

Bixby Board of Education Regular Meeting 1  
Thursday, August 8, 2019 Bixby Board of Education Regular Meeting 1  
Administrative Center 109 N. Armstrong Bixby, OK 74008  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:02 PM.

Justin Cheatham: Present

Matt Dotson: Present

Lisa Kramer: Present

Julie Prox: Present

Amanda Stephens: Absent

Present: 4, Absent: 1.

1. Call Meeting to Order/Roll Call

## 2. Superintendent's Reports

1. Superintendent's Update

- Terry Stover, Community Care Employee Assistance Program (EAP)
- David Peters, Day Break
- 2019 OSTP Results Overview
- Vaping Awareness Campaign
- Upcoming Events

2.

3. Facilities Update

4. Monthly Budget Report

## 3. Comments from the Floor

1. Speakers must identify themselves.
2. Each Speaker is given a maximum of three (3) minutes.
3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.
4. Total time allocated to this item is thirty (30) minutes.

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.
  6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.
  7. The president reserves the right to interrupt this section and move to the next item.
  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, consideration and vote to approve or not to approve Items #4.1-4.20. (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 approving General Consent Agenda Items #4.1-4.20 as presented except for Item #4.8 which is omitted Passed with a motion by Justin Cheatham and a second by Lisa Kramer.

Justin Cheatham: Yea

Matt Dotson: Yea

Lisa Kramer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

1. Minutes of July 18, 2019 Regularly Scheduled Board Meeting
2. Activity Fund Summary of Accounts and Transfer Requests

3. Encumbrances for FY 2020 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond Funds 31-39 and Lease Purchase Orders per attached encumbrance registers
4. Approval of Memorandum of Understanding with Dayspring Community Services for the 2019-2020 fiscal year
5. Approval of an Agreement with Public Consulting Group, Inc. and the Oklahoma State Department of Education for the Oklahoma Health Care Authority Medicaid School-Based Health Services Program for the 2019-2020 fiscal year.
6. Approval of the renewal of an agreement with the Oklahoma Department of Career and Technology Education contract for Secondary Career and Technology Education Programs for the 2019-2020 fiscal year
7. Approval of Helen Hurst as the Child Nutrition authorized representative with the Oklahoma State Department of Education for the 2019-2020 fiscal year
8. Approval of a Memorandum of Understanding with the YMCA of Greater Tulsa for the Go Club for the 2019-2020 fiscal year
9. Approval of a Memorandum of Understanding with The Bridges Foundation for the 2019-2020 fiscal year
10. Approval of VerHoef Information Sources for background screening for the 2019-2020 fiscal year
11. Approval of American Checked Inc. contract for background screening for the 2019-2020 fiscal year
12. Approval of Bixby Bands request to participate in the National Marching Competition in St. Louis, MO on October 18-20, 2019
13. Approval of FFA request to attend the National FFA Convention in Indianapolis, Indiana on October 30, 2019 to November 1, 2019
14. FMLA - Support - Central Intermediate - 9/6/19 to 11/11/19
15. Medical Leave - Support - Northeast E & I - 10/20/19 to 12/10/19
16. FMLA - Certified - High School - 10/7/19 to 12/6/19
17. FMLA - Certified - Middle School - 8/20/19 to 10/4/19
18. Medical Leave - Support - Middle School - 8/20/19 to 11/11/19
19. Employment, Resignation, Retirement - Certified Personnel - per attached
20. Employment, Resignation, Retirement - Support Personnel - per attached

## 5. Superintendent's Services

1. Discussion, consideration and vote to approve or not to approve a Memorandum of Understanding with the Oklahoma State Department of Education for the OTISS Implementation for the 2019-2020 fiscal year.

Approval of a Memorandum of Understanding with the Oklahoma State Department of Education for the OTISS Implementation for the 2019-2020 fiscal year. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

2. Discussion, consideration and vote to approve or not to approve an Underground Right-Of-Way Easement with East Central Oklahoma Electric Cooperative, Inc.

Approval of an Underground Right-Of-Way Easement with East Central Oklahoma Electric Cooperative, Inc. on Harvard Avenue. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

3. Discussion, consideration and vote to approve or not to approve Rob Miller as the authorized representative of Bixby Public Schools and as such empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education and agencies which may be prerequisite to operation of State and Federal Programs.

Approval of Rob Miller as the authorized representative of Bixby Public Schools and as such empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education and agencies which may be prerequisite to operation of State and Federal Programs. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

4. Discussion, consideration and vote to approve or not to approve a Memorandum of Understanding with Oklahoma University for Field Experience/Practicum/Internship for the 2019-2020 fiscal year.

Approval of a Memorandum of Understanding with Oklahoma University for Field Experience/Practicum/Internship for the 2019-2020 fiscal year. Passed with a motion by Lisa Kramer and a second by Julie Prox.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

5. Discussion, consideration and vote to approve or not to approve an agreement with YMCA for the Pre-K program for the 2019-2020 fiscal year.

Approval of tabling this item. Passed with a motion by Julie Prox and a second by Justin Cheatham.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

6. Discussion, consideration and vote to approve or not to approve a contract with Lighthouse Electric, LLC for alarm monitoring services for the 2019-2020 fiscal year.

Approval of a contract with Lighthouse Electric, LLC for alarm monitoring services for the 2019-2020 fiscal year. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Stephens:

Yea: 4, Nay: 0, Absent: 1

7. Discussion, consideration and vote to approve or not to approve a service agreement with Lighthouse Electric, LLC. fire alarm monitoring for the 2019-2020 fiscal year.

Approval of a service agreement with Lighthouse Electric, LLC. fire alarm monitoring for the 2019-2020 fiscal year. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Justin

Cheatham: Yea

Matt

Dotson: Yea

Lisa

Kramer: Yea

Julie Prox:

Yea

Amanda

Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

8. Discussion, consideration and vote to approve or not to approve the employment of Stephen L. Smith Corporation as financial consultants to Bixby Public Schools for the 2019-2020 fiscal year.

Approval of the employment of Stephen L. Smith Corporation as financial consultants to Bixby Public Schools for the 2019-2020 fiscal year. Passed with a motion by Matt Dotson and a second by Justin Cheatham.

Justin

Yea

Cheatham:

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

9. Discussion, consideration and vote to approve or not to approve closing Central Intermediates Accelerated Reader Activity Fund account and transferring the balance of \$893.44 to Central Intermediates Miscellaneous account.

Approval of closing Central Intermediates Accelerated Reader Activity Fund account and transferring the balance of \$893.44 to Central Intermediates Miscellaneous account. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

10. Discussion, consideration and vote to approve or not to approve declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma.

Approval of declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma. Passed with a motion by Matt Dotson and a second by Lisa Kramer.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

## 6. Executive Session

1. Discussion, consideration and vote to go or not to go into executive session to discuss the negotiations proceedings with the BEA (25 O.S. Sec. 307 (B)(2)).

At p.m. approval of not going into executive session to discuss the negotiations proceedings with the BEA per Oklahoma Statutes. Passed with a motion by Lisa Kramer and a second by Julie Prox.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

2. Vote to acknowledge return to open session.
3. Statement by Board president of executive session minutes.

#### **7. Superintendent's Services (Part 2)**

1. Discussion, consideration and vote to approve or not to approve a master contract and teacher salary scale step increase with the Bixby Education Association for the 2019-2020 fiscal year.

Approval of a master contract and teacher salary scale step increase with the Bixby Education Association for the 2019-2020 fiscal year Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

2. Discussion, consideration and vote to approve or not to approve the revised Support Salary Scales for the 2019-2020 fiscal year.

Approval of the revised Support Salary Scale for the 2019-2020 fiscal year Passed with a motion by Lisa Kramer and a second by Matt Dotson.

Justin  
Cheatham: Yea

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie Prox: Yea

Amanda  
Stephens: Absent

Yea: 4, Nay: 0, Absent: 1

8. New Business

9. Vote to adjourn

At 7:47 p.m. approval to adjourn. Passed with a motion by Lisa Kramer and a second by Julie Prox.

Justin  
Cheatham:      Yea

Matt Dotson:    Yea

Lisa Kramer:    Yea

Julie Prox:      Yea

Amanda  
Stephens:       Absent

Yea: 4, Nay: 0, Absent: 1

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

# Bixby Public Schools Board of Education Meeting Talking Points

## CommunityCare EAP Report Summary

Utilization rate of 3.66% is in the upper third of educational institutions

### Primary Presenting Problems\*

- 44% personal or emotional
- 19% child/family
- 19% spouse
- 6% marital/relationship
- 13% other

### Service Type

- 60% individual counseling
- 13% couples counseling
- 7% telephonic assessment
- 7% no show
- 13% other

### Gender

- 69% female
- 31% male

### Length of Employment

33% 0 to 1 one year  
33% 16+ years  
11% 11 to 15 years  
11% 6 to 10 years  
11% other

### Marital status

- 69% married
- 31% single

\*% were rounded up to the nearest point

### Referral Source

- 33% brochure
- 17% poster
- 17% benefits handbook
- 8% supervisor
- 25% other

Utilization rate is average for this region (excellent first year utilization).

Primary presenting problems are within norm

The EAP is being utilized by both new and long-term employees

# Drug Free Workplace/Department of Transportation Supervisors Training (July 29, 2019)

39 participants were given the option to rate the course ranging from 1 (lowest) to 5 (highest)

## Questions

The material presented was interesting.	4.19
information provided me will help me.	4.83
There was ample opportunity for participation.	4.73
I would recommend this course to others.	4.74
The facilitator had a good knowledge of the subject and good presentation skills.	5.00
Overall impression of the information.	4.87
Overall impression of the instructor.	5.00
Overall impression of course	4.83
Should this instructor be used in the future by BPS to teach classes like the one you attended today?	5.00

## Commits:

“The instructor had a good personality that helped us engage in the presentation”

“Tips on identification of impaired employees”

“How to intervene with employee...”

“Great info and presentation”

“Information about drugs and what they are calling them”

“Instructor is a good public speaker, who was very knowledgeable about the content...”

# UTILIZATION REPORT

FOR

**BIXBY PUBLIC SCHOOLS**  
August 01, 2018 - July 31, 2019

**UTILIZATION REPORT**  
**BIXBY PUBLIC SCHOOLS**

August 01, 2018 - July 31, 2019 on New and Open Files

**UTILIZATION RATE SUMMARY**

Weighted Population	517		526		780		780		519	
Count	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
EAP Files	0	0.00%	7	77.78%	9	100.00%	7	87.50%	16	84.21%
Organization Consultation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Organizational Service/CISD	0	0.00%	2	22.22%	0	0.00%	1	12.50%	3	15.79%
Program Management	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Supervisor Referral	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total</b>	<b>0</b>	<b>0%</b>	<b>9</b>	<b>100%</b>	<b>9</b>	<b>100%</b>	<b>8</b>	<b>100%</b>	<b>19</b>	<b>100%</b>
Total Current Period Rate	<b>0.00%</b>		<b>1.71%</b>		<b>1.15%</b>		<b>1.03%</b>		<b>3.66%</b>	
Total Annualized Utilization Rate	<b>0.00%</b>		<b>6.72%</b>		<b>4.68%</b>		<b>4.03%</b>		<b>3.66%</b>	

Serviced	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
EAP Files	0	0.00%	7	100.00%	9	100.00%	7	15.22%	16	29.09%
Organization Consultation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Organizational Service/CISD	0	0.00%	0	0.00%	0	0.00%	39	84.78%	39	70.91%
Program Management	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Supervisor Referral	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total</b>	<b>0</b>	<b>0%</b>	<b>7</b>	<b>100%</b>	<b>9</b>	<b>100%</b>	<b>46</b>	<b>100%</b>	<b>55</b>	<b>100%</b>
Serviced Current Period Rate	<b>0.00%</b>		<b>1.33%</b>		<b>1.15%</b>		<b>5.90%</b>		<b>10.60%</b>	
Total Serviced Annualized Utilization Rate	<b>0.00%</b>		<b>5.22%</b>		<b>4.68%</b>		<b>23.15%</b>		<b>10.60%</b>	

Activities	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
EAP Files	0	0.00%	43	93.48%	38	100.00%	40	97.56%	121	96.80%
Organization Consultation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Organizational Service/CISD	0	0.00%	2	4.35%	0	0.00%	1	2.44%	3	2.40%
Program Management	0	0.00%	1	2.17%	0	0.00%	0	0.00%	1	0.80%
Supervisor Referral	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total</b>	<b>0</b>	<b>0%</b>	<b>46</b>	<b>100%</b>	<b>38</b>	<b>100%</b>	<b>41</b>	<b>100%</b>	<b>125</b>	<b>100%</b>

