gilcrease Elementary uses approximately 50% of its available capacity. On February 19, 2019, the Board decided that next school year (2019-2020), rising sixth graders from Gilcrease will attend Monroe

Demonstration Academy and not their elementary school, which would have been Gilcrease Elementary. Given the District's commitment to providing aligned and coherent PK-5th grade programming, combining the two student bodies to make a PK-5 elementary school is in the best interest of District students. The proposal also allows the District to more efficiently use its resources. The Bunche facility is the preferable location for an elementary school because it was designed as an elementary school, and the Gilcrease facility has a middle school design. The Bunche facility has also undergone recent updating and renovation. As such, it is a more appropriate location for PK-5 programming, especially given the needs of early childhood students, and is the most financially responsible decision.

TEACHING AND LEARNING

G.4. RECOMMENDATION: Enter into a memorandum of understanding with Teach for America, Inc., to host a summer institute for Teach for America corps members wherein corps members, in conjunction with Tulsa Public Schools' teachers, will provide tuition-free summer instruction to district students from June 24 through July 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: This item presents no cost to the district.

RATIONALE: The district offers its students an annual summer education program, and Teach for America conducts an annual summer training program for new corps members where they are trained in pedagogy and teaching strategies and have the opportunity to teach in actual classroom settings. The summer institute will mutually benefit the district and Teach for America.

G.5. RECOMMENDATION: Enter into a contract with Instructure to hold a week long professional learning session on Canvas Learning Management System (LMS) during the month of June 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 \$13,000

FUND NAME/ACCOUNT: General Fund, 11-5410-2213-503600-000-000000-000-05-041-5410

REQUISITION/CONTRACT: 11912151

RATIONALE: Instructure will provide the district with five professional learning sessions on Canvas Learning Management System that will enhance the Tulsa Way for Teaching & Learning. More specifically, the professional learning will allow the district to augment the powerful learning experiences we create for students in the classroom and teachers through the use of this digital platform. Canvas Learning Management System will also take many of the digital applications that teachers use daily and funnel them into a one stop spot making teaching and learning easier for all.

TALENT MANAGEMENT

G.6. 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 departmental budgets.

INFORMATION AND ANALYTICS

G.7. RECOMMENDATION: Amend item E.9. of the April 16, 2018, agenda to extend the term of the incident management retainer with Secureworks by an additional two months.

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 \$2,278.70

FUND NAME/ACCOUNT: Bond Fund, applicable accounts

REQUISITION/CONTRACT: TBD

RATIONALE: While cyber security breaches have predominately targeted corporations, government agencies, and universities, there has been a dramatic increase in these types of attacks against K-12 school districts. Extending this agreement an additional 2 months would ensure that experienced SecureWorks personnel would respond quickly and effectively in the event of a cyber security breach through the end of our fiscal year. They would contain the threat and then eradicate any trace of the threat before recovering the systems that were impacted. SecureWorks is a recognized leader in this area and can provide highly skilled resources that are beyond the technical expertise of the TPS Information Technology staff.

DESIGN AND INNOVATION

G.8. RECOMMENDATION: Open the Porter facility at 1740 W. 41st Street, Tulsa, OK, to house KIPP Tulsa University Prep High School (grades 9-12) beginning in the 2019-2020 school year and continuing for up to two school years. As a condition of using this TPS facility, KIPP (a TPS-authorized charter school) will enter into a lease agreement with the District that will be presented for board approval at a later date.

COST: This item presents no cost to the district.

RATIONALE: This temporary move of KIPP high school to the Porter Building will allow KIPP to grow its programming as previously approved by the board and provide those students a high-quality space that meets their educational needs. The Porter facility is in good condition and ready to support secondary programming.

- G.9.** RECOMMENDATION: Relocate Tulsa Learning Academy (TLA) from its current location in the Promenade Mall to the Alcott facility at 525 East 46th Street N, Tulsa, OK 74126, and to be open for instruction no later than the beginning of the 2019-2020 school year.

COST: This item presents no cost to the district.

RATIONALE: The Alcott location will provide the facilities needed to support TLA programming and will significantly improve the conditions needed to advance the Tulsa Beyond work that TLA is leading. Additionally, a significant percentage of students currently enrolled in TLA reside in the McLain feeder pattern in which the Alcott building is located, which will make accessing the facility more convenient. Furthermore, having TLA at Alcott will increase the hours in which the building is open and thereby improve access to parents who wish to use Alcott's parent resource center, a recommendation of the North Tulsa Task Force.

