



## **AGENDA**

**Regular Meeting** of the Board of Education, Independent School District Number One, Tulsa County, Oklahoma, **April 22, 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 Rogers College High School JROTC under the direction of Colonel Daryl Ping.
- 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. APPROVAL OF MINUTES**

Regular Meetings  
March 25, 2019

Special Meetings

**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, May 6, 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 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, 11-0244-2573-503600-000-000000-000-05-020-0244

RATIONALE: Monitoring and supporting the quality of RULER implementation is essential for ensuring program fidelity, efficacy, and sustainability.

**E.3.** 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, 11-0244-2573-503600-000-000000-000-05-020-0244

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.

## TEACHING AND LEARNING

- E.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.

- E.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 the 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

- E.6.** 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.7. 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.8. 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:

General Fund, 11-0000-2580-504320-000-000000-000-02-026

REQUISITION/CONTRACT: 11912823

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 will ensure that experienced SecureWorks personnel will respond quickly and effectively in the event of a cyber security breach through the end of our fiscal year. They will 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 district's Information Technology staff.

**FINANCIAL SERVICES**

**E.9. RECOMMENDATION:** Approve the April 5, 2019 - April 18, 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.

**BOND PROJECTS AND ENERGY MANAGEMENT**

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

COST: \$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 being constructed by the Gathering Place. The classrooms will be used to provide STEM training to every preK-5th grade student at least once per year. The new Children's Museum is scheduled to open September 2020.

- E.11.** RECOMMENDATION: Enter into a service agreement with the Children's Museum Inc., to provide a STEAM experience for one field trip per year for every preK-5 grade student at Tulsa Public Schools. The Children's Museum will provide an instructor for each of the five 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 term of the Service Agreement will extend on a fiscal year to fiscal year basis subject to mutual renewal for successive contract years.

- E.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.

## **F. ACTION AGENDA - Motion and vote on recommendations**

### **DEPUTY SUPERINTENDENT**

- F.1.** 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: 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 grades, 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.

## **TALENT MANAGEMENT**

- F.2.** RECOMMENDATION: Adopt School Board Policy 6702 - Electronic Records, Contracting, and Signatures, and waive School Board Policy 1201 - School Board Policies, which requires two readings by the board on new or revised school board policies.

RATIONALE: This proposed board policy will promote the effective and efficient use of electronic records to conduct district business. While the policy does not mandate the use of electronic records or electronic signatures, or otherwise limit the right of any party to conduct a transaction on paper, the policy sets forth guidelines for district officers and employees when using electronic records and electronic signatures in connection with the transaction of district business designed to ensure that the transactions and signatures are valid and enforceable. This item has been added for action to expedite adoption of the new policy so that it will be in place prior to the anticipated delivery, via electronic means, of 2019-2020 employment contracts to those current and prospective district employees who will be employed by the district during the 2019-2020 school year.

## **DESIGN AND INNOVATION**

- F.3.** 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.



- F.4.** 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.

## **G. INFORMATION AGENDA**

### **DEPUTY SUPERINTENDENT**

- G.1.** RECOMMENDATION: Enter into a contract with Kincaid Coach Lines, Inc., Edwardsville, Kansas, to provide bus transportation for Nathan Hale High School seniors to travel to Silver Dollar City in Branson, Missouri, on May 21, 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 \$3,500

FUND NAME/ACCOUNT: Hale High School Activity Fund #864

RATIONALE: This trip is sponsored by Nathan Hale High School to celebrate the hard work of those students who have successfully completed the requirements of receiving their high school diploma. The trip is also educational in that Silver Dollar City provides not only rides and attractions, but transports students to a historical era in which they can witness skilled craftsmen and artisans work their trades in a live setting.

- G.2.** RECOMMENDATION: Enter into a contract with the Embassy Suites Hotel to host Hale High School's JROTC Military Ball on May 10, 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 \$1,450

FUND NAME/ACCOUNT: Hale High School Activity Fund #564

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

- G.3.** RECOMMENDATION: Enter into a contract with Doubletree Hotel-Warren Place on behalf of the Edison Preparatory High School Class of 2019 to host the annual Senior Breakfast on Wednesday, May 15, 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 \$10,000

FUND NAME/ACCOUNT: Edison Class of 2019, SAF #864

REQUISITION/CONTRACT: 61902755

RATIONALE: The Senior Breakfast is an annual event for the senior class of Edison Preparatory High School which is attended by seniors and their guests to celebrate the end of senior year. The event has provided seniors the opportunity to become involved with event planning, organization, and teamwork skills. This event also gives the Class of 2019 a time to enjoy each other's company and celebrate with their families at a final meal together before their graduation.