UTILIZATION REPORT  
**BIXBY PUBLIC SCHOOLS**

August 01, 2018 - July 31, 2019 on New and Open Files

Hours	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
EAP Files	0	0.00%	11.95	91.11%	10.15	100.00%	11.43	82.06%	33.53	90.14%
Organization Consultation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Organizational Service/CISD	0	0.00%	0.17	1.27%	0	0.00%	2.5	17.94%	2.67	7.17%
Program Management	0	0.00%	1	7.62%	0	0.00%	0	0.00%	1	2.69%
Supervisor Referral	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total</b>	<b>0</b>	<b>0%</b>	<b>13.12</b>	<b>100%</b>	<b>10.15</b>	<b>100%</b>	<b>13.93</b>	<b>100%</b>	<b>37.2</b>	<b>100%</b>

**GENERAL SUMMARY**

New/Ongoing	8/1 - 10/31	11/1 - 1/31	2/1 - 4/30	5/1 - 7/31	8/2018 - 7/2019
Open Files At Start Of Period	0	0	5	2	0
Total New Files	0	7	4	5	16
Open Files At End Of Period	0	5	2	4	4

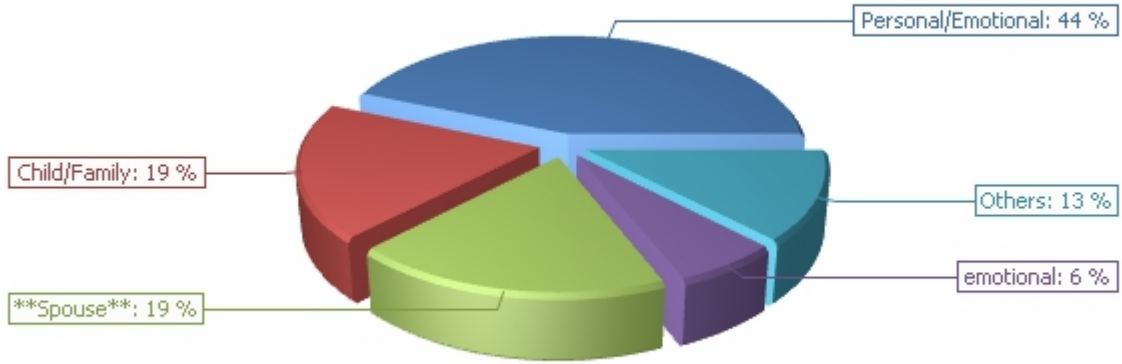
Referred/Closed	8/1 - 10/31	11/1 - 1/31	2/1 - 4/30	5/1 - 7/31	8/2018 - 7/2019
Total Files Closed	0	2	7	3	12

Activity / Session Hours	8/1 - 10/31	11/1 - 1/31	2/1 - 4/30	5/1 - 7/31	8/2018 - 7/2019
Total Program / Acct Mgmt Hours	0.00	1.00	0.00	0.00	1.00

UTILIZATION REPORT  
**BIXBY PUBLIC SCHOOLS**

August 01, 2018 - July 31, 2019

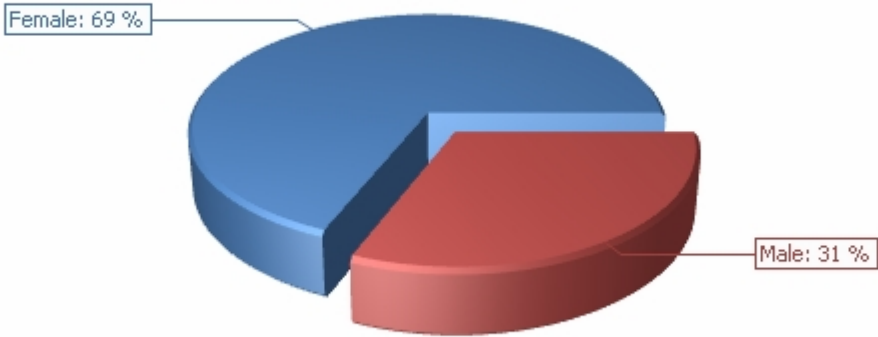
**Primary Presenting Problem**



Primary Presenting Problem	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
**Drug**	0	0.00%	1	14.29%	1	11.11%	0	0.00%	1	6.25%
**Spouse**	0	0.00%	0	0.00%	1	11.11%	2	28.57%	3	18.75%
Child/Family	0	0.00%	1	14.29%	2	22.22%	1	14.29%	3	18.75%
emotional	0	0.00%	1	14.29%	1	11.11%	0	0.00%	1	6.25%
Marital/Relationship	0	0.00%	0	0.00%	0	0.00%	1	14.29%	1	6.25%
Personal/Emotional	0	0.00%	4	57.14%	4	44.44%	3	42.86%	7	43.75%
<b>Total</b>	<b>0</b>	<b>0 %</b>	<b>7</b>	<b>100 %</b>	<b>9</b>	<b>100 %</b>	<b>7</b>	<b>100 %</b>	<b>16</b>	<b>100 %</b>

UTILIZATION REPORT  
**BIXBY PUBLIC SCHOOLS**  
 August 01, 2018 - July 31, 2019

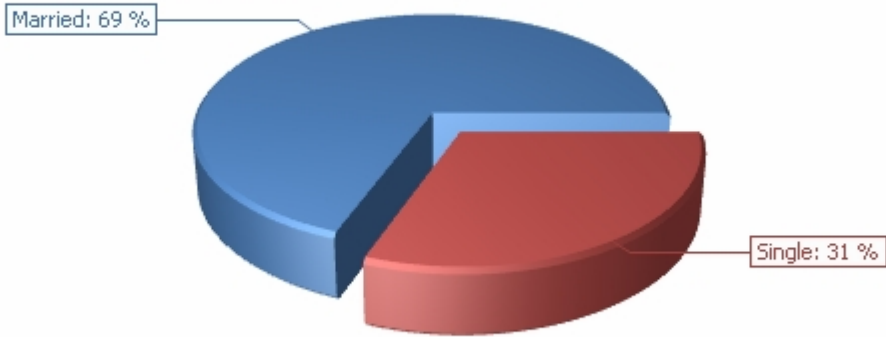
**Gender**



Gender	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
Female	0	0.00%	6	85.71%	8	88.89%	4	57.14%	11	68.75%
Male	0	0.00%	1	14.29%	1	11.11%	3	42.86%	5	31.25%
Total	<b>0</b>	<b>0 %</b>	<b>7</b>	<b>100 %</b>	<b>9</b>	<b>100 %</b>	<b>7</b>	<b>100 %</b>	<b>16</b>	<b>100 %</b>

UTILIZATION REPORT  
**BIXBY PUBLIC SCHOOLS**  
 August 01, 2018 - July 31, 2019

**Marital Status**

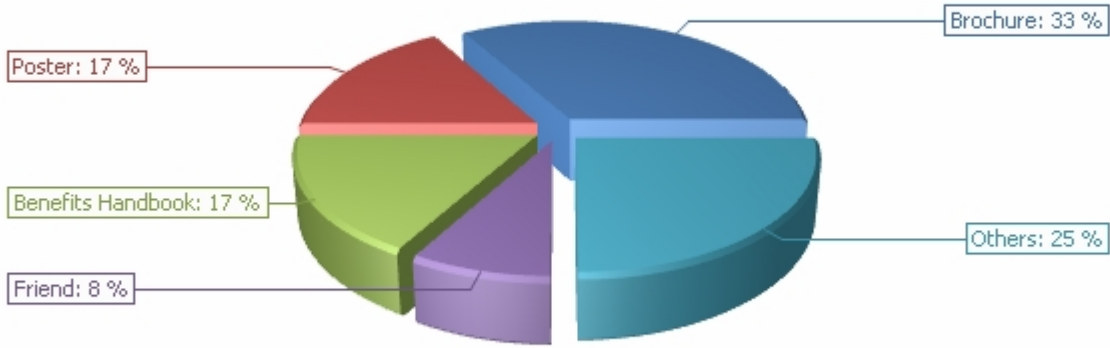


Marital Status	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
Married	0	0.00%	2	50.00%	4	57.14%	5	83.33%	9	69.23%
Single	0	0.00%	2	50.00%	3	42.86%	1	16.67%	4	30.77%
Total	<b>0</b>	<b>0 %</b>	<b>4</b>	<b>100 %</b>	<b>7</b>	<b>100 %</b>	<b>6</b>	<b>100 %</b>	<b>13</b>	<b>100 %</b>

UTILIZATION REPORT  
**BIXBY PUBLIC SCHOOLS**

August 01, 2018 - July 31, 2019

**ReferralSource**

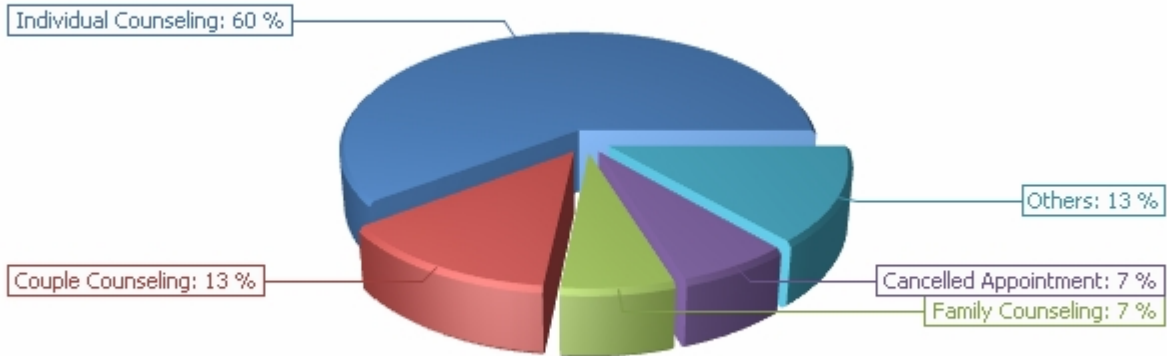


ReferralSource	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
Benefits Handbook	0	0.00%	1	25.00%	2	28.57%	0	0.00%	2	16.67%
Brochure	0	0.00%	1	25.00%	3	42.86%	2	40.00%	4	33.33%
Friend	0	0.00%	0	0.00%	0	0.00%	1	20.00%	1	8.33%
HR Dept.	0	0.00%	0	0.00%	1	14.29%	0	0.00%	1	8.33%
Poster	0	0.00%	0	0.00%	0	0.00%	2	40.00%	2	16.67%
Supervisor	0	0.00%	1	25.00%	0	0.00%	0	0.00%	1	8.33%
Wallet Card	0	0.00%	1	25.00%	1	14.29%	0	0.00%	1	8.33%
<b>Total</b>	<b>0</b>	<b>0 %</b>	<b>4</b>	<b>100 %</b>	<b>7</b>	<b>100 %</b>	<b>5</b>	<b>100 %</b>	<b>12</b>	<b>100 %</b>

UTILIZATION REPORT  
**BIXBY PUBLIC SCHOOLS**

August 01, 2018 - July 31, 2019

**Service Type**

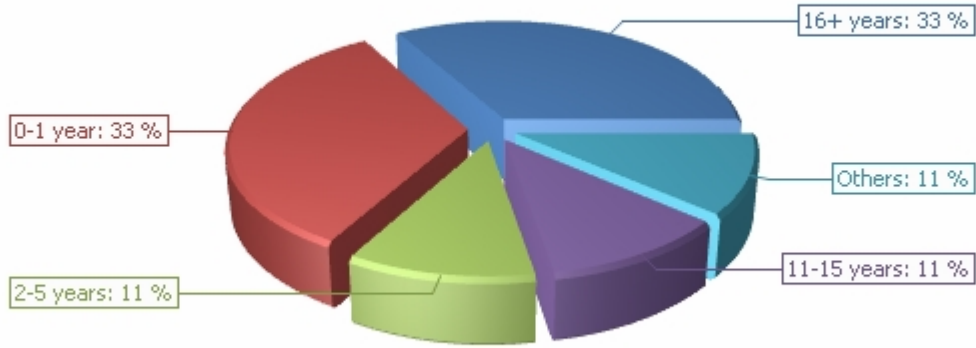


Service Type	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
Cancelled Appointment	0	0.00%	1	16.67%	1	12.50%	0	0.00%	1	6.67%
Couple Counseling	0	0.00%	0	0.00%	0	0.00%	2	33.33%	2	13.33%
Family Counseling	0	0.00%	0	0.00%	0	0.00%	1	16.67%	1	6.67%
Individual Counseling	0	0.00%	4	66.67%	7	87.50%	2	33.33%	9	60.00%
No Show	0	0.00%	1	16.67%	0	0.00%	0	0.00%	1	6.67%
Telephonic Assesment	0	0.00%	0	0.00%	0	0.00%	1	16.67%	1	6.67%
<b>Total</b>	<b>0</b>	<b>0 %</b>	<b>6</b>	<b>100 %</b>	<b>8</b>	<b>100 %</b>	<b>6</b>	<b>100 %</b>	<b>15</b>	<b>100 %</b>