BOND PROJECTS AND ENERGY MANAGEMENT

- G.10.** RECOMMENDATION: Approve Condominium Purchase Agreement with the Tulsa Children's Museum, Inc., to purchase five classrooms and commons spaces adjacent to the second floor STEM center classrooms.

COST: Total cost to the district is \$4,500,000

FUND NAME/ACCOUNT: Bond Fund, applicable accounts, contingent upon the successful sale and receipt of 2020B bond funds.

REQUISITION/CONTRACT: 41900199

RATIONALE: The Children's Museum will partner with Tulsa Public Schools by adding an additional five classrooms to the new Children's Museum to be constructed by the Gathering Place. The classrooms will be used to provide stem training to every K-5th grade student at least one time per year. The new Children's Museum is scheduled to open September 2020.

- G.11.** RECOMMENDATION: Enter into a service agreement with Children's Museum Inc., to provide one stem experience field trip per year for every Tulsa Public Schools student in grades K-5. The Children's Museum will provide one certified teacher for each of the 5 classrooms.

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

COST: This item presents no additional costs to the district.

RATIONALE: The service agreement will be operating on a 30-year term that will be ratified on a yearly basis.

- G.12.** RECOMMENDATION: Approve change order #1 to American Air Conditioning of Tulsa, for the HVAC improvements at Owen Elementary School. The original contract was approved January 16, 2018, as item E-10 in the amount of \$3,293,400.
- 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: Increase of \$94,384.93
- FUND NAME/ACCOUNT: Bond Fund, 32-1270-4720-504500-000-000000-039-12-345-HV006
- REQUISITION/CONTRACT: 11912070/41800158
- RATIONALE: The addition of an IDF room was needed per IT, and additional plumbing was needed for hand- and eye-washing stations.

SUPPORTING INFORMATION

CONSENT ITEM E-2

REVISED SCHOOL BOARD POLICY

TULSA PUBLIC SCHOOLS

Policy 2405

COMMENCEMENT EXERCISES

PURPOSE: To establish annual commencement exercises.

The Board recognizes completion of requirements for a high school diploma from the district is beneficial to the student as well as the community. Therefore, the Board wishes to recognize such an accomplishment in a formal commencement exercise.

Appropriate commencement programs will be planned by the high schools during commencement week.

Students planning to participate in commencement exercises must have completed the requirements for a diploma or be on track to complete them by the end of the school year and must be in good standing with the school. Students and parents should be aware that participation in commencement exercises is not a guarantee of graduation or receipt of a diploma. If commencement week takes place before the last day of school, all students are expected to attend school through the last day, take regularly scheduled final exams, and complete any other academic work required. Failure to attend school through the last day may result in a student not being able to graduate or receive a diploma.

Adopted: November 1982
Revised: April 2019

SUPPORTING INFORMATION

CONSENT ITEM E.3.

ROUTINE STAFFING

ELECTIONS

Name	Effective Date	Contract Amount	Position	Grade or Degree and Step
Duran Vizcarra, Teodoro	3/25/19	\$10.31	Evening Custodian	MT-3
Edmondson, Peggy	3/05/19	\$13.14	Teacher Assistant	IS-6
Nevarez, Alejandra	3/12/19	\$13.49	1:1 ED Paraprofessional	IS-6
Simpson, Brian	3/25/19	\$30,000.00	Apprentice	NS
Vidales, Alondra	2/25/19	\$9.31	Cafeteria Assistant	MT-1

ADJUSTMENTS

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Alvarez Gonzalez, Patricia	2/25/19	\$12.56	Cook II	Assistant Cafeteria Manager	MT-6
Crutchfield, Kyle	2/01/19	\$37,901.00	Apprentice	Teacher	B-0
Goodhart, Teri	2/18/19	\$9.82	Part Time Teacher Assistant	Full Time Teacher Assistant	IS-3
Hillard, Corey	2/07/19	\$37,901.00	Apprentice	Teacher	B-0
Richards, Lucas	2/11/19	\$37,901.00	Apprentice	Teacher	B-0
Vargas, Orlando	2/01/19	\$37,901.00	Apprentice	Teacher	B-0
Watson, Matthew	03/25/19	\$14.92	Autism Paraprofessional	1:1 ED Paraprofessional	IS-10

SEPARATIONS

Name	Effective Date	Position
Altaffer, Tammy	3/09/19	Teacher
Carter, Kimberly	3/14/19	Paraprofessional
Clancy, Deborah	3/01/18	Teacher

SEPARATIONS – Continued

Name	Effective Date	Position
Gestland, Ramona	3/21/19	Principal
Hanson, Caryl	3/19/19	Teacher Assistant
Paul, Theron	2/15/19	Teacher Assistant
Sier, James	3/11/19	Bus Driver

SUBSTITUTE AND TEMPORARY ELECTIONS

CNS

Holmes, Valerie

SUPPORTING INFORMATION

CONSENT E.5.

