

Bixby Board of Education Regular Meeting
Bixby Public Schools
Bixby Administration Building, 23 S Riverview, Bixby, OK 74008
Thursday, December 12, 2024 6:00 PM
Meeting Live Stream Link: <http://bixbyps.info/youtube>

1. **Call Meeting to Order/Roll Call** - Pledge of Allegiance led by East Elementary students Emery Benavides and Isaiah Haffner
2. **Reports to The Board**
 - 2.1. Special Recognition
 - 2.1.1. Spartan Spirit Award - Alex Echevarria
 - 2.2. Superintendent's Report - Rob Miller
 - 2.3. Facilities and Operations Report - Gabe Hayes
 - 2.4. Financial Operations Report - Mike Anthony
3. **Comments from the Public - The Board was addressed by Kristen Whitmer and Luke Haley**
 - 3.1. Speakers must identify themselves.
 - 3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.
 - 3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.
 - 3.4. Total time allocated to this item is thirty (30) minutes.
 - 3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.
 - 3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.
 - 3.7. The president reserves the right to interrupt this section and move to the next item.
 - 3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.
4. **General Consent Agenda** - Discussion and possible board action to approve consent agenda items #1-20. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)
 - 4.1. Minutes of November 14, 2024 Regularly Scheduled Board Meeting
 - 4.2. Minutes of December 6, 2024 Special Board Meeting
 - 4.3. Activity Fund Summary of Accounts and Transfer Requests
 - 4.4. Encumbrances and Change Orders for FY 2025 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers
 - 4.5. Receipt of 2024-2025 OKSDE Accreditation Statuses for Bixby Schools.

- 4.6. Approval of existing student capacity limits for open transfers pursuant to Board Policy 2108: Grades PK-6, 20 per classroom; grades 7-10, 600 students in each grade level; and grades 11-12, 550 students in each grade level.
- 4.7. Endorsement of 2025 OneVoice Legislative Agenda (Tulsa Regional Chamber)
- 4.8. Bixby Middle School Robotics request to participate in the Aerial Drone Competition in Alma, Arkansas on January 11, 2025
- 4.9. Bixby Track Team request to participate in the Pitt State University Indoor Track Meet in Pittsburg, Kansas on January 11, 2025
- 4.10. Bixby Track Team request to participate in the University of Arkansas Indoor Track Meet on January 18, 2025
- 4.11. Bixby Band request to participate in the Blue Springs High School Winter Guard International Regional in Kansas City, Missouri on February 14-16, 2025.
- 4.12. Bixby Band request to participate in the Band (Wind Ensemble) National Wind Ensemble Festival in Kansas City, Missouri on March 5-6, 2025
- 4.13. Bixby Middle School Band request to participate in the Middle School 8th Grade Band performance at Branson, Missouri on May 9-10, 2025
- 4.14. FMLA/Maternity Leave - Certified - Administration - 12/9/24- 3/31/25
- 4.15. FMLA - Certified - Middle School - 10/30/24-12/31/24
- 4.16. FMLA - Certified - East Intermediate - 1/17/25-4/14/25
- 4.17. Medical Leave - Support - East Elementary - 12/9/24-1/9/25
- 4.18. Medical Leave - Certified - Middle School - 11/18/24-12/20/24
- 4.19. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.20. Employment, Resignation, Retirement - Support Personnel - per attached

5. Finance

- 5.1. Discussion and possible approval of a contract with Southern Hills Marriott for the 2025 BPS Employee Appreciation Banquet.
- 5.2. Discussion and possible board action to approve a one-time retention stipend for BPS employees

6. Teaching and Learning

- 6.1. Discussion, consideration, and possible board action to approve an amendment to the School Work Study contract with the Department of Rehabilitation Services.

7. Operations

- 7.1. Discussion and possible board action to approve a new Middle School Spartan Store Activity Fund account.
- 7.2. Discussion and possible board action to approve declaring items as surplus to be disposed of according to Oklahoma Statutes.

8. Human Resources

- 8.1. Discussion and possible board action to approve an update to *Policy 4166 Classification of Employees and Rights and Responsibilities Involving Non-Exempt Employees*
- 8.2. Discussion and possible board action to approve any resignations submitted after the agenda was posted.

9. New Business

10. Vote to adjourn

Name of person posting this agenda

Minutes Clerk

Posted on this _____

Bixby Administration Building, 23 S Riverview, Bixby, OK 74008

Bixby Board of Education Regular Meeting
Thursday, November 14, 2024
Bixby Public Schools Administrative Center
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:01 PM.

Justin Cheatham: Present
Matt Dotson: Present
Tristy Fryer: Present
Julie Prox: Present
Amanda Stephens: Present
Present: 5.

1. Call Meeting to Order/Roll Call - Pledge of Allegiance led by North Elementary students Mackenzie and Gentry Panzer.

2. Reports to The Board

2.1. Special Recognition

2.1.1. Spartan Spirit Award

- Bixby Band "Prop Dads"
- Linda Ricks, District PowerSchool Coordinator

2.1.2. Spartan Coin of Excellence

- BHS National Merit 2025 Semi-Finalists: Kristen Dang, Mao Hsu, Hahyeon Kim, Jackson Morris, Josiah Morris, and Kyle Steward
- Emma Goff and Trenton Neuok, OkCDA All-State Jazz Choir
- Anna Founds, Macie Dunham, and Bryce Barrett, Oklahoma One Act Play All-State Cast
- Volleyball Academic State Champions

2.2. Superintendent's Report - Rob Miller

2.3. Facilities and Operations Report - Gabe Hayes

2.4. Financial Operations Report - Mike Anthony

3. Comments from the Public

The board was addressed by: Garrett Lee and Kristen Whitmer

3.1. Speakers must identify themselves.

3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.

3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.

3.4. Total time allocated to this item is thirty (30) minutes.

3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

3.7. The president reserves the right to interrupt this section and move to the next item.

3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-20. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)

Approval of General Consent Agenda items #1-20 as presented. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

4.1. Minutes of October 10, 2024 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

- 4.3. Encumbrances and Change Orders for FY 2025 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers
- 4.4. Renewal of MOU with OSUIT for concurrent enrollment programming for BHS students for the 2024-2025 Academic Year.
- 4.5. Bixby Wrestling request to participate in the High School Boys Wrestling Tournament in Cuyahoga Falls, Ohio from December 5-8, 2024.
- 4.6. Bixby Wrestling request to participate in the Doc Buchanan Tournament in Clovis, California on January 1-5, 2025
- 4.7. Bixby Boys and Girls Soccer request to participate in the Foley Soccer Tournament in Foley, Alabama on March 26-28, 2026
- 4.8. FMLA/Maternity - Certified - West Elementary - 1/11/25 to 4/14/25
- 4.9. FMLA - Certified - Central Intermediate - 11/4/24 to 12/31/24
- 4.10. FMLA - Certified - Central Elementary - 11/18/24 to 2/20/25
- 4.11. Medical Leave - Support - North Elementary - 9/30/24 to 12/20/24
- 4.12. Medical Leave - Certified - Middle School - 10/14/24 to 11/4/24
- 4.13. FMLA/Maternity - Certified - 9th Grade Center - 2/18/25 to 5/21/25
- 4.14. FMLA - Certified - East Elementary - 11/5/24 to 5/26/25
- 4.15. FMLA - Support - Maintenance - 12/2/24 to 12/15/24
- 4.16. Medical Leave - Support - High School - 11/4/24 to 11/11/24
- 4.17. Medical Leave - Support - West Elementary - 10/31/24 to 5/23/25
- 4.18. FMLA - Certified - Central Intermediate - 10/21/24 to 10/26/24
- 4.19. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.20. Employment, Resignation, Retirement - Support Personnel - per attached

5. Finance

- 5.1. Discussion and possible board action to approve a contract with KKT for design services in the amount of \$18,500 to be paid from bond funds.