UTILIZATION REPORT  
**BIXBY PUBLIC SCHOOLS**

August 01, 2018 - July 31, 2019

**LengthofEmployment**



LengthofEmployment	8/1 - 10/31		11/1 - 1/31		2/1 - 4/30		5/1 - 7/31		8/2018 - 7/2019	
	#	%	#	%	#	%	#	%	#	%
0-1 year	0	0.00%	2	66.67%	2	40.00%	1	25.00%	3	33.33%
11-15 years	0	0.00%	0	0.00%	1	20.00%	1	25.00%	1	11.11%
16+ years	0	0.00%	1	33.33%	1	20.00%	1	25.00%	3	33.33%
2-5 years	0	0.00%	0	0.00%	0	0.00%	1	25.00%	1	11.11%
6-10 years	0	0.00%	0	0.00%	1	20.00%	0	0.00%	1	11.11%
<b>Total</b>	<b>0</b>	<b>0%</b>	<b>3</b>	<b>100%</b>	<b>5</b>	<b>100%</b>	<b>4</b>	<b>100%</b>	<b>9</b>	<b>100%</b>

UTILIZATION REPORT  
**BIXBY PUBLIC SCHOOLS**

August 01, 2018 - July 31, 2019

### Organizational Services Summary

Date	Type	Duration	Location	Attendees
<b>12/5/2018</b>	<b>Service Call</b>	<b>.08</b>		
<b>Details:</b>	Delivered signed copy of EAP contract.			
12/5/2018		.08		
	Details: No Data To Report			
<b>1/25/2019</b>	<b>Service Call</b>	<b>.08</b>		
<b>Details:</b>	EAP material.			
1/25/2019		.08		
	Details: No Data To Report			
<b>7/29/2019</b>	<b>Training</b>	<b>2.5</b>		<b>39</b>
<b>Details:</b>	No details to report			
7/29/2019		2.50		
	Details: No Data To Report			
<b>TOTAL</b>		<b>2.67</b>		<b>39</b>

**Bixby Board of Education Regular Meeting**

6:00 PM

Administrative Center

109 N Armstrong St

Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Absent

Matt Dotson: Present

Lisa Kramer: Present

Julie Prox: Present

Amanda Stephens: Present

1. Call Meeting to Order/Roll Call

**2. Superintendent's Reports**

1. Facilities Update - Report by Hayden Snow

**3. Comments from the Floor - None**

1. Speakers must identify themselves.

2. Each Speaker is given a maximum of three (3) minutes.

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

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

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.

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

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

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, consideration and vote to approve or not to approve Items #4.1-4.15. (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.)**

5. Approval of General Consent Items 4.1-4.15 as presented Passed with a motion by Lisa Kramer and a second by Matt Dotson.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

1. Minutes of June 13, 2019 Regularly Scheduled Board Meeting

2. Minutes of June 24, 2019 Special Board Meeting

3. Activity Fund Summary of Accounts and Transfer Requests

4. Encumbrances and Change Orders for FY 2020 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

5. Approval of Bixby Public Schools Handbooks as presented for the 2019-2020 fiscal year

6. Approval of the Tulsa Community College Memorandum of Understanding for Concurrent Enrollment for the 2019-2020 fiscal year.

7. Approval of Tulsa Community College Memorandum of Understanding for the Dual Credit to College Degree program for the 2019-2020 fiscal year.

8. Approval of the ImpactTulsa Memorandum of Understanding for the 2019-2020 fiscal year

9. Approval of an agreement with Instructure, Inc. at a cost of \$24,087.50 for the 2019-2020 fiscal year

10. FMLA - Certified - Northeast - 9/13/2019 to 11/1/2019

11. FMLA - Certified - Central Elementary - 10/28/2019 to 1/03/2020

12. FMLA - Certified - Administration - 7/17/2019 to 7/31/2019

13. FMLA - Certified - Northeast - 9/18/2019 to 11/22/2019

14. Employment, Resignation, Retirement - Certified Personnel - per attached

15. Employment, Resignation, Retirement - Support Personnel - per attached

## 6. Superintendent's Services

1. Discussion, consideration and vote to approve or not to approve to adopt the Resolution to Endorse the CCOSA Blended/Virtual Learning Framework that includes standards for high quality blended and virtual education, and to utilize the tenets of the Framework in the development of new blended/virtual learning opportunities, or in the assessment of existing blended/virtual learning programs.

Approval to adopt the Resolution to Endorse the CCOSA Blended/Virtual Learning Framework that includes standards for high quality blended and virtual education, and to utilize the tenets of the Framework in the development of new blended/virtual learning opportunities, or in the assessment of existing blended/virtual learning programs. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens:  
Yea

2. Discussion, consideration and vote to approve or not to approve Rob Miller and Lydia Wilson as the Title IX Coordinators for Bixby Public Schools for the 2019-2020 fiscal year.

Approval of Rob Miller and Lydia Wilson as the Title IX Coordinators for Bixby Public Schools for the 2019-2020 fiscal year. Passed with a motion by Julie Prox and a second by Matt Dotson.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens:  
Yea

3. Discussion, consideration and vote to approve or not to approve an agreement with PowerSchool at a cost of \$86,766.22 for services for the 2019-2020 fiscal year.

4. Approval of an agreement with PowerSchool at a cost of \$86,766.22 for services for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens:  
Yea

5. Discussion, consideration and vote to approve or not to approve an agreement with Remind 101, Inc. for messaging services at a cost of \$21,450.00 for the 2019-2020 fiscal year.

Approval of an agreement with Remind 101, Inc. for messaging services at a cost of \$21,450.00 for the 2019-2020 fiscal year. Passed with a motion by Lisa Kramer and a second by Matt Dotson.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

6. Discussion, consideration and vote to approve or not to approve a CIPA compliant internet content filtering for the 2019-2020 fiscal year.

Approval of a CIPA compliant internet content filtering with Securely for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

7. Discussion, consideration and vote to approve or not to approve a Student Transportation Contract with Tulsa Tech for the 2019-2020 fiscal year.

Approval of a Student Transportation Contract with Tulsa Tech for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

8. Discussion, consideration and vote to approve or not to approve revised Policy 2116A Medical Marijuana, Hemp & Cannabidiol (CBD).

Approval of revised revised Policy 2116A Medical Marijuana, Hemp & Cannabidiol (CBD). Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

9. Discussion, consideration and vote to approve or not to approve revised Policy 3116 Concurrent Enrollment for High School Students.

Approval of revised Policy 3116 Concurrent Enrollment for High School Students. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

10. Discussion, consideration and vote to approve or not to approve revised Policy 3119 Recognition of High School Students for Academic Achievement.

Approval of revised Policy 3119 Recognition of High School Students for Academic Achievement. Passed with a motion by Matt Dotson and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

11. Discussion, consideration and vote to approve or not to approve revised Policy 3120 Report Cards.

Approval of revised Policy 3120 Report Cards. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

12. Discussion, consideration and vote to approve or not to approve revised Policy 3122 Proficiency Based Promotions.

Approval of revised Policy 3122 Proficiency Based Promotions. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

13. Discussion, consideration and vote to approve or not to approve the deletion of Policy 3125 Eligibility Requirements for Organizational Queens, Attendants, and Escorts.

Approval of the deletion of Policy 3125 Eligibility Requirements for Organizational Queens, Attendants, and Escorts. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

14. Discussion, consideration and vote to approve or not to approve the deletion of Policy 3117 Promotion and Retention.

Approval of the deletion of Policy 3117 Promotion and Retention. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

15. Discussion, consideration and vote to approve or not to approve revised Policy 3126 Promotion and Retention.

Approval of revised Policy 3126 Promotion and Retention. Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

16. Discussion, consideration and vote to approve or not to approve revised Policy 3127 Graduation Requirements.

Approval of revised Policy 3127 Graduation Requirements. Passed with a motion by Lisa Kramer and a second by Matt Dotson.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

17. Discussion, consideration and vote to approve or not to approve revised Policy 3133 Reading Sufficiency Act Testing and Procedures.

Approval of revised Policy 3133 Reading Sufficiency Act Testing and Procedures. Passed with a motion by Lisa Kramer and a second by Amanda Stephens.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

18. Discussion, consideration and vote to approve or not to approve revised Policy 3134 Oklahoma School Testing Program - Parent /Student Opt Out.

Approval of revised Policy 3134 Oklahoma School Testing Program - Parent/Student Opt Out. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

19. Discussion, consideration and vote to approve or not to approve revised Policy 4136 Leave Sharing Bank.

Approval of revised Policy 4136 Leave Sharing Bank. Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

20. Discussion, consideration and vote to approve or not to approve revised Policy 5112 Parent Right-To-Know Policy.

Approval of revised Policy 5112 Parent Right-To-Know Policy. Passed with a motion by Matt Dotson and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens:  
Yea

21. Discussion, consideration and vote to approve or not to approve revised Policy 6122 Safe School and Healthy & Fit Advisory Committees.

Approval of revised Policy 6122 Safe School and Healthy & Fit Advisory Committees. Passed with a motion by Julie Prox and a second by Matt Dotson.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens:  
Yea

22. Discussion, consideration and vote to approve or not to approve revised Policy 6128 Tobacco Use.

Approval of revised Policy 6128 Tobacco Use. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens:  
Yea

23. Discussion, consideration and vote to approve or not to approve the lowest responsible bidder for district-wide pest control services for the 2019-2020 fiscal year.

Approval of West Termite & Pest Management, Inc. as the lowest responsible bidder for district-wide pest control services for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens:  
Yea

24. Discussion, consideration and vote to approve or not to approve the lowest responsible bidder for district-wide trash services for the 2019-2020 fiscal year.

Approval of American Waste as the lowest responsible bidder for district-wide trash services at a cost of \$56,660.00 for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens:  
Yea

25. Discussion, consideration and vote to approve or not to approve the lowest responsible bidder for the Elevator Service Contract for the 2019-2020 fiscal year.

Approval of TyssenKrupp Elevators as the lowest responsible bidder for the Elevator Service Contract for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

26. Discussion, consideration and vote to approve or not to approve a reimbursement agreement between the General Fund and the Child Nutrition Fund for the 2019-2020 fiscal year.

Approval of a reimbursement agreement in the amount of \$1,200,000 between the General Fund and the Child Nutrition Fund for the 2019-2020 fiscal year. Passed with a motion by Matt Dotson and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

27. Discussion, consideration and vote to approve or not to approve the lowest responsible bidders for Milk and Dairy products for the 2019-2020 fiscal year.

Approval of Hiland Dairy as the lowest responsible bidders for Milk and Dairy products for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

28. Discussion, consideration and vote to approve or not to approve the lowest responsible bidder for Pizza for the 2019-2020 fiscal year.

Approval of Mazzio's as the lowest responsible bidder for Pizza for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

29. Discussion, consideration and vote to approve or not to approve the lowest responsible bidder for Bread products for the 2019-2020 fiscal year.

Approval of Harris Bakery as the lowest responsible bidder for Bread products for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

30. Discussion, consideration and vote to approve or not to approve the lowest responsible bidder for the Child Nutrition pest control services for the 2019-2020 fiscal year.

Approval of Superior Termite and Pest Control the lowest responsible bidder for the Child Nutrition pest control services for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

31. Discussion, consideration and vote to approve or not to approve the lowest responsible bidder for Produce for the 2019-2020 fiscal year.

Approval of Buddy's Produce as the lowest responsible bidder for Produce for the 2019-2020 fiscal year. Passed with a motion by Lisa Kramer and a second by Amanda Stephens.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

32. Discussion, consideration and vote to approve or not to approve the Superintendent's Contract for the 2019-2020 fiscal year.

Approval of the Superintendent's Contract as presented for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

## 7. Executive Session

1. Discussion, consideration and vote to go or not to go into executive session to discuss the negotiations proceedings with the BEA (25 O.S. Sec. 307 (B)(2)).