## **TEACHING AND LEARNING**

- G.4.** RECOMMENDATION: Enter into a facilities usage agreement with the University of Tulsa, Tulsa, Oklahoma, to house the 2019 High School Kravis Summer Arts Camp for the two weeks of June 17 through the 28, 2019, on the University of Tulsa campus, Phillips Hall Building.

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 Kravis Arts Program, now in its 18th year, allows high school students to receive instruction from University of Tulsa professors on the University of Tulsa campus. Students engage in advanced-level coursework utilizing state of the art equipment in the Art Department building.

- G.5.** RECOMMENDATION: Approve a memorandum of understanding (MOU) with YMCA Go Club of Tulsa to provide an extended summer school program for kindergarten through fifth grade students enrolled at Anderson, Celia Clinton, Clinton West, and Skelly elementary schools for a total of 200 students at each site for the 2019 summer school session. The district will include the use of space at each site and sharing of data collected for evaluation purposes. The YMCA will cover the entire cost of the program, free to students.

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 and the YMCA have collaborated to offer GO Club, Graduate Oklahoma, programs for several years. The program is currently serving students at McClure Elementary School as an extended day offering throughout the

school year. Children who are healthy and feel better about individual safety and wellbeing have a better chance to do well in each grade and complete high school. GO Club staff will utilize the CATCH Kids Club after-school curriculum. This coordinated approach will help children adopt healthy dietary and physical activity behaviors by positively changing the health environments of recreational programs, schools, and home. The program also includes nutrition, literacy, the arts, STEM and specialty programming. The results from the project will help in better understanding out-of-school time programs and the impact on children and their families and their success in school.

## **TALENT MANAGEMENT**

**G.6.** RECOMMENDATION: Enter into an agreement with Harding University Cannon-Clary College of Education, setting forth the terms under which the college will place a current teacher assistant at Peary Elementary School as a student teacher intern with a current Peary teacher (to be named) for the purpose of fulfilling teacher certification preparation requirements.

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: This agreement will allow the district to partner with the college in its efforts to train and prepare future educational professionals. Partnering with colleges and universities in this manner allows the district to provide valuable feedback on student progress in regards to the success of future employment in an urban school setting in addition to influencing the knowledge, experiences, and practical skills of its future workforce and applicant pool. This particular instance will allow the district to support a current Tulsa Public Schools teacher assistant to receive training and transition into a teacher role.

## **FINANCIAL SERVICES**

**G.7.** RECOMMENDATION: Approve sanctioning of the following booster club and parent/teacher association in accordance with Board Policy 5707 for the 2018-2019 fiscal year.

**PTO:**

Wayman Tisdale PTO

**Booster Club:**

Legends Foundation

RATIONALE: Sanctioned status provides an organization 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 education objectives of the district and are beneficial to students under the guidelines established in Board Policy 5707. These organizations have submitted the required information in support of the application.

## **BOND PROJECTS AND ENERGY MANAGEMENT**

- G.8.** RECOMMENDATION: Enter into contracts with the lowest responsible bidders for the Edison Elevator Improvements.  
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 improvements at Edison Middle School are part of the 2015 bond issue.
- G.9.** RECOMMENDATION: Assign the contracts for the Edison Elevator Improvements to Trigon General Contractors and Construction Managers, Incorporated, 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.
- G.10.** RECOMMENDATION: Approve amendment 16A with Trigon General Contractors and Construction Managers, Incorporated, for the Edison Elevator Improvements.  
Trade Contracts  
Reimbursables  
General Conditions  
Management Fees  
**TOTAL 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.  
FUND NAME/ACCOUNT: Bond fund accounts : 34-1231-4720-504500-000-000000-061-12-537-AI007 for Edison MS  
REQUISITION/CONTRACT: 41900202  
RATIONALE: The interior renovations at Edison Preparatory School are part of the 2015 bond issue.
- G.11.** RECOMMENDATION: Enter into a contract with Interior Concepts Incorporated, the lowest responsible bidder for the new flooring at Cooper 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 \$396,000

FUND NAME/ACCOUNT: The cost of this contract was included in the Crossland Construction GMP that was previously approved and encumbered as item E-21 of the 3/25/2019, agenda.