Approval of a contract with KKT for design services in the amount of \$18,500 to be paid from bond funds. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

5.2. Discussion and possible board action to approve a Lease Agreement with Quadient Leasing for mailing and postage equipment at a cost of \$439.00 per month.

Approval of a Lease Agreement with Quadient Leasing for mailing and postage equipment at a cost of \$439.00 per month. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

6. Teaching and Learning

6.1. Presentation of the Comprehensive Exit (Dropout Report) and College Remediation Reports - Information only. No board action is required.

The dropout report was presented by Kendall Still. No action was required by the Board.

6.2. Discussion and possible board action to approve a contract with Coody Consulting for the 2024-25 fiscal year.

Approval of a contract with Coody Consulting for the 2024-25 fiscal year. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

6.3. Discussion and possible board action to approve an agreement with Catapult Learning, LLC for professional development services at a cost of \$10,900.00 to be paid from SRA Funds.

Approval of an agreement with Catapult Learning, LLC for professional development services at a cost of \$10,900.00 to be paid from SRA Funds. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

6.4. Discussion and possible board action to approve a Memorandum of Understanding with Cameron University for the 2024-25 school year.

Approval of a Memorandum of Understanding with Cameron University for the 2024-25 school year. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

6.5. Discussion and possible board action to approve a Memorandum of Understanding with Northeastern State University for practical learning and clinical/occupational experience in School Counseling.

Approval of a Memorandum of Understanding with Northeastern State University for practical learning and clinical/occupational experience in School Counseling. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea

Yea: 5, Nay: 0

6.6. Discussion and possible board action to approve a contract with Motor Mouth Therapy, LLC for Speech and Occupational Therapy Services for the 2024-2025 fiscal year.

Approval of a contract with Motor Mouth Therapy, LLC for Speech and Occupational Therapy Services for the 2024-2025 fiscal year. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7. Operations

7.1. Presentation and review of Site Chase Morris Sudden Cardiac Arrest Response Plans. Information Only. No board action required.

7.2. Discussion and possible board action to approve the drafted 2025-26 Academic Calendar.

Approval of the drafted 2025-26 Academic Calendar. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.3. Discussion and possible board action to approve declaring items as surplus to be disposed of according to Oklahoma Statutes.

Approval of declaring items as surplus to be disposed of according to Oklahoma Statutes as presented. Passed with a motion by Tristy Fryer and a second by Matt Dotson.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

8. Human Resources

8.1. Discussion and possible board action to approve any resignations submitted after the agenda was posted.

None

9. New Business

10. Vote to adjourn

At 8:09 p.m. approval of adjourning. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

President

Vice President

Clerk

Member

Member

**2024-2025
CERTIFIED PERSONNEL
EMPLOYMENT**

TEMPORARY CONTRACT

VOLUNTEER COACHING

ADJUNCT COACHING

EMPLOYMENT for 2024-2025

KERI ROBINSON	TEACHER	NORTH INTERMEDIATE	11/11/2024
JESSICA STOGNER	TEACHER	CENTRAL ELEMENTARY	10/14/2024

RESIGNATIONS

MIKI BRAY	TEACHER	WEST ELEMENTARY	10/31/2024
EMILY PETERSEN	TEACHER	WEST ELEMENTARY	11/01/2024
NICOLE HANSELMAN	TEACHER	HIGH SCHOOL	11/08/2024

RESIGNATION AGREEMENTS

TERMINATIONS

**2024-2025
SUPPORT PERSONNEL
EMPLOYMENT**

VOLUNTEER COACHING

TREVOR LEU	ASST BASEBALL	HIGH SCHOOL	12/01/2024
------------	---------------	-------------	------------

TEMPORARY CONTRACT

ADJUNCT EMPLOYMENT

JEFF OWENS	VARSIITY ASST BASEBALL	HIGH SCHOOL	01/06/2025
BART HILL	ASST SOCCER	HIGH SCHOOL	08/20/2024
DALLAS BEELER	VARSIITY ASST BASEBALL	HIGH SCHOOL	01/06/2025
RYAN CASH	JV ASST BASEBALL	HIGH SCHOOL	01/06/2025
RACHEL ZIMMERMAN	ASST SWIM	HIGH SCHOOL	10/24/2024

EMPLOYMENT 2024-2025

TIMOTHY BRUMAGHIN	CHILD NUTRITION	CHILD NUTRITION	10/30/2024
DANIEL CHESSER	PARAPROFESSIONAL	NORTH ELEMENTARY	10/14/2024
RANDI CONNELL	RECESS AIDE	CENTRAL INT	10/28/2024
ANAYA CORRAL	LUNCH CLERK	CHILD NUTRITION	11/04/2024
AMANDA EVERS	PARAPROFESSIONAL	WEST ELEMENTARY	11/13/2024
CAITLYN JACOBUS	PARAPROFESSIONAL	WEST ELEMENTARY	10/09/2024
JESSE JOICE	PARAPROFESSIONAL	NORTH ELEMENTARY	11/11/2024
TAMMY LOWE	MANAGER	CHILD NUTRITION	10/14/2024
OLGA LUEVANO	CHILD NUTRITION	CHILD NUTRITION	10/28/2024
ELVIA SALDIVAR	CUSTODIAN	MAINTENANCE	10/28/2024
MICHAEL SLAUGHTER	SUB DRIVER	TRANSPORTATION	10/25/2024
LUTHER STALLINGS JR	CUSTODIAN	MAINTENANCE	10/28/2024
ASHLIE STARKEY	RECESS AIDE	CENTRAL INT	10/16/2024

RESIGNATIONS

PINESE HOLT	PARAPROFESSIONAL	CENTRAL ELEMENTARY	10/25/2024
LAURANCE LEMAY	BUS DRIVER	TRANSPORTATION	10/03/2024
JAELEON	CHILD NUTRITION	CHILD NUTRITION	10/23/2024
PAULA MCCLENDON	BUS DRIVER	TRANSPORTATION	10/25/2024
VASHANTE RIDGE	CUSTODIAN	MAINTENANCE	10/25/2024
RAFER WEAVER	RECESS AIDE	NORTH ELEMENTARY	10/28/2024
BRANDON ZWOSTA	TECHNOLOGY	TECHNOLOGY	10/21/2024
RAOUL TRUDELL	BUS DRIVER	TRANSPORTATION	10/31/2024
ERIKA AVERY	ADMIN ASSISTANT	HIGH SCHOOL	11/29/2024
TAMMY LOWE	MANAGER	CHILD NUTRITION	11/06/2024
SIGITA JANIK	PARAPROFESSIONAL	WEST INTERMEDIATE	11/19/2024
PATTY NORRIS	ADMIN ASSISTANT	ADMINISTRATION	12/31/2024
AMANDA HOLDEN	PARAPROFESSIONAL	NORTH ELEMENTARY	12/20/2024
PAIGE THOMASSON	MEDIA AIDE	EAST ELEMENTARY	11/22/2024

REASSIGNMENTS

TERMINATIONS

Bixby Board of Education Special Meeting
Friday, December 6, 2024
Bixby Public Schools Administrative Center
109 N Armstrong
Bixby, OK 74008

Attendance Taken at 8:17 AM.

Justin Cheatham: Absent
Matt Dotson: Present
Tristy Fryer: Present
Julie Prox: Present
Amanda Stephens: Present
Present: 4, Absent: 1.

Attendance Update Taken at 12:56 PM.

Amanda Stephens: Absent
Present: 3, Absent: 2.

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given the Board of Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Friday, December 6, 2024, at 8:15 a.m. beginning at Bixby West Elementary School, 14901 S. Harvard Ave, Bixby, OK and concluding at the Bixby Administration Building, 23 S. Riverview Ave. Bixby, OK.

2. Call meeting to Order/Roll Call

3. BPS Curriculum Showcase- Tour of select facilities by the Board of Education led by the superintendent and staff. Sites will be visited in the order provided below. No action is required by the Board of Education.