At 7:32 p.m. approval to adjourn to go to Executive Session to discuss negotiations with the BEA Passed with a motion by Julie Prox and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

2. Vote to acknowledge return to open session.

At 8:35 p.m. approval to return to open session. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

3. Statement by Board president of executive session minutes.

8. New Business - None

9. Vote to adjourn

At 8:36 p.m. approval of adjourning. Passed with a motion by Lisa Kramer and a second by Matt Dotson.

Matt Dotson: Yea, Lisa Kramer: Yea, Julie Prox: Yea, Amanda Stephens: Yea

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

## CERTIFIED PERSONNEL EMPLOYMENT

Christina Fetkovich	4 <sup>th</sup> Grade	Eff. Aug. 14, 2019 Northeast Elem/Int
Laura Kemp	English	Eff. Aug. 14, 2019 High School
Holly Levasseur	Media Specialist	Eff. Aug. 12, 2019 Central Intermediate
Kelly Marsaln	Geography/History	Eff. Aug. 14, 2019 Middle School
Kevin Pearson	Choir	Eff. Aug. 14, 2019 High School
Brandee Pierson	2 <sup>nd</sup> Grade	Eff. Aug. 14, 2019 Northeast Elem/Int
Wesley Richardson	Yearbook/Multimedia	Eff. Aug. 14, 2019 High School
Trinity Snider	Spanish	Eff. Aug. 14, 2019 9 <sup>th</sup> Grade Center

## TEMPORARY CONTRACT

Shelly Morgan  
Jan Walker

ESY Teacher/Coordinator  
Summer Speech Pathologist

## VIRTUAL COURSE TEACHER

## CERTIFIED PERSONNEL RESIGNATION AGREEMENTS

RoseAnna Ashworth	Math	Eff. May 22, 2019 High School
Michelle Bowdle	Special Education	Eff. May 22, 2019 High School
Paul Cherry	Math	Eff. May 22, 2019 Learning Center
John Foreman	Kindergarten	Eff. May 22, 2019 Central Elementary
Bobby McBride	Math	Eff. May 22, 2019 9 <sup>th</sup> Grade Center
Brooke Rowland	2 <sup>nd</sup> Grade	Eff. May 22, 2019 Central Elementary
Brian Wilson	English	Eff. May 22, 2019 High School
Adria Wood	English	Eff. May 22, 2019 High School

Submitted to the Board of Education  
July 18, 2019

**SUPPORT PERSONNEL**  
**EMPLOYMENT FOR THE 2019-2020 SCHOOL YEAR**  
**SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT**

Kari Barton	Paraprofessional	Middle School Eff. Aug. 20, 2019
Lisa Briscoe	Paraprofessional	North Intermediate Eff. Aug. 20, 2019
Alexandra Cortesini	Paraprofessional	Central Intermediate Eff. Aug. 20, 2019
Karen McCoy	Food Service Assistant	District Eff. Aug. 16, 2019
Erin Meeks	OT	Central Elementary Eff. Aug. 14, 2019
Morgan Rosser	Paraprofessional	Northeast Elem/Int Eff. Aug. 20, 2019

**TEMPORARY EMPLOYMENT**

Kallen Armstrong    Summer Quest Para

**VOLUNTEER COACHING**

**SUPPORT PERSONNEL**  
**RESIGNATION**

Patricia Underwood	Food Serv Assistant	Central Elementary Eff. May 22, 2019
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**TERMINATED**

## **CERTIFIED PERSONNEL EMPLOYMENT**

Joshua Bencke	Math	Eff. Aug. 14, 2019 High School
John Benson	Spanish	Eff. Aug. 14, 2019 High School
Sherry Blan	Math	Eff. Aug. 14, 2019 High School
Barbara Davis	2nd Grade	Eff. Aug. 14, 2019 Central Elementary
Dillon Dobbins	Special Education	Eff. Aug. 14, 2019 High School
Kayla Downing	English	Eff. Aug. 14, 2019 Middle School
Amanda Ensley	Special Education	Eff. Aug. 14, 2019 Middle School
Katie Gallamore	Kindergarten	Eff. Aug. 14, 2019 Central Elementary
Tiffany Shepherd	Math	Eff. Aug. 14, 2019 9 <sup>th</sup> Grade
Sonja Swanson	EL/ESL	Eff. Aug. 14, 2019 MS/HS/Learning Center

## **TEMPORARY CONTRACT**

## **VIRTUAL COURSE TEACHER**

## **CERTIFIED PERSONNEL RESIGNATION AGREEMENTS**

Lynn Williams	Math	Eff. May 22, 2019 High School
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**SUPPORT PERSONNEL**  
**EMPLOYMENT FOR THE 2019-2020 SCHOOL YEAR**  
**SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT**

Greg Brown	Bus Driver	Eff. Aug. 20, 2019 District Wide
Julie Byers	FS Manager	Eff. Aug. 8, 2019 High School
Adrian Chairez	Night Custodian	Eff. Aug. 13, 2019 District Wide
Osvelia Gomez	Food Service Asst	Eff. Aug. 16, 2019 Middle School
Madalyn Gordon	Paraprofessional	Eff. Aug. 20, 2019 North Elementary
Kaytlyn Green	Night Custodian	Eff. Aug. 13, 2019 District Wide
Madonna Hartman	Paraprofessional	Central Elem Eff. Aug. 20, 2019
Brianna Hausler	Playground Aide	North Intermediate Eff. Aug. 20, 2019
Edgar Hill	Bus Driver	Eff. Aug. 20, 2019 District Wide
Julie Kelley	Bus Driver	Eff. Aug. 20, 2019 District Wide
Brittini Krajicek	Night Custodian	Eff. Aug. 13, 2019 District Wide
Karen McCoy	Food Service Asst	Eff. Aug. 16, 2019
Janet Meador	Bus Driver	Eff. Aug. 20, 2019 District Wide
Mark Palmer	Bus Driver	Eff. Aug. 20, 2019 District Wide
Maria Pendleton	EL Para	Eff. Aug. 20, 2019 Central Elementary
Richard Pierce	Bus Driver	Eff. Aug. 20, 2019 District Wide
Mary Roe	Bus Driver	Eff. Aug. 20, 2019 District Wide
David Schumacher	Night Custodian	District Wide Eff. Aug. 13, 2019
Sade Walker	Paraprofessional	Central Elementary Eff. Aug. 20, 2019

**TEMPORARY EMPLOYMENT**

## **VOLUNTEER COACHING**

Hallie Arnold	Head JV Cheer Coach
Brett Creekmore	Football Equipment Coordinator
	Assistant JV Baseball
	Assistant Football
Hunter Dalton	Assistant Wrestling
Liliana Diagostine	8 <sup>th</sup> Grade Volleyball Asst
Paige Estes	Head Dance Coach
Kenny Giddens	JH Head Wrestling & Varsity Asst Wrestling
Mark Hanks	9 <sup>th</sup> Grade Asst Football
Sarah Kling	8 <sup>th</sup> Grade Asst Volleyball
Trevor Leu	Asst JV Baseball
Kara Moore	Asst Cheer
Brandon Presley	8 <sup>th</sup> Grade Blue Asst
Tyler Ridener	Asst Boys Soccer
Shane Roller	Asst Wrestling
Jason Turk	9 <sup>th</sup> Grade Boys Basketball

## **SUPPORT PERSONNEL** **RESIGNATION**

Robin Adamson	Paraprofessional	9 <sup>th</sup> Grade Center Eff. May 22, 2019
Leandra Babb	Food Service Asst	Central Elementary Eff. May 22, 2019
Shannon Barnes	Food Service Asst	Eff. May 22, 2019
Lisa Daniels	Paraprofessional	Middle School Eff. May 22, 2019
Maggie Mahurin	Paraprofessional	High School Eff. May 22, 2019
Tiffany Mendoza	Paraprofessional	North Elementary Eff. May 22, 2019
Kimberly Mort	Paraprofessional	Central Elementary Eff. Aug. 5, 2019
Jamie Patton	Paraprofessional	Central Elementary Eff. May 22, 2019
Carrie Pepek	Paraprofessional	North Elementary Eff. May 22, 2019
Emily Weaver	Office Clerk	Central Intermediate Eff. May 22, 2019

## **TERMINATED**

# OSDE CONTRACT

This contractual agreement is entered in to between the State of Oklahoma *ex rel*, Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Oklahoma City, OK 73105, (hereafter "OSDE") and Bixby Public Schools, (hereafter "Vendor"), whose mailing address and contact information for the purpose of this contract is: 109 N. Armstrong, Bixby, OK 74008.

## 1. PURPOSE

1.1 The purpose of this contract is: To reimburse the school district for professional development and/or materials, in an amount up to, but not to exceed, \$20,000.00.

No student data will be released to the vendor.

1.2 To fulfill the purpose of this contract, Vendor hereby offers and agrees to perform and/or provide the following goods and/or services to OSDE: These funds are to be used to train district personnel and/or provide necessary materials to district personnel for the purpose of improving skills and knowledge to support implementation of the Oklahoma Tiered Intervention of Support (OTISS) through State Personnel Development Grant (SPDG) initiatives. All funds will be made as a reimbursement; receipts and proof of payment must be submitted to receive reimbursement. (See District Budget Attachment)

## 2. PAYMENT TERMS & CONTRACT DURATION

In consideration of satisfactory performance of this contract, the OSDE agrees to pay Vendor a total amount of \$ \$20,000(includes travel expenses) payable in arrears. It is further agreed by both parties that this Agreement shall be in effect from the date of award and ending September 30th, 2020.

## 3. INVOICING AND PAYMENT

Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

Invoices shall be submitted to the Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Suite 415, Oklahoma City, OK 73105-4999 or by e-mail to [SDEAccountsPayable@sde.ok.gov](mailto:SDEAccountsPayable@sde.ok.gov)

Invoice remittance shall in every case possible be paid by Electronic Fund Transfer (EFT). Title 62 O.S. §34.64(H) requires that payments from the State Treasury shall be conveyed solely through an electronic payment mechanism. New Vendors doing business with the OSDE for the first time must contact the Office of Management and Enterprise Services at [Vendor.EFT@omes.ok.gov](mailto:Vendor.EFT@omes.ok.gov) to make arrangements to receive payment electronically.

Standard Payment Terms: Net – 45 (62 O.S. §34.71).

## 4. TAX EXEMPTION

State agency acquisitions are exempt from state sales and federal excise taxes.

SDE REQ #: \_\_\_\_\_

## OSDE CONTRACT

### 5. **AUDIT AND RECORDS CLAUSE**

As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the Vendor agrees that any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

The Vendor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

### 6. **CONTRACTS OPEN TO PUBLIC DISCLOSURE**

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information Vendor submits as part of or in connection with a contract are public records and subject to disclosure. Vendors claiming any portion of their contract as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Superintendent of OSDE shall make the final decision as to whether the documentation or information is confidential

### 7. **CONTRACT MODIFICATION**

Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the OSDE in writing, or made unilaterally by the Vendor, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the Vendor shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Contract.

### 8. **NON-APPROPRIATION CLAUSE**

The terms of any Contract and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the purchase order or any other Contract document, the OSDE may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The decision of the OSDE as to whether sufficient appropriations are available shall be accepted by the Vendor and shall be final and binding.

### 9. **CHOICE OF LAW**

Any claims, disputes, or litigation relating to the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

### 10. **CHOICE OF VENUE**

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

### 11. **TERMINATION FOR CAUSE**

## OSDE CONTRACT

The Vendor may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the OSDE. The OSDE may terminate the Contract for default or any other just cause upon a 30-day written notification to the Vendor.

The OSDE may terminate the Contract immediately, without a 30-day written notice to the Vendor, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the OSDE determines that an administrative error occurred prior to Contract performance.

If the Contract is terminated, the OSDE shall be liable only for payment for products and/or services delivered and accepted.

### **12. TERMINATION FOR CONVENIENCE**

The OSDE may terminate the Contract, in whole or in part, for convenience only if the OSDE determines that termination is in the State's best interest. The OSDE shall terminate the Contract for convenience by delivering to the Vendor a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 30 days from the date the Notice of Termination for Convenience is issued by the OSDE.

If the Contract is terminated, the OSDE shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the Vendor.

### **13. INSURANCE**

The Vendor shall obtain and retain insurance, including worker's compensation, automobile insurance and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. Vendor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the OSDE with evidence of such insurance and renewals.

### **14. TRAVEL EXPENSES**

In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the Vendor in performance of the Contract shall be included in the total bid price/contract amount.

### **15. EMPLOYMENT RELATIONSHIP**

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the OSDE. The Vendor's employees shall not be considered employees of the OSDE for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

### **16. COMPLIANCE WITH THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007**

The Vendor certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

### **17. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBLE MATTERS**

The Vendor certifies to the best of their knowledge and belief, that they and their principals, and any subcontractors: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency; Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission

## OSDE CONTRACT

of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses aforementioned in this section; and Have not within a three-year period preceding this contract had one or more public (Federal, State or local) contracts terminated for cause or default.