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

- G.12.** RECOMMENDATION: Enter into a contract with the lowest responsible bidder for the new electrical work at Cooper 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: This project is currently in the bidding phase. The contractors' name and bid amount will be provided on the consent agenda.  
FUND NAME/ACCOUNT: The cost was included in the Crossland Construction GMP previously approved and encumbered as item E-21 of the 3/25/2019, agenda.  
RATIONALE: The interior renovations at Cooper Elementary School are part of the 2015 bond issue.
- G.13.** RECOMMENDATION: Enter into contract with the lowest responsible bidder for the new electrical project 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: This project is currently in the bidding phase. The contractors' names and amounts will be presented on the consent agenda.  
FUND NAME/ACCOUNT: The cost was included in the Nabholz Construction GMP that was previously approved and encumbered as item E-17 on the 3/25/2019, agenda.  
RATIONALE: The electrical improvements at Edison Preparatory School are part of the 2015 bond issue.
- G.14.** RECOMMENDATION: Enter into a contract with the lowest responsible bidder for the new walk-in freezer at MacArthur 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: This project is currently in the bidding phase. The contractors' names and amounts will be presented on the consent agenda.  
FUND NAME/ACCOUNT: The cost was included in the Trigon General Contractors and Construction Mangers Inc., GMP that was previously approved and encumbered as item E-16 on the 4/8/19, agenda.  
REQUISITION/CONTRACT: 11912402/41900186  
RATIONALE: The interior renovations at MacArthur Elementary School is part of the 2015 bond issue.

- G.15.** RECOMMENDATION: Increase the current pricing agreement with Asbestos Handlers, Tulsa, Oklahoma, the lowest responsible bidder, for asbestos abatement services as needed at various sites throughout the district during the 2018-2019 school year. The original contract was approved June 18, 2018, E-166.
- 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 \$100,000
- FUND NAME/ACCOUNT: Bond Fund, applicable accounts
- REQUISITION/CONTRACT: 41800009
- RATIONALE: Additional funds are required for the removal of asbestos containing materials before summer projects can begin.

SUPPORTING INFORMATION – April 22, 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
Edison Preparatory High School/	Students: 6 Parents: 3 Staff: 1	To participate in the BPA (Business Professionals of America) National Leadership Conference/Anaheim, California	April 30- May 5, 2019	4	No cost to the district. (Funding provided by parents).
Edison Preparatory High School/Deaf Ed Program	Students: 7 Parents: 0 Staff: 2	To participate in the Close Up Foundation Program/Washington, D.C.	May 5-10, 2019	5	Not to exceed \$1827.00/Edison's School Activity Fund #842 (Additional funding will be provided by parents and the Close Up Foundation).

CORRECTION TO PREVIOUSLY APPROVED ROUTINE FIELD TRIPS –

**March 25, 2019, Consent item E-1, page 17** – Change the dates from April 4-7, 2019 to April 26-28, 2019

McLain High School/McLain High School Students	Students: 9 Parents: 0 Staff: 3	To attend the "LongWalk" Leadership Conference/Cass, Arkansas	<b>April 26-28, 2019</b>	1	Not to exceed \$300.00/McLain's School Activity Fund #520 (Additional funding will be provided by LongWalk.
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**SUPPORTING INFORMATION****CONSENT ITEM E.6.****ROUTINE STAFFING****ELECTIONS**