1. West Elementary: 14901 S. Harvard Ave, Bixby, OK. - Classroom visits
2. Central Elementary: 201 S Main St, Bixby, OK. - Teacher presentation: Code to the Future (CTTF) curriculum.
3. Middle School: 15400 S Mingo Rd, Bixby, OK. - Innovative Instruction and Student Electives: Robotics, Drones, AV, eSports, Drama, & FACS
4. District Warehouse/Maint Facility: 15600 S Mingo Rd, Bixby, OK.
5. BPS Administration Building, 23 S Riverview, Bixby, OK. Ribbon Cutting for new Admin Bldg

4. LUNCH BREAK (apprx 12:00 p.m. - 12:20 pm)

5. Bond Presentation from Jordan Smith, Stephen L. Smith Corp. Presentation only—no action required by the BOE.

Amanda Stephens left meeting at 12:56 p.m.

6. Vote to Adjourn

At 1:01 p.m. a motion to adjourn passed with a motion by Tristy Fryer and a second by Matt Dotson.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

President

Vice President

Clerk

Member

Secondary Schools							
School Site	Grade	Capacity	Students per Sec/Grade	Available/Open	Approved	Denied	
Middle School	7	500	668	0	14	4	
	8	500	625	0	13	7	
9th Grade Center	9	500	608	0	19	4	
High School	10	600	632	0	23	2	
	11	550	569	0	21	0	
	12	550	521	0	12	1	
Virtual Schools							
School Site	Grade	Capacity	Students Per Sec/Grade	Available/Open	Approved	Denied	
Elementary/Int Virtual Academy	3-8	30	30	0	0	0	
Secondary Virtual Academy	9-12	100	90	10	10	0	
Intermediate Schools							
School Site	Grade	Capacity	Students per Sec/Grade	Available/Open	Approved	Denied	
Central Intermediate	4	120	156	0	5	4th Grade Denied 3	
	5	120	142	0	7		
	6	120	156	0	7		
East Intermediate	4	120	134	0	6	5th Grade Denied 6	
	5	120	153	0	4		
	6	120	168	0	4		
North Intermediate	4	100	159	0	8	6th Grade Denied	
	5	120	177	0	2		
	6	120	149	0	1		
West Intermediate	4	120	185	0	5		
	5	120	185	0	3		
	6	120	165	0	4		
Elementary Schools							
School Site	Grade	Capacity	Students per sec/grade	Available/Open	Approved	Denied	
Central Elementary	Pre-K	120	120	0	5	Pre-K Denied 1	
	K	120	149	0	6		
	1	120	155	0	5		
	2	120	153	0	12		
	3	120	144	0	8		K Denied
East Elementary	Pre-K	60	60	0	1	2	
	K	120	133	0	6		
	1	120	141	0	2		
	2	120	136	0	2		
	3	120	150	0	4		1st Grade Denied
North Elementary	Pre-K	100	101	0	5	1	
	K	120	116	4	4		
	1	120	133	0	7		
	2	120	145	0	3		
	3	120	143	0	1		2nd Grade Denied
West Elementary	Pre-K	80	80	0	4		
	K	120	148	0	4		
	1	120	187	0	4		
	2	120	166	0	2		3rd Grade Denied
	3	120	179	0	3		1
Total Inter-District Transfer Students in BPS					256 (existing and new students this year)		
Total Inter-District Transfers Denied					33 (this year only)		



2025 Regional Legislative Agenda

STATE PRIORITIES

ENSURING A PROSPEROUS ECONOMY

Modernize, Connect and Broaden the Region's Industrial and Logistics Ecosystem to Drive Economic Growth

Our region's current industrial and logistics ecosystem, consisting of Tulsa International Airport, Tulsa Port of Catoosa (TPOC), Fair Oaks, Tulsa Port of Inola, and MidAmerica Industrial Park, gives the region a unique advantage when competing for economic development opportunities. Continued investment in these assets is required to compete for mid- to large-scale development projects.

- a. At the state level, direct funding for targeted improvements and capabilities studies focused on streamlining connections amongst these industrial and transportation assets to improve our competitive position.
- b. Amend the Local Industrial Development Act (LIDA) in a manner that encourages and incentivizes the development of public-private partnerships or multi-jurisdictional partnerships for the purpose of securing property and constructing infrastructure thereon for developing industry within or near a municipality or county.
- c. Appropriate funds to improve and expand modal connections between all five of our industrial and transportation assets. This should include, but not be limited to, improvements to the E Port Road/SH266 corridor and US-412 that will support freight connections and additional warehousing.
- d. Support targeted investments aligned with strategic planning initiatives that contribute to safe and efficient shipping container movement on trucks, rail and barge, and enhance surface and air freight handling.

Advanced Mobility Cluster

Support the next generation of autonomy and mobility by building on significant investment in Tulsa's Tech Hub (\$38.2 million Build Back Better Regional Challenge grant awarded in 2022 and \$51 million Tech Hub awarded in 2024, both from U.S. Economic Development Administration), which aims to position the region as the best place to develop, test, manufacture, and deploy autonomous systems, such as drones. These investments will attract new business and encourage economic growth through the state of Oklahoma by supporting local entrepreneurs and investing in talent pathways to build a strong and nimble technology workforce. In addition to the \$15 million commitment in 2024 from the State of Oklahoma for Tulsa's Tech Hub, state leaders should consider additional investments in research and technology, workforce development, entrepreneurial and venture support, and regional economic development strategies needed to grow Oklahoma's autonomy and mobility industry.

Increase the Department of Tourism's Promotional Fund

As preparations are underway for the 100th anniversary of Route 66 in 2026, we need to take advantage of increased national and international tourism to Oklahoma and increase the Oklahoma Tourism and Recreation Department's marketing budget. Tourism is the third largest industry in Oklahoma. With our beautiful state parks, longest stretch of historic Route 66, rich



2025 Regional Legislative Agenda

Native American history, and thriving business community, Oklahoma has much to offer visitors to our state. We need to increase funding for the Department of Tourism to compete with our surrounding states, which each spend more to attract tourists than Oklahoma. 2022 was the best year for tourism in Oklahoma state history with \$11.8 billion in economic impact, a sustained 103,300 jobs, and \$1.2 billion in federal, state, and local tax revenue. Increased revenue for the Oklahoma Tourism and Recreation Department will better allow us to create, maintain, and promote the incredible assets that we have in our state.

Support Legislation to Create a Governing Board for the Department of Commerce

As the State of Oklahoma continues to recruit and expand primary job creation at a more competitive rate, consistent leadership of the Oklahoma Department of Commerce is critical. Currently, the Secretary of Commerce and Executive Director of the Department of Commerce are appointed by the governor with confirmation from the State Senate. This results in multiple appointments over the course of an administration and significant changes within the department every 1 to 4 years. The proposed future structure would be for the House of Representatives, Senate, and governor to have multiple appointments to a governing board that would then hire a “CEO” for the Department of Commerce. This would allow for more longevity and stability of leadership at one of our most important state agencies and help support communities across the state in their own economic development efforts.

Support Oklahoma’s Film and Music Industries

Continue to support the growth of the booming Oklahoma film industry and its direct and indirect workforce by streamlining the current law and making it more competitive with other states by increasing the cap to \$80M on the incentive rebate. Texas just passed a cap of \$100M a year mainly due to business lost to the surrounding states, namely Oklahoma. This year alone, the Northeastern Oklahoma region has produced more than 45 films, television, and other productions, and the industry has had a direct fiscal impact of over \$200M in the state. We need to capitalize on this momentum and invest in this growing industry. As more productions choose to film in Oklahoma, the demand for qualified personnel continues to grow. Strengthening workforce development initiatives is essential to building a skilled crew and ensuring the state’s continued competitiveness in the industry.

To strengthen Oklahoma’s music industry, the state must introduce new legislation to support local musicians, small venues, and business development. Previous legislation called for incentive payments to eligible venues that host performances by local artists. These venues can receive rebates of up to 75% of state sales tax or mixed beverage gross receipts tax collected within 12 hours before and after a local show, based on the venue’s capacity. This initiative will help grow the nighttime economy, creating jobs, boosting tourism, and enhancing the cultural vibrancy of communities.