If the Vendor is unable to certify to any of the statements in this certification, the Vendor must attach an explanation of such circumstances under separate cover with reference to this contract.

### **18. COMPLIANCE WITH APPLICABLE LAWS**

The products and services supplied under the Contract shall comply with all applicable federal, state and local laws, and the Vendor shall maintain all applicable licenses and permit requirements.

### **19. UNAUTHORIZED OBLIGATIONS**

At no time during the performance of this contract shall the Vendor have the authority to obligate the OSDE for payment of any goods or services over and above the awarded contract. If the need arises for goods or services over and above the contract for this project, Vendor shall cease the project and contact OSDE for approval prior to proceeding.

### **20. ASSIGNMENT**

Vendor's obligations under this contract may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of the OSDE.

### **21. EQUAL OPPORTUNITY AND DISCRIMINATION**

The Vendor certifies they are an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive Orders 11246 and 11375. The Vendor assures compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

### **22. LOBBYING**

The Vendor certifies compliance with the Anti-Lobbying law, Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000.00 as defined at 45 CFR 93, Section 93.105 and 93.110.

### **23. ENVIRONMENTAL PROTECTION**

If the payments under the contract are expected to exceed \$100,000.00, then Vendor must comply with all applicable Federal Laws such as Section 306 of the Clean Air Act (42 U.S.C. 1857 (L)), Section 508 of the Clean Water Act (33 U.S.C. 1638), Executive Order 11738, and Environmental Protection Agency Regulations (40 C.F.R Part 15), which prohibit the use under nonexempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

### **24. DRUG-FREE WORKPLACE**

The Vendor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 45 CFR part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610.

# OSDE CONTRACT

## 25. FORCE MAJEURE

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of force majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies: (a) to terminate this agreement in whole or in part; or (b) to suspend the Agreement, in whole or part, for the duration of the force majeure circumstances. The party experiencing the force majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of force majeure on the injured party.

## 26. EXECUTION BY COUNTERPARTS

This agreement may be executed in counterparts by facsimile, electronic, scanned or digital signature and when executed so it shall be deemed an original signature.

The counterparts of this Agreement and all ancillary documents may be executed and delivered by facsimile or other electronic signature by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.

**IN WITNESS THEREOF, the parties through their duly authorized representatives have accepted the terms of this agreement.**

Vendor Name: Bixby Public Schools  
Vendor Address: 109 N. Armstrong, Bixby, OK 74008

Date: \_\_\_\_\_  
Authorized Vendor Signature

Oklahoma State Department of Education  
2500 N Lincoln Blvd  
Oklahoma City OK 73105

Date: \_\_\_\_\_  
Joy Hofmeister  
State Superintendent of Public Instruction

Revised: 01/08/2019



**MASTER CONTRACT**

**BIXBY EDUCATION ASSOCIATION**

**AND**

**BIXBY BOARD OF EDUCATION**

**DISTRICT NO. I-4**

**2019-20**

**The Bixby Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.**

Inquiries concerning application of this policy may be referred to Bixby Public Schools, Compliance Coordinator, 109 North Armstrong, Bixby, OK 74008, or 918-366-2200.

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**AGREEMENT BETWEEN BIXBY BOARD OF EDUCATION AND THE BIXBY EDUCATION ASSOCIATION**

*PREAMBLE*

This agreement entered into this 6<sup>th</sup> day of February 1978, by the Board of Education for Independent School District #4, City of Bixby, Oklahoma, hereinafter called the “Board”, and the Bixby Education Association, hereinafter called the “Association.”

WITNESSETH:

WHEREAS, the Board and Association recognize and declare that providing a quality education for the students of Independent School District #4 is their mutual aim and that the character of such education depends predominately upon the quality and morals of the teaching service and,

WHEREAS, the members of the teaching profession are particularly qualified to advise in the formulation of policies and programs designed to improve educational standards and,

WHEREAS, the Association is the professional organization organized to represent a majority of the professional educators employed by and serving in the district within the meaning of the law of the State of Oklahoma and, particularly, Title 70, Okla. Stat., Sec. 509.1 et seq, and,

WHEREAS, it is the duty and obligation of the Board and the Association, pursuant to the law of the State of Oklahoma hereinabove referred to, to negotiate in good faith on items affecting the performance of professional services and,

WHEREAS, the parties have reached certain understandings and agreements one with the other and wish to confirm the same by reducing them to writing as part of this agreement,

Now, THEREFORE, in consideration of the covenants herein contained, it is agreed by and between the parties as follows:

**PROVISIONS**

This agreement shall become part of the contract entered into between the Board and the individual members of the Association. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect. All matters not agreed upon in this document remain the responsibility of the Board subject to negotiation between the Board of Education and the Bixby Education Association. Copies of the Agreement shall be **shared on the school website within 30 days of ratification.** ~~printed by the Board within thirty (30) days after the Agreement is signed and presented to all teachers now employed or hereafter employed by the Board. The cost of the printing and distribution shall be shared equally by the Association and Board of Education.~~  
**(2019-20).**

**NEGOTIATION PROCEDURE**

This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

## SECTION I

### NEGOTIATIONS PROCEDURAL AGREEMENT

#### A. STATEMENT OF PRINCIPLE

The Board of Education of Bixby Public School District I-4 hereinafter called the Board, and the Bixby Education Association, hereinafter called the Association, appreciates the separate and distinct responsibilities allocated to them by Oklahoma state laws and by moral and ethical obligations to each other, to the youth, and to the community. They are also aware that these same responsibilities require communication channels through which these separate responsibilities merge into a united professional relationship. Both parties recognize the desirability of establishing procedures for resolution of differences and that there should be a free and open exchange of ideas and views between all parties in deliberations leading to amicable settlement of differences. However, the Bixby Board of Education is legally responsible under Oklahoma state laws to provide educational opportunity for every child, and this agreement shall in no way infringe upon the duties and responsibilities, both legal and implied, of the Board of Education and Superintendent of Bixby School. The Board and the Association recognize their responsibilities toward each other in seeking agreement upon matters of mutual concern and pledge to conduct professional negotiations in good faith. Be it therefore resolved that the Board and Association agree on the following procedure.

#### B. RECOGNITION

1. The Board recognizes the Association, a professional organization affiliated with the Oklahoma Education Association and with the National Education Association, as the agency through which the teachers of the Bixby School District develop and represent their considered opinion on matters of educational concern to them.
2. The Board recognizes the Association as the exclusive bargaining representative for the bargaining unit consisting of all employees who are required by the position for which they are employed to be licensed or certified teachers, and who do not hold supervisory authority with respect to other teachers of Bixby Public Schools. (2002-03)
3. The Board agrees to give due consideration to proposals and representations made on behalf of the Association through the Association's negotiations team.

#### C. PURPOSE

The purpose of this procedural agreement is to establish an orderly process by which both parties can present items for negotiation. The Board and the Association recognize the importance of establishing lines of communication between employers and employees and realize that in order for the teaching personnel to communicate with the employer in a more effective way, a procedural agreement for negotiations should be established. The Board and the Association further recognize the process of negotiation as the process for resolving differences between their respective groups. This agreement will enable both the Board and the Association to establish procedures for negotiation on items that will improve the educational system and enhance public relations.

#### D. PROCEDURE

1. The Association shall designate a five (5) member negotiation team, hereinafter called the Association Team, from the membership of the Association.

2. The Board and Superintendent of Schools shall be represented by a committee, appointed by the Superintendent and hereinafter called the Administration Team, consisting of not less than three (3) and not more than five (5) members.

3. Neither the Association nor the Board and administration shall endeavor to establish any control over the other's selection of a team to represent them.

4. Meetings shall be conducted between the Administration Team and the Association Team with each team designating its own spokesperson and/or chairperson. Neither team shall endeavor to establish any control over the other team's selection of a spokesperson, its organization, or its use of consultants.

5. The negotiations process for the following school year will begin no later than June 15<sup>th</sup>. The specific dates, times, places, and agenda of meetings will be established by mutual agreement of the spokespersons/chairpersons of the parties. (1988-89)(2011-12)

6. Emergency meetings of the teams may be requested by either team. The submission of a written request along with a proposed agenda of items to be negotiated will be sent to the chairperson or the other team. The time and place of such meetings will be worked out by the two chairpersons. The meeting shall take place within two (2) days of the request unless otherwise agreed upon.

7. As a tentative agreement is reached, the teams shall prepare a statement of the tentative agreement in duplicate and both chairpersons shall sign and date it. When tentative agreements are reached on all items, the Association Team shall then take the tentative agreements back to the Association for ratification and the Administration Team shall present the tentative agreements to the Board of Education at the next meeting if Board action is required.

#### E. IMPASSE

##### Between Board and Association

If the parties reach an impasse or if they reach an agreement but such agreement is not ratified by both parties within thirty (30) days, a special committee will be formed to recommend a resolution of differences to the Board and the Association. The special committee shall be made up of three (3) individuals. The Board shall name one person and the Association shall name one person. The first named people shall select the third member, who will serve as chairperson, from a list provided by the State Superintendent of Public Instruction. This committee shall meet with the Administration Team and the Association Team for the purpose of fact finding. Subsequently, the committee shall make recommendations to the Board and the Association within twenty (20) days of the conclusion of the meeting (hearing) with the parties. If either party or both parties object to any of the recommendations of the committee, the objecting party (ies) shall so state its (their) objection(s) in writing within seven (7) days of receipt of the committee's written recommendations. Unless mutually agreed otherwise, the parties shall resume negotiations on the unresolved issue(s). Fourteen (14) days after resuming negotiations, either party may discontinue negotiations on the unresolved items. If the effort to resolve differences is unsuccessful, the local board of education shall forward to the State Department of Public Instruction, in writing, its final disposition of the negotiations impasse within thirty (30) days of the effective date of the implementation. Each party will pay the expenses of its own representative on the committee. However, the expense of the chairperson will be borne equally by the parties.

#### F. REVISION IN PROCEDURE OR IN PREVIOUS AGREEMENTS

Except for annual compensation agreements, this and other agreements when adopted and signed by both parties, shall remain in effect for successive fiscal year periods and either party desiring changes in an agreement shall notify the

other party in writing as specified in section D-5 of this document. Such changes as are desired will then be negotiated with changes agreed upon by the Teams to be approved by both the Board and the Association.

## SECTION II

### RIGHTS

#### ARTICLE I: BOARD RIGHTS

Both parties recognize that the Board has the responsibility and the authority to manage and direct all of the operations of the school district to the full extent vested in it by the laws of the state of Oklahoma.

The Board and the Association shall abide by all applicable state and federal statutes, rules, and regulations. This agreement shall not abrogate the legal rights, obligations, and powers of the Board including its power to make policy. The exercise of these legal rights, obligations, and powers by the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited by the specific and expressed terms of the Board's and Association's ratified agreement.

#### ARTICLE II: ASSOCIATION RIGHTS

A. In accordance with the School Laws of Oklahoma, the Board shall deduct from the salary of each teacher, an amount of money equal to the total dollars in their professional membership dues in ten (10) equal payments, said deductions shall begin with the October paycheck. The deductions shall be remitted not less frequently than monthly to the Association. Any teacher not desiring the use of payroll deduction shall so state in writing to the Board by October 1.

B. In accordance with the School Laws of Oklahoma, the Board shall deduct from the salary of each teacher, who so requests in writing, political contributions in ten (10) equal payments. Said deductions shall begin with the October paycheck. The deductions shall be remitted not less frequently than monthly to the teachers designated organization.

C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings and must schedule all meetings through the Superintendents' office.

D. The Association and its representatives shall have the right to use school facilities and equipment, including computers, copy machines, and other duplicating equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the costs of all materials and supplies incident to such use.

E. The Association shall have the use of internal school mail and e-mail services to announce meetings and committee work.

F. The Association shall be provided with one (1) bulletin board per building for the purpose of posting notices of activities and matters of Association concern.

G. The Board agrees to furnish to the Association, upon request, information concerning the financial resources of the school district, including, but not limited to, annual financial reports, register of certificated personnel, tentative budgetary requirements and allocations, and agenda and minutes of all Board meetings.

H. During non-instructional hours, the President of the Association or his/her designee shall be allowed to visit schools to investigate working conditions, teacher complaints, or for other purposes relating to Association affairs.