Name	Effective Date	Contract Amount	Position	Grade or Degree and Step
Alferez Escobar, Ester	4/08/19	\$10.42	Evening Custodian	MT-3
Anderson, Lamonn	4/08/19	\$10.31	Evening Custodian	MT-3
Austin, Anthony	1/01/19	\$77,844.00	JROTC Instructor	NS
Barrack, Gregory	1/01/19	\$78,996.00	JROTC Instructor	NS
Blair, Judith	4/01/19	\$13.08	Teacher Assistant	IS-6
Brown, Quinn	3/26/19	\$11.92	Teacher Assistant	IS-6
Cantrell, Cody	4/02/19	\$11.21	Teacher Assistant	IS-6
Cooper, Starla	4/03/19	\$9.71	Before and After Care Site Assistant	MT-2
Cross, Kelsey	4/05/19	\$9.82	Paraprofessional	IS-3
Davila-Perez, Cristina	4/01/19	\$9.82	Teacher Assistant	IS-3
De Guerra, Sandra	3/25/19	\$9.60	Cafeteria Assistant	MT-1
Gordinier, Kyle	1/01/19	\$79,224.00	JROTC Instructor	NS
Gregg, Terryl	1/01/19	\$78,336.00	JROTC Instructor	NS
Guthrie, Phyllis	1/01/19	\$82,968.00	JROTC Instructor	NS
Hewitt, Lori	3/25/19	\$20,718.00	Half Time Teacher	M-5
Johnson, Eric	1/01/19	\$70,632.00	JROTC Instructor	NS
Jones, Tyrone	3/25/19	\$8.97	Bus Assistant	MT-A
Kamm, Robert	1/01/19	\$88,848.00	JROTC Instructor	NS
Keiner, Martin	1/01/19	\$84,036.00	JROTC Instructor	NS
Moreno, Veronica	3/26/19	\$13.49	Autism Paraprofessional	IS-10
Oyarzo, Felipe	4/15/19	\$40,000.00	Case Manager	BG-4



ELECTIONS – Continued

Name	Effective Date	Contract Amount	Position	Grade or Degree and Step
Pearson, Mary	3/25/19	\$12.00	Teacher Assistant	IS-6
Perkins, Shayla	4/02/19	\$9.82	Teacher Assistant	IS-3
Ping, Daryl	1/01/19	\$73,116.00	JROTC Instructor	NS
Prescott, Michael	1/01/19	\$85,452.00	JROTC Instructor	NS
Radke, Wanda	3/25/19	\$10.79	Cafeteria Assistant	MT-1
Ruiz Rodriguez, Maria	4/02/19	\$10.83	Evening Custodian	MT-3
Scott, Sharon	1/01/19	\$54,588.00	JROTC Instructor	NS
Sellers, Darwin	1/01/19	\$81,084.00	JROTC Instructor	NS
Shippo, Raymond	1/01/19	\$82,632.00	JROTC Instructor	NS
Taliaferro, Gail	3/14/19	\$41,004.00	Teacher	M-4
Tilley, David	1/01/19	\$77,112.00	JROTC Instructor	NS
Urzua, Veronica	3/25/19	\$10.83	Evening Custodian	MT-3
Wiedel, Chelsie	3/28/19	\$9.82	Teacher Assistant	IS-3
Williams, Jordan	4/04/19	\$9.82	Paraprofessional	IS-3

ADJUSTMENTS

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Bauman, Emily	3/25/19	\$25,812.48	Three Fifths Time Speech Pathologist	3.5 Fifths Time Speech Pathologist	M-11
Blacc, Fadwa Angel	3/26//19	\$11.00	Part Time Teacher Assistant	Clerk	CA-3
Blue, Ivan	7/30/18	\$12.36	Bus Driver	Bus Driver	MT-7
Davis, Barbariae	3/18/19	\$54,000.00	Teacher	SEL Integration Specialist	BG-7
Gibson, Clayton	8/16/18	\$37,901.00	Apprentice	Teacher	B-0
Harmon, Edwin	3/25/19	\$14.39	Bus Driver	Special Needs Bus Driver	MT-7
Hickman, Chyvone	2/01/19	\$37,901.00	Apprentice	Teacher	B-0
Ivy, Lisa	2/01/19	\$37,901.00	Apprentice	Teacher	B-0
Jones, Brian	2/01/19	\$37,901.00	Apprentice	Teacher	B-0
Kurowicki, Crystal	2/25/19	\$9.74	Cafeteria Assistant	Cook I	MT-2
Ledford, Judith	3/15/19	\$23,691.00	Traveling Manager	Cafeteria Manager	BG-B
McCrary, Ty-Lee	2/01/19	\$37,901.00	Apprentice	Teacher	B-0
Mitchell, Donnell	3/01/19	\$37,901.00	Apprentice	Teacher	B-0
Molina, Ruby	4/22/19	\$12.87	Parent Involvement Facilitator	Enrollment Information Registrar	CA-9
Muskrat, Kathleen	1/07/19	\$51,827.00	Teacher	Teacher	M60-15
Parker, Janet	7/25/18	\$62,139.00	Special Education Instructional Coach	Special Education Instructional Coach	NBM-12
Patterson, Anthony	3/18/19	\$12.43	Bus Driver Trainee	Bus Driver	MT-7