2025 Regional Legislative Agenda

BUILDING INFRASTRUCTURE CRITICAL TO BUSINESS

Support Critically Needed Transportation Funding

Return our streets and highways to a state of good repair by fully funding the projects included in the Oklahoma Department of Transportation's Eight Year Plan. Support funding for the studies, plan development, and highway improvements to upgrade the US-412 corridor between Tulsa and Northwest Arkansas to Federal Interstate standards. Increase state appropriations to ODOT for the construction and improvement of all transportation facilities of which it has a responsibility to manage effectively and efficiently to meet the needs of citizens, business, and industry.

Discontinue the transferring of funding from the state transportation fund to special cash. Support the proper distribution of state resources and funding to ODOT divisions responsible for ensuring that all state transportation and infrastructure remains in a state of good repair.

Implement Policies to Expedite Deployment of Critical Energy Infrastructure

To effectively protect and promote energy infrastructure in Oklahoma, particularly transmission lines and pipelines, we urge the state to implement policies that expedite the deployment of critical energy infrastructure. This includes ensuring timely permitting processes and deployment of approved projects while supporting robust investments in the construction and maintenance of energy transmission systems. Until new projects can be built, encourage reliable and cost-effective deployment of interim solutions, like grid-enhancing technologies, that allow for more electricity to flow to consumers and reduces the cost of avoidable congestion. By prioritizing these actions, Oklahoma can enhance its energy security, facilitate the efficient delivery of electricity and energy resources to market, and strengthen its position as a leader in energy production and distribution. Such measures are crucial for sustaining economic growth and meeting the increasing energy demands of both businesses and residents in the state.

Support Dedicated Funding for Addressing High Priority Structurally Deficient (SD) Off-system Bridges

Oklahoma has made tremendous strides in addressing structurally deficient bridges on the state highway system over the last decade, going from one of the states with the most SD bridges to one of the states with the fewest. Unfortunately, the same cannot be said for addressing off-system city and county bridges where Oklahoma rates among the worst 10 states. Many of these structurally deficient bridges carry thousands of vehicles a day and are on local school bus routes. Dedicated state funding is needed to partner with cities and counties to address the worst structurally deficient (off-system) bridges in Oklahoma in a timely manner.

Modernize Oklahoma's Housing Laws

Lawmakers should continue to modernize Oklahoma's Residential Landlord and Tenant Act to maintain safe housing for Oklahoma renters. Oklahoma is one of only six states that doesn't have basic anti-retaliation laws. Without this protection, renters can be evicted simply for requesting repairs to protect their health and safety. Neighboring states that Oklahoma is in direct competition for jobs and economic development already have common sense anti-retaliation provisions included in their state law. Preventing housing instability is crucial for a healthy workforce - workers who have been forced from their homes are substantially more likely to miss work or lose their jobs.



2025 Regional Legislative Agenda

Keeping families in healthy homes also preserves safe and secure affordable housing for Oklahoma workers and their children.

Modernize the Oklahoma Open Meeting Act to Authorize Remote Participation of Voting Members Without Requiring Every Member to be in a Location Physically Accessible to the Public

The recent legislative changes have underscored the importance of evolving the Open Meetings Act to better serve both public bodies and the citizens of Oklahoma. While the integrity and transparency of public meetings must remain paramount, there is an opportunity to continue to modernize the Act to enhance participation and operational flexibility. The legislature should consider amendments to the Open Meetings Act that allow public bodies to authorize remote participation of voting members via tele/video conference, provided a quorum is physically present at published, open, physical location(s). Members participating above quorum may do so at non-published locations if their virtual attendance is indicated on the advanced published meeting agenda and indicated in meeting minutes. This adjustment would eliminate the requirement for each remote location to be open and accessible to the public, which can be a barrier to broader participation. Such flexibility is crucial not only for enhancing the resilience of public body operations during emergencies but also for increasing the involvement of citizens across the state, particularly in regions like Northeast Oklahoma. To maintain the Act's core values of transparency and accountability, the legislature should ensure that meetings remain open to the public, with online streaming as an optional component, that public notices of meetings are upheld, and that meeting materials are accessible to the public.

EDUCATED AND HEALTHY WORKFORCE

Create a Sustainable Future for Workforce Development and Higher education in Oklahoma

Now is the time for the Legislature to look more strategically at the education and workforce training landscape in Oklahoma, including expanding our career pathways and embracing skills-based training. We encourage the Legislature to review the State Regents new systemwide strategic plan, Blueprint 2030, as well as the remaining recommendations spelled out by the State Regents Task Force on the future of Oklahoma higher education, to implement policies needed to increase efficiency, innovation, and modernization. This includes better integrating workforce training and credentialing programs, upskilling and reskilling programs, engaging employers through internship and apprenticeship on-ramps, and empowering higher education to create a comprehensive vision for developing Oklahoma's 21st century workforce. We need to sufficiently provide resources for our higher education institutions, career tech and industry-recognized training programs that meet the demands of Oklahoma's diversifying economy to ensure persistence and success for all students and adult learners.

Expand Support for Working Families

Too often parents and caregivers leave or stay out of the workforce because the necessary supports are not available to them. The state should pass policies that support working families by removing barriers and investing in the future workforce, their children. This includes expanding access to



2025 Regional Legislative Agenda

affordable dependent care to make it financially feasible and safe for parents to return to work, expanding access to no-cost meals to remove the financial disincentive for parents to work if they earn above the maximum income for benefits, and expanding access to afterschool enrichment to engage older youth while their parents work.

Health Care Workforce Expansion

Address the continuum of health care workforce shortages to meet the need of a growing, aging and diverse population by: utilizing state and federal resources to expand residency opportunities and positions around the state; prioritizing funding for the Health Care Workforce Training Commission; provide opportunities to expand health care loan repayment programs as an incentive for all health care workers; monitor and support full funding and implementation of the behavioral health workforce development fund, which increases psychiatric residencies, loan repayment and increases licensure cohorts and training. These efforts are crucial to securing the pipeline of the state's health care workforce, the future of our health care system, and ensuring our community's overall health and well-being.

Oklahoma's K-12 Funding and Governance

We appreciate past action of the Oklahoma legislature to increase appropriations for K-12 education and raise teacher pay. However, there is still more to do to improve student outcomes, post-secondary preparedness, and attract and retain talented teachers and paraprofessionals. We support efforts to improve reading sufficiency outcomes, math skills development and the inclusion of career ready skills while making annual increases in per pupil funding and teacher pay, until we bring Oklahoma in line with the regional averages on our way to becoming a top ten state. We also support preserving the governing authority of local school boards to ensure proper accountability, oversight, and decision-making for districts across the state. Providing needed resources and preserving local governance will give schools and teachers the support they need to give our students a quality education and prepare them to be productive Oklahomans.

Address Children's Mental Health

Support and invest in mental health and addiction treatment services by increasing Medicaid reimbursements for both outpatient and inpatient services. Improved reimbursements will sustain existing mental health and substance use treatment providers, help to improve community access to services, and help providers remain competitive with surrounding states. As Oklahoma's children experience mental health crises such as suicide and overdose at record rates, the future success of our workforce and the health of our families are at risk. The solutions should include adding appropriate inpatient bed capacity, creating adolescent detox beds similar to Tulsa's Sobering Center, bolstering the behavioral health workforce, ensuring appropriate school supports staffed by mental health professionals, enforcing mental health parity and network adequacy requirements, directing ODMHSAS to actively seek public-private partnerships with community providers, and ensuring that managed care organizations focus on social determinants of health to strengthen the overall well-being of families in Oklahoma as most of Oklahoma's Medicaid population moves to a managed care model. By addressing these urgent needs, we will build a stronger workforce and healthier communities for the future of our state.