I. The Association shall be on the agenda of the orientation program for new teachers.

### ARTICLE III: TEACHER RIGHTS

A. Nothing contained herein shall be construed to deny or to restrict any teacher such rights he/she has under the laws of Oklahoma and the United States or other applicable laws, decisions, and regulations.

B. The teacher shall be entitled to full rights of citizenship and no religious, political, or personal activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination unless these activities violate school policy or any contractual obligation of the employee.

C. The provisions of this contract shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.

D. Teachers will not be required to perform any duty or act which threatens anyone's physical safety or well-being.

E. A teacher shall be entitled to have present a representative of the Association during any appearance before the Board or its agents concerning any matter which could adversely affect the teacher's position, office, employment, salary, or any increments thereto pertaining. Advance written notice of the right to representation will be provided to certified employees when a meeting is scheduled for the exclusive purpose of informing the employee of disciplinary action. When so notified, the employee shall be required to attend the meeting at a time and date within twenty-four (24) hours of the notice of right to representation. The meeting will be conducted in a private setting. (2011-12)

F. A teacher shall not be disciplined, reprimanded, suspended with or without pay in status or compensation, demoted, discharged, or deprived of any professional advantage without just cause.

#### G. Teacher Evaluation

1. Evaluation is defined as a mutual endeavor among all staff members and the Board of Education to improve the quality of the education program. It is a system for documenting the evaluation criteria and the evidence of achievement by staff members. The performance of all staff members will be evaluated using the criteria established through the negotiations process and in compliance with state mandated evaluation requirements. (2011-12) Beginning with the 2012-13 contract year, the Board has adopted the Tulsa Teacher and Leader (TLE) model. (2012-13) If a conflict exists between the teacher evaluation procedures contained in the negotiated agreement and the teacher evaluation procedures of the Tulsa (TLE) System, the evaluation procedures set forth in the Tulsa (TLE) System shall prevail. (2013-14)

2. All formal classroom evaluations shall be conducted using the negotiated evaluation instrument(s) provided herein.

3. All formal classroom evaluations shall be conducted by designated building level principals or assistant principals using the Tulsa Model Evaluation System. (2016-17)

4. Career teachers receiving a district evaluation rating of "superior" or "highly effective" under the TLE may be evaluated once every three (3) years. (2017-18)

#### Procedure

1. By September 15<sup>th</sup> of each school year, the building principal or appropriate supervisor will, in a group meeting, review with each employee under his/her supervision the evaluation procedure, including the criteria for evaluation and the instruments to be used for required observations(s), and advise each employee as to the designated supervisor who will

observe and evaluate his/her performance. An employee hired or reassigned after the beginning of the school year shall be notified by the appropriate supervisor of the evaluation procedures including the criteria for evaluation and instruments used for required observations in effect. No required observation shall take place until such orientation has been completed. A traveling teacher will be evaluated by the principal at his/her designated home site. However, traveling teachers may be evaluated by any supervising principal if the need arises.

2. Every probationary teacher shall receive formative feedback from the evaluation process at least two times per year, once during the fall semester, before November 10, and once during the spring semester, before March 15. All teachers shall be evaluated once every year prior to April 30. (2013-14)

3. If requested, a pre-evaluation conference shall be held between the appropriate supervisor and the employee at least ten (10) school days prior to the first evaluation.

4. All monitoring or observation of the work of a teacher shall be conducted openly and with the knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.

5. The evaluation must be made in good faith as a means to bring about improved instruction and not to collect information to support pre-conceived judgments.

6. No observation shall unduly interfere with the normal teaching/learning process.

7. Instructions on the evaluation form must be strictly adhered to by the evaluator.

8. Consideration will be given to teachers who are given unusual responsibilities or difficult situations in which to teach, such as large numbers of students with learning or behavior problems, large classes and/or poorly equipped teaching environment.

9. Standardized test results of academic progress of students shall not be used in any way as evaluative of the quality of individual teacher's service or fitness for retention unless specifically prescribed by state mandated evaluation requirements. (2011-12)

10. Following appropriate observations, the administrator and teacher shall hold a post-evaluation conference at a mutually agreed upon time for the purpose of discussing, executing, and clarifying the written evaluation report and recommendations. At this time, a duplicate copy will be given to the teacher that is dated and signed by both teacher and evaluator. Within two (2) weeks after the evaluation, the teacher evaluated may submit a written response which shall be attached to the evaluation and will become part of the record.

11. If an administrator believes a teacher is doing ineffective and/or unsatisfactory (2012-13) work, the reasons will be set forth in specific written terms and specific ways in which the teacher is to improve will be identified. The administrator will make positive efforts to assist the teacher in successfully completing a Professional Development Plan (PDP) and will establish a reasonable time for improvement not to exceed 60 (sixty) days during the contract work year. (2011-12)

12. The evaluation report, response, and Professional Development Plan (PDP) if one is developed, will be filed in the teacher's personnel file at the building site and shall be accessible to the teacher. Not more than one file shall be kept at the building site. A file will be maintained at the central administrative office. Evaluation forms shall be removed from the personnel file after three (3) years if requested by the teacher.

13. If discharge of a teacher (including denial of career placement or demotion) is to be considered because of inadequacies observed in the teacher's job performance, such actions must minimally be preceded by:

- a. Observations of the teacher's ineffective and/or unsatisfactory (2012-13) performance by the building principal through the evaluation process described elsewhere in this agreement.
  - b. Clear written direction that the teacher must improve and consequences of failure to do so.
  - c. Adequate opportunity for the teacher to make improvements.
  - d. Intensive assistance from administrators and school district resources to help the teacher improve.
14. Requisites for dismissal, or non-reemployment for a probationary teacher:
- a. A recommendation in writing from the Superintendent to the Board of Education that a probationary teacher be non-reemployed or dismissed.
  - b. Notification to the teacher of the teacher's right to a hearing before the Board of Education pursuant to state statutes.
  - c. Approval of the Superintendent's written recommendation by a majority of the members of the Board of Education.
15. Requisites for dismissal, or non-reemployment for a career teacher:
- a. A recommendation in writing from the Superintendent to the Board of Education that a career teacher be non-reemployed or dismissed.
  - b. The written recommendation of the Superintendent for non-reemployment or dismissal must include one or more of the following reasons:
    - i. Willful neglect of duty;
    - ii. Repeated negligence in the performance of duty;
    - iii. Mental or physical abuse to a child;
    - iv. Incompetency;
    - v. Instructional ineffectiveness;
    - vi. Unsatisfactory teaching performance;
    - vii. Commission of an act of moral turpitude;
    - viii. Abandonment of contract;
    - ix. Conviction of a felony;
    - x. Conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provision.
    - xi. Criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties;
    - xii. Failure to earn required staff development points; or
    - xiii. Any other grounds allowed by law. (2007-08)
  - c. Notification to the teacher of the teacher's right to a hearing pursuant to state statutes.
  - d. Approval of the Superintendent's written recommendation by a majority vote of the members of the Board of Education.

16. The sections of this agreement addressing requisites for dismissal, non-reemployment, termination, discharge, or career placement are presented as generalized information. The district will follow procedures outlined in current Oklahoma Statutes and State Department of Education Regulations regarding dismissal, non-renewal, termination, discharge, and career placement. Notification and appeal procedures shall be the same as provided for by Oklahoma State law and State Department of Education Regulations. The procedures, criteria, instruments, and process of evaluation will be subject to continuous review and appraisal.

H. Upon a written statement from a teacher that his/her home telephone number is unlisted in the public telephone directory and the teacher does not want their home telephone number listed in the Bixby personnel directory or given to any other party, the school district will abide with that written request. If a parent requests a telephone number of their child's teacher and that number is unlisted, the school office will make an attempt to contact that teacher and relate the message that a parent needs to contact them at home. *(1992-93)*

### **SECTION III**

#### **PERSONNEL POLICIES**

##### **ARTICLE I: TEACHER PREPARATION**

###### **INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT MEETINGS**

School personnel responsible for scheduling meetings shall clear the time, place, and date with a central clearing agency appointed by the Superintendent of schools. In so far as possible, building meetings, departmental meetings, and general faculty meetings should be scheduled far enough in advance to give teachers several days' notice.

All certified personnel of the Bixby School System are encouraged to join the local, state, and national professional association. As members of a professional organization, teachers are expected to attend and participate actively in local and state activities and in national activities when previous plans are made and approval is given by the Superintendent of schools. There will be loss of pay for non-attendance when school is dismissed for a professional meeting.

The Board shall provide five (5) days or a minimum of 30 hours for the purposes of professional in-service training. *(2011-12)*

The Staff Development Committee (with Board approval) shall designate the time, place, and agenda for in-service outside of the Professional Learning Community (PLC). *(2008-09) (2011-12)*

##### **ARTICLE II: LONG TERM LEAVES OF ABSENCE**

An employee who has worked for the school system for three consecutive years may be granted a leave of absence. Leaves of absence may be granted for one year for the following reasons: (A) Maternity, (B) Personal Illness, (C) Caring for a sick member of immediate family, (D) Military Service (including reserve duty training), and (E) Further Study. Request for leave of absence for personal illness or caring for a sick member of the immediate family must be accompanied by a physician's statement. Except in emergency situations, requests for leaves of absence must be submitted to the administration no later than April 25. *(1997-98)*

Teachers are returned from leave of absence in accordance with the Board of Education's regulations. Request for a return from a leave of absence for personal illness must be accompanied by a physician's statement. The Board of

Education may extend a leave of absence for an additional one year if circumstances warrant such an extension; however, the total duration of a long term leave will not exceed two school years. (2011-12)

The Board shall provide temporary leave of absence with pay for the time necessary for appearance in legal proceedings affecting the employee's employer, the school, the system, or other legal proceedings as required by law except those in which the employee is the defendant or plaintiff.

### ARTICLE III: SHORT TERM ABSENCES

#### A. PERSONAL ILLNESS

At the beginning of each school year each teacher shall be credited with ten (10) days of leave at full salary for personal, accidental injury, illness or pregnancy, or accidental injury or illness (2005-06) in the immediate family. Unused sick leave shall be accumulative from year to year as long as the employee remains continuously in the system provided the maximum sick leave credit shall be reduced by one (1) day for every day that the employee is absent for reasons covered by the sick leave policy. Maximum sick leave credit at all times shall not exceed one hundred twenty (120) days. Annually, up to ten (10) sick leave days may be used for illness of a parent.

Accumulated sick leave in excess of 120 days will be deposited in a retirement reserve account to be used for retirement purposes subject to approval of OTRS. These days will be used to meet the 120 days needed for an additional year of teacher retirement but the teacher will not be compensated by the district for these retirement reserve days. (2007-08)

#### B. EXTENDED SICK LEAVE

If, after exhausting all sick leave, a teacher is absent from his or her duties due to extended illness, the teacher shall receive the full contract salary less the amount actually paid a certified substitute for his or her position for an additional thirty (30) days.

#### C. SICK LEAVE INCENTIVE

Upon termination of employment by retirement, certified teachers with 1-10 (2014-15) years of employment with Bixby Public Schools shall receive a lump sum benefit equal to his/her accumulated and unused sick leave at the rate of twenty-five dollars (\$25.00) per day. (2014-15)

Upon resignation from the district or qualifying for Oklahoma Teacher's Retirement, certified teachers shall receive a lump sum benefit equal to his/her accumulated and unused sick leave up to ~~120~~ 130 days (2019-20) at the following rates:  
For teachers with 11 to 19 complete years of employment with Bixby Public Schools a rate of \$40.00 per day (2014-15);  
For teachers with 20 to 24 complete years of employment with Bixby Public Schools a rate of \$45.00 per day(2014-15);  
For teachers with 25 or more complete years of employment with Bixby Public Schools a rate of \$50.00 per day; (2014-15)  
Only sick leave days earned while in the employment of Bixby Public Schools will be eligible for the sick leave incentive. Sick leave days transferred from another school district shall be utilized prior to sick leave days earned in the employment of Bixby Public Schools. (2008-09)

#### D. DEATH IN FAMILY

A teacher may be absent without loss of pay for three (3) days for reason of death in the family of first or second degree relationship. The three (3) day family death limitation may be extended to five (5) days when distance for travel becomes a factor. (Husband, wife, son, daughter, guardian, mother, father, brother, sister, grandparents and

corresponding relatives by affinity). A one day absence without loss of pay, but chargeable to sick leave, may be granted upon the death of members of the family other than first or second degree relation (aunt, uncle, niece, or nephew). In the event additional time is needed, up to a maximum of ten (10) days may be charged to accumulated sick leave. (1982-83)

#### E. PROFESSIONAL DUTIES

Absence without loss of pay to the teacher may be granted by the principal, upon the approval of the superintendent, for professional duties. If Request for Professional Day is denied by the building principal, the request may upon the initiative of the teacher be forwarded to the Associate Superintendent (2013-14) for review and consideration. (1986-87)

#### F. CIVIC AND COMMUNITY ACTIVITIES

Leave without loss of pay to the teacher to participate in civic and community activities may be granted by the principal upon the approval of the superintendent when such leave has a direct relationship to the school and/or educational welfare (or is designed to contribute to better school-community relations).