ADJUSTMENTS – Continued

Name	Effective Date	Contract Amount	Current Position	Proposed Position	Grade or Degree and Step
Phillips, Danny	10/08/19	\$19.53	Preventive Maintenance Craftsperson	Preventive Maintenance Craftsperson	MT-14
Rodriguez, Patricia	2/25/19	\$10.58	Cafeteria Assistant	Cook I	MT-2
Satterfield, Gloria	3/25/19	\$11.07	Cafeteria Assistant	Cook I	MT-2
Shaw, Harmoni	3/28/19	\$14.33	1:1 MD Paraprofessional	Teacher Assistant	IS-6
Tryon, Steven	4/01/19	\$14.38	Paraprofessional	1:1 Autism Paraprofessional	IS-10
Walz, Elliott	3/18/19	\$12.36	Bus Driver	Team Driver	MT-7

SEPARATIONS

Name	Effective Date	Position
Anderson, Tanesha	3/13/19	Teacher Assistant
Baker, Janet	5/24/19	Teacher
Banfield, Brian	4/01/19	Teacher
Bibb, Sharon	5/24/19	Teacher
Blue, Ivan	3/08/19	Bus Driver
Braeseke, Summer	5/24/19	Teacher
Braun, Martha	5/24/19	Teacher
Brians, Mary	6/03/19	Manager – Operations Support
Burk, Timothy	4/05/19	Bus Driver Trainee
Burler, Dakota	3/27/19	Evening Custodian
Caballero Gorriz, Sara	5/24/19	Teacher
Carillo Ruiz, Macedonio	3/26/19	Evening Custodian
Carney, Rebecca	5/24/19	Teacher
Dobyns, Michelle	4/08/19	School Clerk Assistant
Edwards, Regina	3/15/19	Bus Assistant
Eigenman, Sadie	2/14/19	Paraprofessional

SEPARATIONS – Continued

Name	Effective Date	Position
Escobar Vall, Ana Maria	5/24/19	Teacher
Espinoza, Maria	3/18/19	Head Custodian
Federighi, Amy	5/24/19	Teacher
Fernandez Berjon, Luis	5/24/19	Teacher
Fernandez Victorero, Rosana	5/24/19	Teacher
Garrison, Elizabeth	5/24/19	Teacher
Goudeau, Loretta	3/08/19	Coach Bus Driver
Groves, Mary	5/24/19	Teacher
Hall, Erika	5/24/19	Teacher
Hallam, Kandis	4/05/19	Purchasing Technician
Hampton, Kippy	3/27/19	Evening Custodian
Hanson, Caryl	3/19/19	Teacher Assistant
Hanson, Wendy	5/24/19	Teacher
Harlin, Brenda	6/30/19	Teacher
Harris, Teresa	5/24/19	Teacher
Harris-Fitch, Mariarosa	5/24/19	Teacher
Henderson, Janet	6/30/19	Teacher
Henson, Susannah	5/24/19	Teacher
Hess, Stephanie	3/27/19	Evening Custodian
Hilsabeck, Linda	6/30/19	Teacher
Hogue, Samantha	5/24/19	Teacher
Irvine, Valerie	5/24/19	Teacher
Johnson, Elizabeth	3/26/19	Cafeteria Assistant
Jones, James	6/30/19	Teacher
Keen, Charlet	4/01/19	Before and After Care Account Specialist
Kingsbury, Deborah	6/30/19	Teacher
Kuykendall, Julie	6/01/19	Principal Secretary
Lamar, Elizabeth	5/24/19	Teacher
Landburg, Gregory	5/24/19	Teacher
Latimer, Dorothea	5/24/19	Teacher
Lopez de Armentia Lianos, Javier	5/24/19	Teacher
Lopez Rodriguez, Pablo Javier	5/23/19	Teacher
Macdowell, Anne	3/08/19	Special Needs Bus Driver
Maple, Geneve Annette	5/24/19	Teacher
Martin, Kathy	5/24/19	Health Assistant
McCullough, Terri	3/12/19	Teacher
McGowen, Diane	5/24/19	Teacher
Meacham, Richard	5/24/19	Teacher
Mills, Joseph	3/27/19	Evening Custodian
Moberly, Laurie	5/24/19	Teacher
Mork, Melissa	4/01/19	Team Bus Driver
Munoz Prieto, Deisy	3/20/19	Registrar
Orth, Mary	5/24/19	Teacher
Paine, Joan	5/24/19	Teacher
Palmer, Kristi	5/24/19	Teacher