2025 Regional Legislative Agenda

FEDERAL PRIORITIES

ENSURING A PROSPEROUS ECONOMY

Support Reauthorization of the Economic Development Administration (EDA) and Program Funding

The Economic Development Administration (EDA) has consistently fostered significant economic growth across the Tulsa Region and communities of all sizes. Recognizing its invaluable contributions, we strongly encourage the expedited reauthorization of the EDA, which is currently operating under annual budget authorization. We also encourage strengthening EDA's Economic Development Integration program, which works to coordinate programs and funding across multiple federal agencies. EDA reauthorization should also be paired with sustained, or even increased, funding for its proven programs.

Support Businesses Under New Federal Cybersecurity Provisions

As the federal government implements and considers additional legislation to protect the nation's infrastructure against cybersecurity breaches, ensure that solutions support the business community as a partner rather than penalizing them. Provisions should be crafted to avoid burdensome regulation, financial penalties, or efforts to single out specific industries. Protecting against cyberattacks is in the best interest of all, and legislation should provide tools and direction to the business community rather than mandates.

Support and Expand Federal Place-Based Initiatives

Tulsa has been a beneficiary of \$90 million in federal place-based investments through programs like the Build Back Better Regional Challenge (BBBRC), Regional Technology and Innovation Hubs ("Tech Hubs"), and the CHIPS and Science Act. Layering federal investments across agencies and initiatives has a proven track record of generating positive outcomes and is critical to transforming and revitalizing communities across the nation by way of regional economic development, job creation, infrastructure enhancement, inclusive prosperity, innovation, and entrepreneurship. Congress should continue to fund and expand programs such as Tech Hubs to drive Tulsa's economic growth and secure American global competitiveness in the years to come.

Designating Route 66 as a National Historic Trail

Support the designation of Route 66 as a National Historic Trail in honor of the "Mother Road's" 100th birthday in 2026. With Tulsa's recent federal approval and recognition as the Capital of Route 66, there is an opportunity to take advantage of that momentum and push for the Historic Trail designation. From neon signs and vintage diners to quirky landmarks and classic cars, Historic Route 66 is an enduring and an endearing aspect of America's identity.

Federal Historic Tax Credits

Support initiatives like the Historic Tax Credit Growth and Opportunity Act to expand the Federal Historic Tax Credits for the restoration of historic buildings. For three decades, these credits have been an important catalyst for incentivizing private investment to preserve our nation's historically

2025 Regional Legislative Agenda

significant buildings and revitalize the historic cores of American cities. Increase the rehabilitation tax credit and modify certain requirements including:

- a. Expand the types of buildings eligible for rehabilitation by decreasing the rehabilitation threshold from 100% to 50% of project expenses.
- b. Eliminate the basis adjustment requirement for the credit and modify rules relating to the eligibility of tax-exempt use property for the credit. Increase the rate of the credit to 30% for certain small projects.
- c. Additionally, support the School Infrastructure Modernization Act, which expands the tax credit to include historic school buildings that still operate as an educational institution.

American Indian Lands Tax Credits

Encourage the renewal of the Federal American Indian Lands Tax Credit that applies retroactively and is renewed for a multi-year period into the future. The American Indian Lands Tax Credit is a key economic development tool for Oklahoma, allowing employment tax credits when employing tribal members or their spouses, and the accelerated depreciation of investments made on former reservation land. Oklahoma has the largest percentage of American Indian population in the country, and more than two-thirds of the state qualifies for this incentive. Extending the credit, and ensuring its benefits are retroactive to its expiration, is critical in fostering continued business expansion of employment and investment in Oklahoma.

BUILDING INFRASTRUCTURE CRITICAL TO BUSINESS

McClellan-Kerr Arkansas River Navigation System

Continue efforts to increase Congressional appropriations to address the approximately \$160 million in the backlog of critical maintenance on the McClellan-Kerr Arkansas River Navigation System, \$119 million of that on the Oklahoma segment. Failure to do so continues to put the system at risk of a long-term navigation shutdown due to failure of waterway infrastructure such as locks and dams. Support and fund the completion of the Three Rivers Project. This project seeks to address ongoing erosion of the land between the Arkansas and White Rivers near their confluence with the Mississippi River. Should an uncontrolled connection occur, low navigation pool between Norrell Dam (Dam 1) and Montgomery Point would be lost, impacting the entire MKARNS system. Because \$90M has been reallocated from Phase II of this project to complete Phase I, there is now a shortfall of funding for Phase II. Finally, continue to support efforts to deepen the MKARNS to its 12-foot authorized depth, thereby increasing barge productivity by up to 40 percent.

Support Timely Implementation of Improvements to US-412 to Bring the Corridor Up to Interstate Standards

The future Interstate which will be designated I-42 will extend from I-35 in Oklahoma to I-49 in northwest Arkansas. Funding initiatives and opportunities should be pursued by ODOT and our congressional delegation to bring US-412 corridor up to interstate standards in the most an expeditious manner. Upgrading the multi-state highway corridor that connects the Tulsa Metropolitan Area with northwest Arkansas and implementing Congress's designation of the route as a future interstate highway will improve safety, enhance travel time reliability, and elevate the



2025 Regional Legislative Agenda

visibility and marketability of the Tulsa Metropolitan Area and increase our economic development potential at the national level.

Pursue All Funding to Address Infrastructure Needs and Support Federal Reauthorization of Surface Transportation

Pursue all available opportunities for major federal discretionary grants such as INFRA, RAISE, MEGA, and the Bridge Investment Program and Congressional directed funding to implement critically needed regional transportation projects in partnership with the Oklahoma Department of Transportation and local and tribal governments. Major projects may include expressway to expressway interchanges with I-44, US-169 and SH-51; grade separated interchanges and bridges on US-412 to meet Interstate highway standards and secure I-42 signage as an Interstate highway; a south Tulsa bridge over the Arkansas River or other high priority regional projects. Support timely reauthorization of federal surface transportation programs including increased utilization of formula grant programs as a vehicle to provide more flexibility, and less discretionary grants that are costly, and have time consuming and cumbersome application processes, in an effort to provide more predictable levels of funding.

Accelerate Permitting of Energy & Infrastructure Projects

Strongly support efforts to accelerate federal permitting for projects necessary to achieve domestic energy independence and complete infrastructure projects. Legislative and Administrative efforts should focus on ensuring concurrent and timely permitting for all federally required approvals and encourage coordination and communication with state permitting. These projects would create a boom in the U.S. domestic economy, support job creation, strengthen our trade balance, and increase product security and price stability on a global scale.

EDUCATED AND HEALTHY WORKFORCE

Reform Federal Financial Aid

Support the reform of federal financial aid and eligibility. Simplify student loans by eliminating interest and replacing it with a one-time, non-compounding origination fee that borrowers will pay over the life of the loan, and place borrowers in an income-based repayment plan. Allow short-term, industry-driven training programs to qualify for financial aid, and expand student loan forgiveness programs for graduates in high-demand occupations with workforce shortages. These strategies will enhance career readiness and meet the demands of the workplace.

Federal Immigration Reform

Support comprehensive immigration reform that enables the U.S. to attract the best and brightest talent from around the world. Steps should be taken to ensure reasonable, affordable, and efficient visa policies that empower American businesses to hire workers and remove barriers for top talent to work in the United States. This includes doubling the annual quota on the issuance of H-1B visas for high-tech workers, doubling the annual quota and instituting a permanent returning worker exemption for H-2B seasonal employment visas, expanding Premium Processing and other measures to increase processing efficiency and eliminate the significant backlogs for various



2025 Regional Legislative Agenda

immigration benefits, and digitizing the U.S. Citizen and Immigration Services (USCIS). In addition, Congress should support the Dream Act, which would provide undocumented high-school graduates and GED recipients a pathway to U.S. citizenship through college, work, or the armed services. Enabling immigrant students to access and/or continue higher education will help boost the number of high skilled, American-raised workers. As these taxpaying workers strengthen the available workforce in our nation, they will simultaneously contribute to public revenue at the local, state, and federal level.