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
<p>Finance Operations Associate-ESC/ Financial Services</p> <p><i>Annual Budget Impact:</i> \$ 39,600 min. – \$ 59,400 max.</p> <p><i>Funding Source:</i> 11-0000-2511-501210- 000-000000-615-08-098</p>	<p>BG-5 12 Months</p>	<p>Under the guidance of the Chief Financial Officer (CFO), supports the office of the CFO and the coordination and execution of finance wide projects and related tasks for various work streams across the different teams in the finance department (e.g. payroll, accounting, treasury, budget, materials management & Federal programs). Executes operational tasks and provides high-level administrative support to ensure daily and cyclical department operations are carried out efficiently (e.g. prepare district reports, inter-departmental communications, process information requests, perform clerical functions and coordinate and manage small projects to support the functions of the finance team).</p>

Delete:

Position	Salary/Grade	Duties
<p>Executive Administrative Assistant-ESC/ Financial Services</p> <p><i>Annual Budget Impact:</i> \$ 30,844 min. – \$ 41,837 max.</p> <p><i>Funding Source:</i> 11-0000-2511-501210- 000-000000-615-08-098</p>	<p>CA-15 \$17.06/hr. to \$23.14/hr.</p>	<p>Provide high-level administrative support by conducting research, preparing District reports, handling information requests, managing the executive office(s) and performing clerical functions such as invoicing and purchasing, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings/agendas.</p>

Delete:

Position	Salary/Grade	Duties
<p>Payroll Technician I- ESC/ Payroll</p> <p><i>Annual Budget Impact:</i> \$ 23,269 min. – \$ 31,242 max.</p> <p><i>Funding Source:</i> 11-0000-2511-501210- 000-000000-312-08-052</p>	<p>CA-9 \$12.87/hr. to \$17.28/hr.</p>	<p>Providing customer service to employees.</p>

SUPPORTING INFORMATION

INFORMATION ITEM G.6.

POSITION CREATIONS/DELETIONS

Create:

Position	Salary/Grade	Duties
<p>Administrative Assistant III-ESC/ Federal Programs</p> <p><i>Annual Budget Impact:</i> \$ 23,269 min. – \$ 32,242 max.</p> <p><i>Funding Source:</i> 11-7860-2330-501210-000-000000-615-05-093-7860</p>	<p>CA-9 \$12.87/hr. to \$17.28/hr. 12 Months</p>	<p>Responsible for administrative functions relative to generating grant claim reports; responsible for duties which encompass federal programs and special projects, fostering culturally proficient practices, achieving equitable student outcomes through administrative support to the department; and assisting the directors and executive director of federal programs and special projects as needed.</p>

Create:

Position	Salary/Grade	Duties
<p>Buyer-ESC/ Materials Management</p> <p><i>Annual Budget Impact:</i> \$ 35,400 min. – \$ 53,000 max.</p> <p><i>Funding Source:</i> 11-0000-2520-501210-000-000000-511-08-054-</p>	<p>BG-4 12 Months</p>	<p>Responsible for procurement of assigned commodity groups. Demonstrates effective communication skills and diplomacy with all levels of personnel. Creates spreadsheets, manages reporting and compiles management trend reports. Interprets district bidding and purchasing procedures to vendors and staff. Displays objectivity as well as good organizational and exceptional analytical skills. Utilizes sound purchasing practices and adheres to strict code of ethics. Implements procurement policies and procedures in accordance with School Board policy and State law. Aids in creation of Munis training materials and leads live Munis training sessions. Acts as Coordinator for the districts procurement card program (pcard).Main contact for district vending suppliers</p>

Delete:

Position	Salary/Grade	Duties
<p>Procurement Manager- ESC/ Materials Management</p> <p><i>Annual Budget Impact:</i> \$ 56,000 min. – \$ 84,000 max.</p> <p><i>Funding Source:</i> 11-0000-2520-501210- 000-000000-109-08- 054-</p>	<p>BG-8 12 Months</p>	<p>Manage the Procurement function and RFP processes. Creates spreadsheets, manages reporting and compiles management trend reports. Manages contract schedule including all activities necessary to ensure timely resolicitation or renewal, including vendor interface, contact with user departments and contract administrators. Interprets district bidding and purchasing procedures to vendors and staff. Implements procurement policies and procedures in accordance with School Board policy and State law.</p>