SEPARATIONS – Continued

Name	Effective Date	Position
Pearse, Melodie	5/24/19	Teacher
Pitts, Michael	5/24/19	Teacher
Ray, Cynthia	5/24/19	Teacher
Reiss, Donna	5/24/19	Teacher
Robertson, Florence	5/24/19	Teacher
Sanchez, Wendy	5/24/19	Teacher
Sanders, Katelyn	5/24/19	Teacher
Santoy, Lindsey	5/24/19	Teacher
Saunkeah, Ann	5/24/19	Teacher
Septerty, Imaculata	4/04/19	Cafeteria Assistant
Seymour, Camille	5/24/19	Teacher
Shepherd, Pauline	5/24/19	Teacher
Stuff, Cari	4/03/19	Executive Administrative Assistant
Troutman, David	6/30/19	Teacher
Underwood, Nina	5/24/19	Teacher
Vargas-Lopez, Alma	5/24/19	Teacher
Wagoner, Helena	4/05/19	Evening Custodian
Wakefield, Jaycia	3/27/19	Cafeteria Assistant
Walker, Michelle	5/24/19	Teacher
Walls, Douglas	3/31/19	Overnight Police Officer
Wilson, Caryn	5/24/19	Teacher
Wilson, Taylor	5/24/19	Teacher
Worman, Deborah	5/24/19	Teacher

SUBSTITUTE AND TEMPORARY ELECTIONS

CUSTODIANS

McDade, Harold  
Mills, Joseph  
Yarmie, Sam Wougbeh

ARTIST IN RESIDENT

Geiger, Alex

CLERK

Brulc, Kathleen

SUBSTITUTE AND TEMPORARY ELECTIONS – Continued

SUBSTITUTES

Aceves, Luis	Drew, Elizabeth	Lawrence, Ceili	Rackley, Kathleen
Alix, Natalie	Drybread, Twila	Littlejohn, Pamela	Reno, Bertha
Allen, Francia	FELDMAN, LAWRENCE	Lowe, Francine	Ronning, Russell
Anderson, Connie	Ferrell, Brandon	Manning, Joyce	Rushing, Alice
Atherton, Gina	Foster, Frank	Martin, Shavell	Smith, Meagan
Austin, RoShelle	Fraser, Karen	Maxwell, Kyle	Speed, Jennifer
Balsiger, Samuel	Garcia, Javier	McCool, Charelle	Stanley, Linda
Bazile, Kendyll	Gibbs, Sylvia	McCormick, Angela	Stevens, Beverly
Beckmann, Rolanda	Gordon, Desiree	McGill, James	Stubblefield, Cynthia
Blevins, Laura	Griffin-Coutee, Llydia	MCLain, Jamie	Suleiman, Janeann
Bolin, Norman	Haddock, James	Mead, Ashlin	Sylva, Gary
Boykins, Anita	Hannaford, Simone	Miller, Nick	Tarvin, Amanda
Bradbury, Deborah	Hoover, Cody	Miller, Steven	Thigpen, Mattie
Bradley-Otten, Jama	Hopper, Sandra	Mitchell, TreAuna	Thomas, Bryan
Brooks, Amber	Jackson, Frances	Moti, Cecilia	Thomas, Pearl
Brothers, Roshieka	Jackson, Amy	Murray, Laura	Thornton, Joseph
Cameron, Jennifer	Jangria, LindiwE	Murray, Erin	Tiger, Aaron
Carter, Deidre	Johnson, Precious	Murry, Jeffrey	Trevillion, Julia
Chaney, Suzanne	Johnson, Michaelle	Nichols, Robert	Valle, Zelideth
Collis, Melinda	Johnston, Troy	North, Janice	Wade, Gina
Coonce, Eileen	Johnston, Troy	Oliver, Jacqueline	Washington, KanDee
Cotzias, Barbara	Jones, Krishna	Orange, Lisa	Weaver, Susan
Crabtree, Jessica	Jones, Priscilla	O'Steen, Susan	Weber, Richard
Crandell, Jeremu	Jordan, Linda	Parker, Jalicia	Wells, Odrikus
Cyter, Michael	Kaseca, Patricia	Pearson, Crystal	Wester, Robert
Dauphin, Megan	Kauble, Stephen	Pollard, Emerson	Williamson, Rebee
Davis, Elizabeth	Knox, Angelique	Pratt, Emily	Woods, Rebekah
DeBose, Andrea	Krout, Dustin	Price, Laura	Wright, Alice