#### G. JURY DUTY

School employees, like other good citizens, are expected to serve on juries when summoned. When absence for such duty has been made and a substitute is required, this substitute will be paid by the Board of Education.

#### H. MATERNITY

When requested, teachers shall receive Family and Medical Leave as required by federal law and Board policy.

#### I. PERSONAL LEAVE

A teacher may be absent for reasons of personal leave without loss of pay. Personal leave as the name implies, shall pertain to conducting pressing personal business of a personal nature relating to personal, legal, business, household, or family needs which cannot be met other than during school hours. Leave for such personal matters will not exceed three (3) days per school year, and shall be without deduction. (1982-83)(2013-14) Requests for personal leave shall be made in writing, on the appropriate form, at the earliest possible time with the goal of providing at least three (3) days advanced notice when possible. If not possible, then within the day after returning to work. (2004-05) Personal leave may not be used, unless unavoidable, the first ten (10) days or the last ten (10) days of the school year, the day preceding or following a scheduled school holiday/break, or on the days scheduled for parent-teacher conferences (2005-06)(2016-17). Personal day leave forms will be routed through the principal to a designated administrator who will approve/disapprove the personal leave request and return to the building principal (1989-90). Such notice will include a signed statement that the personal leave was not for:

1. Seeking other employment
2. Participating in political activities
3. Performing service for compensation
4. Inclement weather

The Board of Education, will, however, reimburse each certified employee for the unused portion of the three days of personal leave on an annual basis at the rate of \$40.00 per day (1983-1984) or the teacher may choose to add the unused portion of the three days of personal leave to the teacher's sick leave accumulated days. (2008-09)

#### J. ASSOCIATION LEAVE

Subject to Administrative approval, the Board shall provide the Association with twenty-five (25) days per year for leave to attend conventions and conferences of the Association or its affiliates, or to conduct Association business. (2017-18)

#### K. ABSENCE DUE TO INJURY

Absence due to injury incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days. The Board shall pay to such teachers the difference between their salaries and benefits received from Workman's Compensation for the duration of such absence.

#### L. MILITARY LEAVE

Employees who are members either officers or enlisted, in the Reserve Corps of the Army, Navy, the Marine Corps, the Coast Guard, the Women's Auxiliary Corps, or any other component of the Armed Forces of the United States including members of the National Guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from the employment with the Bixby Board of Education for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

#### M. MISCELLANEOUS PROVISION

1. All absences in excess of the ones provided for in these policies shall be at full loss of pay.
2. In order that maximum benefits may be provided to all employees in time of valid need, it is imperative that proper controls be used to eliminate the misuse of the various types of leaves in this policy. An employee who abuses the leave policy is subject to disciplinary action.
3. Teachers shall be given a written accounting of accumulated sick leave days on or before the first pay day of each school year.
4. Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include any of the following at the direction of the office of the Superintendent:
  - (a) A Physician's statement endorsed by the employee.
  - (b) The employee's statement endorsed by the Principal or immediate supervisor.
  - (c) Sick leave claimed on days immediately preceding or immediately following holidays or non-work days other than weekends.
  - (d) Sick leave claimed during the last four weeks of employment.

#### N. EMERGENCY LEAVE

Up to two (2) days of non-cumulative emergency leave per year with pay may be granted for reasons indicated: Emergency leave is granted with full pay for unforeseen and uncontrollable circumstances which would reasonably keep an employee from performing his duties. Except as stated below, emergency leave shall not be utilized as personal illness or

personal business leave unless all other personnel illness or personal business leave benefits are exhausted. (2002-03)  
(2011-12)

The term “emergency” may apply to leave within the following categories:

1. Funerals of persons other than immediate family
2. A mandatory court appearance
3. Unusual and unforeseen circumstances within the immediate family
4. All full-time certified employees shall have the right to use emergency leave for less than full day.
5. Written notice of the emergency leave day should be made in advance, when possible; if not possible, then within one day after returning to work. Such notice will include a signed statement that the emergency leave day was not for:

- (a) Seeking other employment
- (b) Participating in political or social activities
- (c) Performing service for compensation
- (d) Entertainment, recreation, or vacation
- (e) Inclement weather

O. LEGAL PROCESS LEAVE

The Board shall provide temporary leave of absence with pay for the time necessary for appearance in legal proceedings affecting the employee’s employer, the school, the system, or other legal proceedings as required by law except those in which the employee is the defendant or plaintiff. (*moved and titled 2002-03*)

P. POLICIES CREATING A SICK LEAVE BANK

There is hereby created at Bixby Public Schools a Sick Leave Bank for the purpose of permitting certified employees of the school district to voluntarily transfer some of their sick leave to the Sick Leave Bank for the purpose of benefiting other certified employees who may be stricken with a catastrophic illness or accident and who may need additional sick leave because of such illness or accident. The following policies shall apply to the Sick Leave Bank:

Creation and Administration of Sick Leave Bank

1. Participation by certified employees in the Sick Leave Bank will be voluntary. Each certified employee will be assessed one day of his/her sick leave immediately upon the creation of the Sick Leave Bank. Any certified employee who desires to be exempt from participation in the Sick Leave Bank must inform the Superintendent of schools in writing of his or her request to be exempt before October 1 of their initial year of employment and in the absence of such written notification to the Superintendent of Schools, all certified employees shall be conclusively presumed to be participating in the Sick Leave Bank. Any certified employees requesting exemption from participation in the Sick Leave Bank will not be entitled to receive benefits from the Sick Leave Bank Program.
2. Subsequent to the formation of the Sick Leave Bank, all new employees will be assessed one day of his or her sick leave and the assessment will occur at the time of his or her employment, unless the new employee requests in writing to be exempt from the Sick Leave Bank Program, as described above.

3. The minimum number of sick leave days in the Sick Leave Bank at any time shall be 180.

When the number of days in the Bank falls below 180, each certified employee participating in the Sick Leave Bank will be assessed one additional day from his/her sick leave. Provided, however, that the certified employees shall not be assessed more than one day of his/her sick leave during any given school year.

4. The maximum number of sick leave days in the Bank at any given time shall be 480.

5. Each certified employee may donate up to 5 additional days to the Sick Leave Bank in May of each year, provided, however, that if the number of sick leave days already assigned to the Sick Leave Bank will not permit each certified employee to donate the maximum number desired by the certified employees, then such donations shall occur in alphabetical order with the even numbered years starting with the letter "A" and odd numbered years starting with the letter "M". (2001-02)

6. Persons experiencing a catastrophic illness or injury and qualifying to receive a transfer of sick leave days from the Sick Leave Bank will not be required to replace these sick leave days except as a regular participating member in the Sick Leave Bank.

#### Qualifications and Procedures to Receive Sick Leave Days from the Sick Leave Bank Program

1. A certified employee may qualify to receive additional sick leave days from the Sick Leave Bank only if such employee experiences a catastrophic illness or accident which results in the employee's disability to engage in his or her occupation at Bixby Public Schools by reason of any medically determinable physical or mental impairment which, in the opinion of the primary attending physician, is expected to result in death or which is expected to result in the disability to the employee, and qualifies under the additional criteria found herein. (2018-19)

2. If a certified employee experiences a catastrophic illness or accident, a written request for sick leave time from the Sick Leave Bank shall be presented to the Sick Leave Bank Screening Committee. The written request may be presented by the employee or by any other person who is acting with the permission of the employee.

3. A Sick Leave Bank Screening Committee (hereinafter referred to as "Committee") is hereby established as follows: seven members composed of three administrators and four teachers. When the Committee receives a written request for a transfer of sick leave days from the Sick Leave Bank, the following procedures will be followed:

(a) The Committee shall conduct as many meetings as it determines to be necessary to review the written request and determine whether the request should be accepted or denied. The date and time of the first meeting will be determined by the Superintendent or his/her designee and the date and times of any subsequent meetings will be determined by the Committee. (2011-12)

(b) After reviewing the request for a transfer of sick leave days from the Sick Leave Bank, the Committee shall determine by a vote of its members whether the request is to be accepted or denied. If a majority of the members of the Committee vote in favor of accepting the request for the transfer of sick leave days from the Sick Leave Bank, then the recommendation of the Committee shall be communicated to the Superintendent who will, in turn, present the recommendation of the Committee to the Board of Education. The Board of Education

will then accept or reject the request for the transfer of additional sick leave days from the Sick Leave Bank. Any additional request for additional days from the Sick Leave Bank by the same individual must follow the same process as stated above. *(1996-97)*

(c) In the event that a majority of the members of the Committee do not vote to accept the written request, then the request shall be deemed to be denied and the employee will be so notified in writing.

(d) In order to qualify to receive benefits under the Sick Leave Bank Program, the employee must experience a catastrophic illness or injury and such an illness or injury to other members of the employee's family does not qualify the employee to benefits hereunder. *(1995-96)*

(e) Additional sick leave days from the Sick Leave Bank shall not be transferred until the employee has exhausted his or her sick leave benefits with the Bixby Public School system.

(f) The maximum number of sick leave days which may be transferred to an employee as a result of a catastrophic illness or accident from the Sick Leave Bank is 60 days for each such separate catastrophic illness or accident. *(1996-97)* The employee may submit a request to the Committee for additional days, to total no more than 120 days. *(1996-97)* If regular sick leave benefits have been exhausted and a member of the teacher's immediate family (spouse, child, parent) experiences a catastrophic illness or injury the teacher will be entitled to use up to fifteen (15) days from the Sick Leave Bank, subject to the approval of the Sick Leave Bank Committee. *(1995-96)*

(g) The School Board may, at its option, require the requesting employee to undergo a medical examination and evaluation by a physician chosen by the School Board and such examination and evaluation will be at the expense of the School District. *(August 5, 1987)*

#### ARTICLE IV: TEACHER EMPLOYMENT

##### A. REEMPLOYMENT

The Board of Education shall consider reemployment of certified teachers on or before the first Monday in June. *(2011-12)*

##### B. ASSIGNMENT

The Superintendent of Schools shall place any certified teacher where he or she is the most qualified and will render the most valuable service. All career teachers teaching assignments shall be based on certification, years of service to the district, and the needs of the district. Career teachers shall be secure in their teaching assignment and newly hired employees shall not usurp a career teacher's assignment unless the career teacher involved is consulted regarding the rationale behind the change. *(1987-88)*

##### C. REASSIGNMENT/TRANSFER AND VACANCIES

A teacher is free to ask for a change of assignment or transfer, and such a request, accompanied by a statement of the reasons for the request, should always be submitted in writing to the Superintendent along with a request to be interviewed for any vacant position matching the desired assignment or transfer. Assignment must be acceptable to the

receiving principal. A transfer initiated by the administration will be made only after a meeting between affected teacher and the appropriate member of the Superintendent's staff.

When a reduction in the number of teachers in a building is necessary, qualified volunteers from **said building** shall **be the first considered for reassignment** ~~be reassigned~~; then, reassignment shall be made on the basis of school district needs. Teachers with most **district** tenure shall receive greater consideration in choice of assignment. **(2019-20)**

The Board of Education and the Association recognize the value of professional growth and experience within the system. Therefore, when a vacancy in a professional area occurs, certified applicants within the system will be given primary consideration. (Teachers who desire a transfer or promotion for the ensuing school year are to file a request with the Office of Human Resources). Career teachers who apply will receive an interview ~~(2017-18)~~ **for available teaching positions (2019-20)**.

Any vacancy shall be publicized by a notice posted on the district website for at least five (5) calendar days, exclusive of vacation, in advance of filling such vacancy. Within five days (5) following the initial posting of the vacancy, any teacher who desires to fill any such vacancy shall file his application with the Office of Human Resources in writing.

The administration will post all certified vacancies at the school sites and the administration building as they become vacant. All elementary teaching positions will be posted as elementary positions and not grade level. *(1990-91)*

Information regarding vacancies and impending vacancies should be available upon request to teachers desiring reassignment, so that they may express their preference as to a new assignment.

#### E. RESIGNATION

Any staff member intending to terminate his service is expected to notify the Superintendent prior to the first Monday in June. A written resignation must be presented to the Superintendent with a copy to the Principal.