Protect and Strengthen Health Care Workforce

Health care across the country is facing historic workforce shortages. As we expand our own education and training programs, enhance violence prevention efforts, and address other clinician concerns, we urge Congress to support policies that replenish and strengthen the health care workforce, including increasing the number of Graduate Medical Education slots, expanding and improving loan repayment programs for nursing students, and helping nursing schools recruit and retain qualified faculty and preceptors. Congress should also pass the SAVE Act, which aims to protect health care workers from violence by enhancing penalties for people who assault them and providing hospitals with additional security and training resources.

Expand Availability of Quality, Affordable Childcare

For many Americans, lack of available quality childcare is a barrier to employment, especially in low-income communities. We ask that the Federal government work to support state programs such as “Scholars for Excellence in Child Care” to aid in the state’s expansion of childcare for workforce families.

Encourage More Affordable Housing

Oklahoma, like many states, has reached a crisis-level deficit of affordable housing. National research indicates that Oklahoma needs over 81,000 additional affordable rental units to meet the needs of extremely low-income renters. An Oklahoman working for minimum wage would have to work 88 hours/week to comfortably afford a modest one-bedroom rental unit at current Fair Market Rent value, while 40% of Oklahoma workers don’t earn enough to afford a typical two-bedroom apartment working one fulltime job. Adding more affordable housing will support new jobs in several industries, allow new companies to move operations to our state and significantly reduce the risk of homelessness (and homelessness itself). Without focused action that supports additional resources for affordable housing developers, Oklahoma will continue to fall woefully short in meeting existing and future demand. There is great opportunity at the federal level to support the development of affordable housing by combatting developers’ greatest challenges. Specifically, we must move quickly to provide solutions to mitigate astronomical property insurance rate increases and increase funding for proven federal housing programs including the Low-Income Housing Tax Credit (LIHTC), HOME/CBDG and the Section 8 Housing Choice Voucher programs.

**2024-2025
CERTIFIED PERSONNEL
EMPLOYMENT**

TEMPORARY CONTRACT

VOLUNTEER COACHING

ADJUNCT COACHING

EMPLOYMENT for 2024-2025

LAUREN BAKER	TEACHER	CENTRAL ELEMENTARY	11/19/2024
GABRIELLE JOHNSON	TEACHER	HIGH SCHOOL	12/02/2024
CARRI STONE	TEACHER	EAST INTERMEDIATE	12/09/2024

RESIGNATIONS

JENNI DARIES	TEACHER	EAST INTERMEDIATE	11/29/2024
REBECCA RICKELMAN	TEACHER	NORTH INTERMEDIATE	12/20/2024

RESIGNATION AGREEMENTS

TERMINATIONS

**2024-2025
SUPPORT PERSONNEL
EMPLOYMENT**

VOLUNTEER COACHING

TEMPORARY CONTRACT

CANDICE MILLER	SRA TUTOR	DISTRICT	10/08/2024
CINDY GOWIN	SRA TUTOR	DISTRICT	10/08/2024
GINA HEWETT	SRA TUTOR	DISTRICT	10/14/2024

ADJUNCT EMPLOYMENT

TODD CASH	HEAD JV BASEBALL	HIGH SCHOOL	11/07/2024
RYAN CASH	JV ASST BASEBALL	HIGH SCHOOL	11/15/2024
PADEN BAILEY	JV ASST WRESTLING	HIGH SCHOOL	11/15/2024
SHANE ROLLER	VARSITY ASST WRESTLING	HIGH SCHOOL	11/15/2024

EMPLOYMENT 2024-2025

NIANG CING	PARAPROFESSIONAL	CENTRAL ELEMENTARY	11/19/2024
AMBER HEAPS	CHILD NUTRITION	CHILD NUTRITION	12/02/2024
PAULA MILLER	ADMIN ASSISTANT	HIGH SCHOOL	12/09/2024
NDEKWE PROMISE	CUSTODIAN	MAINTENANCE	11/25/2024
JASON NIXON	SYSTEM SUPPORT	TECHNOLOGY	12/02/2024
JENNIFER PHIPPS	CHILD NUTRITION	CHILD NUTRITION	12/02/2024
AARON PRIDE	CUSTODIAN	MAINTENANCE	12/09/2024
JOSHUA RUSSELL	CUSTODIAN	MAINTENANCE	12/02/2024
WHITNEY SINGLETON	CUSTODIAN	MAINTENANCE	12/02/2024
MICHAEL SMITH	CUSTODIAN	MAINTENANCE	12/05/2024

RESIGNATIONS

KENNETH SNEYD	BUS DRIVER	TRANSPORTATION	11/30/2024
DENZIL STAMPER	MAINTENANCE	MAINTENANCE	11/27/2024
PROMISE NDEKWE	CUSTODIAN	MAINTENANCE	11/25/2024
LAUREN BURNS	PARAPROFESSIONAL	WEST INTERMEDIATE	12/31/2024
MEGAN SCHAUER	OFFICE AIDE	EAST ELEMENTARY	12/20/2024

REASSIGNMENTS

TERMINATIONS



CATERING SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Marriott Tulsa Hotel Southern Hills, 1902 East 71st Street, Tulsa, OK, 74136, (918) 493-7000 (Hotel) and Bixby Public Schools (Group).

ORGANIZATION: Bixby Public Schools

CONTACT:

Name: Jessica Jernegan
 Street Address: 601 S Riverview Dr.
 City, State, Zip: Bixby, OK 74008
 Phone Number: (918) 645-5436
 E-mail Address: jjernegan@bixbyps.org

NAME OF EVENT: Bixby Public Schools Employee Banquet MAY2025

REFERENCE #: M-U7C32CH

EVENT DATES: 05/03/2025

FUNCTION SPACE

Based on the requirements outlined by the Group, the Hotel has reserved function space as set forth below.

Date	Day	Start Time	End Time	Post As/Signage	Set-Up Style	Function Space	Expected	Room Rental
05/03/2025	Sat	9:00 AM	2:00 PM	Client Set Up	Rounds of 8	Sequoia	400	\$500
05/03/2025	Sat	5:30 PM	11:00 PM	Employee Appreciation Banquet Dinner	Rounds of 8	Sequoia	400	

All meeting rooms, food and beverage, and related services are subject to applicable taxes (currently 8.517%) and service charge (currently 25%) in effect on the date(s) of the event.

CONCESSIONS

In consideration of the Room Night Commitment and anticipated revenue derived from this event, the Hotel will provide the Group with the following special concessions.

- Discounted Set up Fee of \$500.00 Plus Taxable Service Charge
- Complimentary 8x12 Stage, Additional Staging available for a fee
- Complimentary Table, Chairs and Black or White Linen
- Complimentary Hotel Centerpieces, not to exceed or deplete hotel inventory
- Complimentary Menu Tasting for (3), additional attendees \$20 per person plus service charge and tax

FOOD AND BEVERAGE MINIMUM

The Group agrees to a minimum food and beverage revenue commitment of \$15,000 excluding tax and service charge (the "Food and Beverage Minimum"). All food and beverage catered through the Hotel will contribute toward meeting this minimum. The Hotel will confirm food and beverage prices 90 days before the event. The Group must provide the Hotel with the date(s), time(s), menu selection(s), and guest count for each function two weeks in advance, with the final guarantee due three business days prior to the event.

ROOM RENTAL

Based on the Group's requirements, the function space fees would amount to \$7,500, excluding taxable service charge. If a food and beverage or banquet minimum of \$15,000, prior to tax and service charge, is met, the Hotel will reduce room rental to one time set up fee of **\$500.00**, excluding f taxable service charge.

PARKING

Self-parking is complimentary but the hotel offers VIP parking and valet services for an additional fee.