## SUBSTITUTE AND TEMPORARY PAYMENTS FOR EMPLOYEES

McLain – 11-0000-1000-501700-100-440000-415-07-720

Pay certified employees, Christopher Mitchell and Lisa Wolfe @ \$23/hr. for tutoring students for the after school program during the 2018-2019 school year.

Librarian Collection Assembly Stipend

11-0000-2220-501700-000-000000-06-069

Pay certified or retired librarians to be named a stipend @ \$26/hr (not to exceed \$1,000) to develop an equitable collection of books for consolidated sites during non-contract hours.

Kravis Summer Arts Camp - 81-2439-2340-501700-000-000000-000-06-070

Pay 16 certified staff members to be named @ \$23/hour (total not to exceed \$35,000) to manage the Kravis Summer Arts Camp (June 17<sup>th</sup> – 28<sup>th</sup>, 2019) at the University of Tulsa campus, Phillips Hall Building, and Edison Preparatory School.

East Central Jr. High – General Athletic Fund #536

Pay employee Ernesto Bello for soccer coaching duties, not to exceed \$600, during the 2018-2019 school year.

East Central Jr. High – General Athletic Fund #536

Pay employee Michael Seng for soccer coaching duties, not to exceed \$600, during the 2018-2019 school year.

East Central Jr. High – 11-0000-1000-501700-421-113000-210-07-659

Pay employee Kimberly Wandell for soccer coaching duties, not to exceed \$1000, during the 2018-2019 school year. This stipend will be paid from East Central Junior High Soft Drink Vending Fund.

Summer Café – 22 7660 3120 501210 700 000000 953 03 023

Pay Sheila Russell, a stipend of \$44.85/day on worked days to complete additional duties as Summer Café Director for the following dates: Jan. 17<sup>th</sup> - May 28<sup>th</sup>, July 15<sup>th</sup> – August 16<sup>th</sup> (Total not to exceed \$4850).

Pay Kurt Stillman, a stipend of \$29.62/day on worked days to complete additional duties as Summer Café Assistant Director for the following dates: Jan. 17<sup>th</sup> – May 28<sup>th</sup>, July 15<sup>th</sup> – August 16<sup>th</sup> (Total not to exceed \$3200).

**SUPPORTING INFORMATION**

**CONSENT ITEM E.7.**

**POSITION CREATIONS/DELETIONS**

**Create:**

Position	Salary/Grade	Duties
<p><b>Administrative Assistant III-ESC/ Federal Programs</b></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><b>Buyer-ESC/ Materials Management</b></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><b>Procurement Manager- ESC/ Materials Management</b></p> <p><i>Annual Budget Impact: \$ 56,000 min. – \$ 84,000 max.</i></p> <p><i>Funding Source: 11-0000-2520-501210- 000-000000-109-08- 054-</i></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>

## SUPPORTING INFORMATION

ACTION ITEM F.2.

ADOPT SCHOOL POLICY

TULSA PUBLIC SCHOOLS

Policy 6702

### Electronic Records, Contracts, and Signatures

#### Purpose:

Under certain conditions, electronic records and signatures satisfy the requirements of a written signature when transacting business. The District desires to promote effective and efficient use of electronic records to conduct business. The authenticity and reliability of electronic records and signatures relating to governmental transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed and stored. The purpose of this policy is to provide guidelines for the use of electronic records and signatures in connection with the transaction of District business.

This policy does not mandate the use of an electronic signature or otherwise limit the right of a party to conduct a transaction on paper, nor does it apply to any situation where a written signature is required by law.