MASTER ACCOUNT METHOD OF PAYMENT

The method of payment of the Master Account will be established upon approval of the Group’s credit application, if applicable. If credit is approved, the outstanding balance (less any advance deposits and exclusive of disputed charges) will be due and payable upon receipt of invoice. If the Hotel does not receive payment in 30 days after receipt of invoice, future credit privileges may not be extended to the Group. The Group agrees to raise any disputed charge(s) within three days after receipt of the invoice. The Hotel will work to resolve any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within thirty (30) days of the date on which it was due, the Hotel will impose a finance charge at the rate of the 1.5% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date.

The Group has elected to use the following form of payment if credit is not approved or requested, in accordance with the deposit schedule detailed below. Company or personal checks for final estimated payment, plus an additional 10% to cover items added during the event, must be received at least two weeks prior to the event. Any unused amount will be refunded within 30 days of the Group’s departure.

If the Group elects to pay any portion of its obligation by credit card, the credit card information must be entered into our secure online website. The Group agrees that the Hotel may charge this credit card for payments as required under this Agreement as set forth in the deposit schedule below. Hotel will charge credit card for full remaining balance three (3) days prior to arrival.

- Cash, money order, or other guaranteed form of payment
- Credit card (all major credit cards accepted)
- Company checks or electronic funds transfer

Deposit Schedule

Accompany Signed Agreement	\$2,500.00
03/01/2025	\$10,000.00
Two Weeks Prior to Event	Final Estimated Charges

DAMAGE TO FUNCTION SPACE

The Group agrees to pay for any damage to the function space that occurs during your event while in use by your attendees. The Group will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the Group’s attendees.

CANCELLATION

The Group agrees to provide the Hotel with written notice of any decision to cancel the event. If a cancellation occurs, the parties agree that it would be difficult to determine the full value of revenue loss. The Group agrees to pay the Hotel, within thirty (30) days after any cancellation, as liquidated damages, the amount indicated according to the schedule below. Total Anticipated Revenue derived from Room Rental and Food and Beverage or Banquet Minimum is **\$19,375.00** before tax.

90 days or less prior to arrival	90% of Total Anticipated Revenue	\$17,437.50
91 – 180 days prior to arrival	80% of Total Anticipated Revenue	\$15,500.00
181 – 270 days prior to arrival	70% of Total Anticipated Revenue	\$13,562.50
271 days or greater prior to arrival	60% of Total Anticipated Revenue	\$11,625.00

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. The Hotel and the Group agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either party will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

DISPUTE RESOLUTION

In the event of dispute resolution, the non-prevailing party will pay the other's costs and attorney's fees.

LIQUOR LICENSE

The Group understands that the Hotel's liquor license requires that beverages only be dispensed by the Hotel's employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage.

COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

This section describes Marriott's obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this Agreement.

Marriott shall comply with all applicable laws, statutes, rules, ordinances, codes, orders and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in performing its obligations under this Agreement.

Marriott (referred to as "contractor" in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor ("DOL"), Office of Federal Contract Compliance Programs ("OFCCP"). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Marriott also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Marriott shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

PRIVACY

Marriott International, Inc. ("Marriott") is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. The Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the "Privacy Statement," currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, The Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

The Group will obtain all necessary rights and permissions prior to providing any personal data to the Hotel, including all rights and permissions required for the Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with the Hotel's privacy statement and applicable law. Notwithstanding any other provision, the Hotel may use an individual's own personal data to the extent directed by, consented to or requested by such individual.

IN-HOUSE EQUIPMENT

The Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete the Hotel's inventory to the point of requiring rental of an additional supply to accommodate the Group's needs. If such special setups or extraordinary formats are requested, the Hotel will present the Group with two (2) alternatives: (1) charging the rental cost for additional equipment to the Group, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

CATERING SERVICES

Outside food and beverages are not permitted in the Hotel's meeting and event spaces. Violations of this policy will be subject to additional charges to the Group. For a comprehensive offering of food and beverages, please refer to the Hotel's catering menu. The Hotel provides a wide range of selections to suit various tastes and dietary needs.

TECHNICAL SERVICES

Inspire AV is the Hotel's in-house provider for audio/visual needs. Because the use of another provider will necessarily involve the use of some of the Hotel's and Inspire AV's equipment and expertise, an outside AV fee will be charged to the Group.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If the Group requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the event are subject to the Hotel's approval.

USE OF OUTSIDE VENDORS

If the Group wishes to hire outside vendors to provide any goods or services at the Hotel during the event, the Group must notify the Hotel of the specific goods or services to be provided and provide sufficient advance notice to the Hotel so that the Hotel can (i) determine, in the Hotel's sole discretion, whether such vendor must provide the Hotel, in form and amount reasonably satisfactory to the Hotel, an indemnification agreement and proof of adequate insurance, and (ii) approve, using reasonable judgment, the selection of the outside vendor and the goods or services to be provided by such outside vendor to the Group, taking into consideration: (a) whether the Hotel offers such goods and services; (b) the risk level posed by certain activities; and (c) the safety and well-being of guests at the Hotel.

PERFORMANCE LICENSES

The Group will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that the Group may use or request to be used at the Hotel.

MARRIOTT BONVOY EVENTS

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at participating properties.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and the Group has otherwise complied with the material terms and conditions of this Agreement, the Hotel will award Points or Miles to the Member and relevant account identified below. By inserting the airline frequent flyer account information, the recipient elects to receive Miles instead of Points.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region is restricted from awarding Points or Miles to any intermediary booking an event on behalf of any governmental entity or SOE.

GROUP MUST CHECK **ONE** OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Points or Miles.

Member Name: _____
Marriott Bonvoy Membership Number: _____

*If Miles are desired instead of Points, please also provide:

Participating airline name _____
Participating airline account number _____

OR

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Points or Miles and hereby waives the right to receive Points or Miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual's prior written consent. The number of Points or Miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions (the "Terms and Conditions"), as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The Terms and Conditions are available

on-line at <https://www.marriott.com/loyalty/terms/default.mi> and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies the Group at any time prior to the Group’s execution of this document, the outlined format and dates will be held by the Hotel for the Group on a first-option basis until **11/29/2024**. If the Group cannot make a commitment prior to that date, this the offer will revert to a second-option basis or, at the Hotel’s option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by the Hotel of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon the Hotel and the Group.

The Group and the Hotel have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Bixby Public Schools:

Name: Jessica Jernegan

Signature: _____

Date: _____

Approved and authorized by the Hotel:

Name: Noelle Gambill
Title: Event Sales and Services Manager

Signature: _____

Date: _____

Name: Rachell LeLeux
Title: Director of Sales and Marketing

Signature: _____

Date: _____

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
SCHOOL WORK STUDY**

**FIRST AMENDMENT
TO
CONTRACT No. 2500038**

This first amendment, **consisting of two (2) pages** (the "Amendment"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**BIXBY PUBLIC SCHOOLS
109 N ARMSTRONG
BIXBY, OK 74008-4449**

("Contractor"). This first amendment:

- extends the contract period end date set forth in section I (Contract Period) from June 30, 2025 to September 30, 2025. AND
- increases the reimbursement cost for background checks in Compensation Section III (A), from \$50.00 to \$58.25; AND
- adds the following term to the original contract's Section IV (Standard Terms):

IV. Standard Terms

BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor; and
2. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides

NOMENCLATURE FOR ACTIVITY ACCOUNTS
Bixby Public Schools



SITE:

ACTIVITY ACCOUNT NAME:

ACTIVITY ACCOUNT NUMBER:

SOURCES OF REVENUE (RECIEPTS):

Board approved fundraising: various spirit sales, advertising sales, product sales and donations.

DESCRIPTION OF EXPENDITURES:

Fundraising expenses, cost of goods for resale at store, donations, club dues and student events, office expenses for store, printing expenses, classroom/computer supplies for business class, any expenses related to the student store and donations to families, charities and school organizations.

Approved: DeWayne Patterson
Activities Director

Board approval:

Surplus from NI

1 message

Natali Davidson <ndavidson@bixbyps.org>
To: Sherry McIntyre <smcintyre@bixbyps.org>

Tue, Dec 10, 2024 at 8:37 AM

Hi Sherry,
I have surplus items from NI. I won't put in a work order for them to be removed until I get the ok from you. We have 51 blue student chairs that were part of our old furniture.
Thank you!



Surplus NI Gifted & Talented

1 message

Natali Davidson <ndavidson@bixbyps.org>
To: Sherry McIntyre <smcintyre@bixbyps.org>

Wed, Dec 11, 2024 at 8:57 AM

Hi Sherry,

I have surplus items from our gifted and talented room. These items are very old and need to be retired.

Surplus:

- 2-rolling shelves
 - 3- boxes of books
 - 1-telescope
 - 1-remote control helicopter
 - 1- Bessler print maker with lens
 - 2-kite kits
 - 1-fuel cell car kit
 - 1-Foresinc science kit
 - 6- velocity cars
 - 1-science quest crime lab
 - 1-the way things work game
 - 1-inclinded plane
 - 2-hand held dc generator
 - 1-circuit clay_book and.it
 - 1-recycled robot kit
 - 2-salt water cars
 - 1-motor generator
 - 1-motor mania
 - 1-voltage thing
 - 2- miniature motor kits
 - 1-newton's second law kit
 - 1- radiometer
 - 1- impact car
 - 1-puzzle
 - 9-random card games
 - 1-metal protractor
- Thank you!



Natali Davidson



BIXBY NORTH INTERMEDIATE ASSISTANT PRINCIPAL

📞 918-386-2671

✉️ NDAVIDSON@BIXBYPS.ORG

📍 6941 E 121ST S BIXBY, OK 74009

HVAC Surplus

1 Carrier unit

1 Rheem unit

5 Trane units

**CLASSIFICATION OF EMPLOYEES AND FAIR LABOR STANDARDS
ACT (FLSA) RIGHTS AND RESPONSIBILITIES INVOLVING
NON-EXEMPT EMPLOYEES**

It is the policy of Bixby School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or non-exempt employees and also addresses the rights and responsibilities of the District and non-exempt employees in areas related to the authorization necessary for overtime work, and related record-keeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that non-exempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or the District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel. An exemption is determined for the respective categories based on the application of either the long or short tests described below.

A. Executive Employees

The Long Test for Executive Employees

An executive employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily management of the agency, department, or subdivision.
2. Supervision: Customarily and regularly directs two or more other employees.
3. Authority: Possesses the power to hire or fire employees, or makes suggestions that are given substantial weight in such decisions, including promotions.
4. Discretion: Customarily and regularly exercises discretionary power.
5. Work Responsibility: Does not devote more than 20 percent of his or her hours in a workweek to the performance of activities not closely related to items (1) through (4).
6. Compensation - Is not paid less than:
 - ~~\$844~~ **684** per week exclusive of board, lodging or other facilities, effective ~~July 1, 2024~~
 - ~~\$43,888~~ **35,568** per year, effective ~~July 1, 2024~~
 - ~~\$1,128~~ per week, effective January 1, 2025
 - ~~\$58,656~~ per year, effective January 1, 2025

The Short Test for Executive Employees

An executive employee must meet all of the following requirements to be exempt:

1. Compensation - Is paid not less than:
 - ~~\$844~~ **684** per week exclusive of board, lodging or other facilities, effective ~~July 1, 2024~~
 - ~~\$43,888~~ **35,568** per year, effective ~~July 1, 2024~~
 - ~~\$1,128~~ per week, effective January 1, 2025
 - ~~\$58,656~~ per year, effective January 1, 2025
2. Duties: Primarily management of the agency, department, or subdivision.
3. Supervision: Customarily and regularly directs two or more other employees.

B. Administrative Employees

The Long Test for Administrative Employees

An administrative employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily consists of either:
 - (a) non-manual or office work directly related to management policies or general business operations; or

(b) performance of administrative functions in an educational establishment in work related to academic instruction and training.

2. Discretion: Customarily and regularly exercises discretion and independent judgment.

3. Supervision:

(a) Regularly and directly assists a person employed in an executive or administrative capacity;

(b) performs under only general supervision work requiring special training, experience or knowledge; or

(c) executes special assignments and tasks under only general supervision.

4. Work responsibility: Does not devote more than 20 percent of work time to activities not directly or closely related to the performance of administrative work.

5. Compensation - Is paid not less than:

~~\$844,684~~ per week exclusive of board, lodging or other facilities, effective July 1, 2024

~~\$43,888~~ 35,568 per year, effective July 1, 2024

~~\$1,128~~ per week, effective January 1, 2025

~~\$58,656~~ per year, effective January 1, 2025

The Short Test for Administrative Employees

An administrative employee must meet all of the following requirements to be exempt:

1. Compensation - Is paid no less than:

~~\$844,684~~ per week exclusive of board, lodging, or other facilities, effective July 1, 2024

~~\$43,888~~ 35,568 per year, effective July 1, 2024

~~\$1,128~~ per week, effective January 1, 2025

~~\$58,656~~ per year, effective January 1, 2025

2. Duties: Primarily performance of office or non-manual work directly related to management policies or general business operations, or the performance of functions in the administration of an educational establishment, or a department or subdivision thereof, in work directly related to the academic instruction or training.

3. Responsibilities: Primary duty includes work requiring the exercise of discretion and independent judgment.

C. Professional Employees

The Long Test for Professional Employees

A professional employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily work requiring -

Advanced learning acquired by a prolonged course of specialized intellectual instruction, as distinguished from general academic education, apprenticeships or routine training; or Original or creative work depending primarily on invention, imagination or talent; or Teaching, tutoring, instructing or lecturing for a school system or educational institution.

2. Discretion: Work requiring the consistent exercise of discretion and judgment.
3. Work product: Predominantly intellectual and varied in character and which cannot be standardized in relation to a given period of time.
4. Work responsibility: Must devote not more than 20 percent of his or her hours to activities not essential, part of or necessarily incident to the work.
5. Compensation - Is not paid less than:
 - ~~\$844~~ **684** per week ~~exclusive of board, lodging or other facilities,~~
~~effective July 1, 2024~~
 - ~~\$43,888~~ **35,568** per year, ~~effective July 1, 2024~~
 - ~~\$1,128~~ per week, ~~effective January 1, 2025~~
 - ~~\$58,656~~ per year, ~~effective January 1, 2025~~

The Short Test for Professional Employees

A professional employee must meet all of the following requirements to be exempt:

1. Compensation - Is paid not less than:
 - ~~\$844~~ **684** per week ~~exclusive of board, lodging or other facilities,~~
~~effective July 1, 2024~~
 - ~~\$43,888~~ **35,568** per year, ~~effective July 1, 2024~~
 - ~~\$1,128~~ per week, ~~effective January 1, 2025~~
 - ~~\$58,656~~ per year, ~~effective January 1, 2025~~
2. Duties: Primarily consist of work requiring advanced learning or work as a teacher.
3. Discretion: Must include work requiring the consistent exercise of discretion and judgment or consist of work requiring invention, imagination or talent in a recognized field of artistic endeavor.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties and criteria; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Non-exempt Employees

Non-exempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Non-exempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records

Hall or lunchroom monitors
Non-RN school nurse
Secretarial or clerical support
Security personnel
Maintenance workers

Exempt executives include:

Superintendent
Principals and Assistant Principals
Directors of Computer Programming
Assistant Superintendents

Exempt professionals include:

Guidance counselors
Certified public accountants in budget office
School Board attorneys
School psychologists
School registered nurse
School librarian
Teachers

Noncovered positions include:

Appointed members of the board of education
Elected member of the board of education
Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of those hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An

employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock should immediately contact a supervisor for assistance.

An employee utilizing an alternate method of timekeeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and will be required to sign an acknowledgment confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should immediately notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

Adopted Date: December 8, 2003

*Revision Dates: August 8, 2024; **December 12, 2024***