#### **Definitions**

**Attribution** - An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including but not limited to the showing of a detailed, audited security procedure applied to determine the person to whom the electronic record or electronic signature was attributable.

**Electronic Signature** - As is the case with traditional “wet ink” signatures, electronic signatures are valid only if a user demonstrates a clear intent to sign. This intent may be shown through an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.

**Electronic Record** – Any information created, generated, sent, communicated, received or stored by electronic means.

#### **Guidelines**

##### **Electronic Records**

The District shall use available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District shall be given the full force and effect of a paper record if the following conditions are satisfied:

1. The record is an electronic filing or recording and the District agrees to accept or send such record electronically; and
2. If a signature is required on the record by any statute, rule or other applicable law or District policy, the electronic signature used must conform to the requirements set forth in this policy governing the use of electronic signatures. Signatures cannot be altered by ordinary means.

## Electronic Signature

An electronic signature may be used unless there is a specific statute, regulation, rule of law or District policy that requires records to be signed in manual (i.e., non-electronic) form. The issuance and/or acceptance of an electronic signature by the District shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws. Such electronic signature shall have the full force and effect of a manual signature if the signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and, if required, the title or other appropriate designation or classification of the person signing (ex: employee, teacher, administrator, Board President, Superintendent, etc.)
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail or other reliable attribution method
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed
4. The electronic signature must be electronically encrypted or transmitted by technological means designed to protect and prevent access, alteration, manipulation or use by any unauthorized person; and
5. The electronic signature conforms to all other provisions of this policy.

## **Electronic Signatures of Authorized District Officers**

The following positions are considered Authorized Officers:

Board of Education President  
Board of Education Vice President  
Board of Education Clerk  
Board of Education Treasurer  
Superintendent of Schools  
Chief Financial Officer

Authorized Officers are the individuals delegated the authority to electronically sign documents on behalf of the District, where such authority has been granted for a specific transaction or purpose. This policy is not intended to grant signatory authority to any person who does not have such authority by virtue of their position.

Unless prohibited by law, Authorized Officers may, but are not required, to sign documents through an electronic signature on any record, including without limitation contracts, agreements, correspondence, certificates, reports, minutes or similar documents in those instances in which the Authorized Officer's signature is required or permitted. Use of an electronic signature requires the approval of the Authorized Officer.

In order to establish that the electronic signature is attributable to the Authorized Officer signing the record, all electronic signatures are subject to the District's authentication procedures. In addition, the Authorized Officer must comply with the security procedures

of the District, the relevant software enabling the electronic signature and any third parties involved in the transaction.

### **Electronic Signatures of Employees**

Employees of the District may electronically sign documents that they are required or permitted to sign by virtue of their position. This policy is not intended to grant signatory authority to any person who does not have such authority by virtue of their position. Use of an electronic signature by an employee shall be used only when required or explicitly permitted for purposes of executing an electronic record. In order to establish that the electronic signature is attributable to the employee signing the record, all electronic signatures are subject to the District's authentication procedures. In addition, the employee must comply with the security procedures of the District, the relevant software enabling the electronic signature and any third parties involved in the transaction.

### **Prohibited Use – All Employees and Officers**

No employee or officer may use an electronic signature on any district document on behalf of any other employee or officer unless that person has been granted specific, written authorization to do so. Any employee who uses electronic methods to sign documents they are not authorized by virtue of their position to sign, or who falsifies electronic records or electronic signatures, will be subject to disciplinary action, up to and including dismissal. The District may also refer violations of this policy for possible criminal prosecution. All employees are required to immediately report any violations of this policy, suspected fraud, or other security concerns to the District's General Counsel. If for any reason the matter cannot be reported to the General Counsel, the employee must report the matter to the Chief Information Officer or the Chief Talent Officer.

### **Employment Applications, Contracts and related Paperwork**

Any person applying for employment with the District or signing an employment contract with the District may be required by the District to electronically sign an employment application, contract of employment, or any other employment-related paperwork. In order to establish that the electronic signature is attributable to the applicant or employee signing the record, all electronic signatures are subject to the District's authentication procedures. In addition, employees and applicants must comply with the security procedures of the District, the relevant software enabling the electronic signature and any third parties involved in the transaction.

Adopted:

Reference:  OKLA. STAT. tit. 12A, §§ 15-101 to 15-121.