#### F. CURRICULUM COMMITTEES

The District will consider placement of certified personnel on open district wide committees. The Association may recommend personnel to serve on curriculum committees when appropriate.

#### G. NON-TEACHING DUTIES

The Board and the Association acknowledge that a teacher's primary responsibility is to provide learning experiences and that his energies should be channeled into this responsibility to the fullest extent. Therefore, they agree:

1. That every effort will be made to assure that all full-time elementary teachers shall be provided with no less than one 30-minute period per day for planning and preparation, **with at least 20 minutes uninterrupted. (2019-20)**
2. That every effort will be made to assure that a teacher's planning period is used for its intended purpose.
3. Elementary teachers will have an uninterrupted 30 minute duty free lunch period. Every effort will be made to provide all other teachers with 30 minute, but not less than 25 minute duty free lunch period. *(2009-10)*
4. Every effort will be made to relieve and/or make equitable extra assignments to be performed before or after school.
5. Every effort will be made by administrators to assign aides and clerical help to relieve teachers of non-teaching duties as:

- (a) non-professional assignments, including but not limited to milk distribution, supervision of cafeterias, sidewalks, bus loading, or unloading or playgrounds.
- (b) collecting money from students, and
- (c) inventorying and storing books, delivering books to classrooms, duplicating instructional and other materials, keeping registers and cumulative record cards, and other clerical and/or custodial functions.

## H. REDUCTION IN FORCE

It is the policy of the Bixby Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on the following conditions:

- Decrease in revenue,
- Decrease in student enrollment,
- Changes in educational programs or curriculum,
- Cancellation of programs, or
- Any other circumstances determined by the board.

In the event of such a situation, effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. The order of termination will be as follows:
  - A. A licensed teacher in an eliminated position will be terminated first.
  - B. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be terminated.
  - C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.
  - D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.
  - E. If there is more than one career teacher assigned to a position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
    1. Certification in a retained teaching position which is open. A career teacher with standard certification for the retained position will be retained over a career teacher with provisional certification, and a teacher with provisional certification will be retained over a teacher with temporary certification or a license.
    2. Seniority in continuous, full time, contracted, certified employment in the district.
    3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
      - a. Years of teaching experience in the retained position in the local school district.
      - b. Academic degree status: A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
      - c. Recommendations of principal and/or superintendent.

F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

Recognizing the importance of having qualified personnel to conduct extracurricular activities, the Board reserves the right, notwithstanding any other provision of this policy, to retain up to twenty percent (20%) of all teachers on any type of extra-duty contract.

The board reserves the right to select and employ all administrators regardless of factors listed above in determining which employees are to be reduced.

Personnel whose employment is terminated under the provisions of this policy shall be given priority for reemployment to fill subsequent vacancies in positions for which they have standard certification. Teachers whose employment is terminated from the district under the provisions of this policy shall be placed on a recall list for a period of 18 months in positions for which they have standard certification. Such employment shall be in reverse order of their termination.

- 1 Teachers shall be notified of recall by certified letter, restricted delivery, return receipt requested. From the date of the receipt of the recall notice, the teacher shall have ten (10) calendar days to respond by certified mail of his/her intention to return to employment. Failure to respond within the specified time shall constitute a rejection of the notice of recall.
- 2 The terminated teacher shall have the responsibility to continuously inform the district of any new areas of standard certification.
- 3 The teacher shall have the responsibility to keep the district informed of a current mailing address.
- 4 A teacher shall remain on the recall list for the time period specified above unless the teacher:
  - a. Does not accept recall within ten (10) calendar days from the date of receipt of a recall notice;
  - b. Waives recall in writing;
  - c. Fails to comply with paragraphs 2 and 3 above ; or
  - d. Fails to pick up or claim the certified letter referenced in paragraph 1.

When returning to work after recall, the teacher shall be placed on the appropriate step on the teacher salary schedule earned, and retain seniority status as of the date of the reduction. (2002-03) ( 2013-14)

#### ARTICLE V: STUDENT TEACHERS

1. The quality of teaching done in any classroom is determined in large measure by the kind of preparation the candidate for a certificate receives. Since his practice teaching experience in an actual classroom situation under the guidance of a competent, experienced teacher is basic in his success, the Bixby Schools will cooperate in providing such opportunities to practice teachers of colleges whose teacher-training programs are approved.

2. Only those teachers in the Bixby Schools who desire to serve as supervising teachers in such a program will have student teachers assigned to them.

3. Supervising teachers shall have priority in receiving tuition credits from institutions which offer such credit. Funds available for tuition and continuing education will be disbursed on an equal basis for all certified personnel. Information regarding these funds will be posted on the bulletin board in each building. Tuition hours received from universities for intern teachers will be distributed as follows:

- (a) The cooperating teacher
- (b) The department or grade level
- (c) The building site

(d) On a first request basis (Teachers will receive three hour blocks if available).

(e) Teachers receiving free tuition must provide proof of attendance upon completion of college course. (1990-91)

## ARTICLE VI: PROCEDURES FOR HANDLING STUDENTS

### A. DISCIPLINE

The Oklahoma School Code empowers Boards of Education with the responsibility to set policy for the control and discipline of all children attending public school. Such policy shall provide options for the methods of control and discipline of students and shall define standards of conduct to which students are expected to conform. If corporal punishment is permitted, it shall be conducted in accordance with Board policy.

### B. SUSPENSION OF STUDENTS

When a student becomes a disruptive element that violates the regulations of the school, threatens the morale, or affects the welfare of other students, he may be suspended under the Board of Education Policy; “the teacher recommends suspension from class to the Principal who is the authorized authority to suspend from school or reassign to another class.” The affected pupil shall be readmitted to the classroom only after consultation with the teacher and the Principal or his designee.

## ARTICLE VII: PROTECTION OF TEACHERS

### A. ASSISTANCE IN ASSAULT CASES

All cases of assault suffered by teachers in connection with their employment shall be reported in writing by the teacher to the Principal who shall transmit the report to the Superintendent. The Superintendent shall acknowledge such reports to the Principal and teacher. The teacher shall send a copy of the report to the President of the Association.

In any case of assault upon a teacher or a complaint or suit by a third party, as a result of action taken by the teacher while performing his duties, the Board shall render assistance to the teacher in connection with handling of the incident by the law enforcement and judicial authorities.

### B. LEGAL COUNSEL

If criminal or civil proceedings are brought against a teacher alleging that he committed an assault in connection with his employment, such teacher may request the Board to furnish legal counsel to defend him.

### C. COMPENSATION FOR LOST TIME

If an assault on a teacher results in loss of time, the teacher shall be paid in full for such time and such absence shall in no event be deducted from any sick leave to which such teacher is entitled.

## ARTICLE VIII: COMPENSATION

### A. TAX-SHELTERED ANNUITIES

The Board of Education shall deduct tax-sheltered annuities as provided by state law and regulations.

### B. FEDERAL WITHHOLDING

This tax varies with the amount of income and number of dependents claimed.

C. TEACHER RETIREMENT

Oklahoma Teacher Retirement System payroll deductions are made according to state law.

D. PROFESSIONAL ASSOCIATION DUES

E. POLITICAL CONTRIBUTIONS

F. DIRECT DEPOSIT

Direct deposit of payroll will be made to the Tulsa Teachers Credit Union and other approved institutions.

G. SALARY SCHEDULE (Appendix)

H. EXTRA DUTY: Teachers who are assigned extra-duty assignments which are designed for compensation shall be paid in accordance with the current year Extra Duty Schedule which shall be attached in the negotiated agreement following the salary schedules. (2017-18)

I. Extra Duty Payments: If total extra duty compensation is one thousand (\$1000) dollars or less, the amount will be paid in a separate check in June, each year. (2004-05) (2005-06)

ARTICLE IX: PROFESSIONAL COOPERATION

The Bixby Education Association will meet with the Superintendent or his/her designee prior to December 15 and make recommendations concerning the school calendar and payroll periods for the ensuing school year.

ARTICLE X: TEACHING CONDITIONS

The following teaching conditions shall be in effect:

A. The teachers work day shall be seven hours and forty minutes (7 hours 40 minutes) including authorized lunch time referred to in Section G “Non Teaching Duties” of this agreement. (2006-07) (2012-13)

B. Telephone facilities shall be made available to teachers with privacy of conversation when desired. Building principals will strive to increase phone privacy for teachers, where needed. (1998-99)

C. A conference room shall be made available for parent-teacher conferences.

D. Every precaution shall be taken to see that the activities of the custodial and maintenance departments shall in no way interfere with the activities of the classroom.

E. All visitors to teacher’s classroom must have prior approval of the Principal and teacher.

F. A pupil will be removed from a classroom to a designated authority when, in the judgment of the teacher, the student is interfering with the teacher-learning situation for the majority of the class. At the time of removal, the teacher may request that the pupil not be returned to that classroom until a conference is held between the teacher and the designated authority.

G. Building staff meetings should generally be utilized to inform employees of significant matters which require considerable explanation or discussion. Great care should be taken to conserve time by avoiding discussion of matters relating to only a few staff members, especially with large and diverse staff. It is good practice to inform employees well in advance of general staff meetings so that plans can be made accordingly.

H. Bixby Public Schools will have two days during the regular school year, with no students, on which to have required Parent/Teacher Conferences. (1990-91) Parent-teacher conference time is scheduled as one of the 175 teaching days required by the State Department of education. All teachers are required to be at work during these times unless assigned to other school related duties. (1995-96)

I. If a classroom is not being cleaned properly, this should be reported to the building principal and he/she should take the proper steps to correct the problem. (1993-94)

J. The standard teacher contract work year for 10 month employees shall correspond with the official Bixby Public School Academic Calendar, but shall not exceed 178 paid days and one teacher check out day. (2016-17)

## SECTION IV

### GRIEVANCE PROCEDURE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems arising from the administration of the negotiated agreement which may occur in the work environment.

#### A. Definitions

**GRIEVANCE:** The term “Grievance” as used in this agreement shall mean a complaint by a teacher or teachers that there has been an alleged violation, misinterpretation, or inequitable application of any of the provisions of this (negotiated) agreement, which has directly affected that teacher or teachers. The term “Grievance” shall also mean a complaint by the Association that there has been an alleged violation, misinterpretation or inequitable application of any provision of this agreement. However, no Association grievance will be filled without the name of an affected person.

**GRIEVANT:** Refers to the employee, group of employees or Association, when applicable, making the claim. When two or more grievances address similar or the same issues, the grievants may choose to file jointly.

**ASSOCIATION:** The Bixby Education Association

**BOARD:** The Bixby Public Schools Board of Education

**DAYS:** The term “days” shall mean school days, except when a grievance is submitted less than ten (10) days before the close of school or during the summer. The time limits then shall consist of working weekdays, excluding holidays, and shall be at the mutual consent of the parties.

**TIME LIMITS:** The number of days indicated at each level shall constitute the maximum. However, the time limits may be extended by mutual agreement. If any of the time limits outlined herein are not met by the grievant, the grievance shall lapse. If any of the time limits outlined herein are not met by the affected administrator, at any level, the grievant may proceed to the next higher step.

REPRESENTATION: The grievant shall be afforded the right to representation of their choice at any conference or hearing relating to the grievance.

## B. Procedure

### Level One: Informal Procedure

The parties acknowledge that it is most desirable for an employee and his/her immediate administrator to resolve problems informally. The grievant shall present the complaint to the immediate administrator within thirty (30) days following the act, condition, or first knowledge of the basis for the complaint. The administrator will verbally render a decision to the employee within ten (10) days.

If the grievance is not resolved through discussion, the grievant may submit a written grievance to the immediate administrator within ten (10) days after the verbal decision of the administrator.

The immediate administrator shall convene a hearing with the grievant within ten (10) days of the receipt of the written grievance.

The immediate administrator shall transmit a written decision to the grievant within ten (10) days of the hearing.

### Level Two

If the grievant is not satisfied with the level one decision, the grievant may submit the grievance form to the Superintendent/Designee within ten (10) days of receipt of the level one decision.

The Superintendent/Designee shall convene a hearing with the grievant within ten (10) days of receipt of the written grievance.

The Superintendent/Designee shall transmit a written decision to the grievant within ten (10) days of the hearing.

### Level Three

If the grievant is not satisfied with the level two decision, the grievant may submit the grievance form to the Clerk of the Board within ten (10) days of receipt of the level two decision.

The Board shall convene a hearing with the grievant at the next regular Board meeting unless said meeting will occur in less than ten (10) days. The hearing shall then be scheduled for the next succeeding Board meeting or for a special Board meeting.

The written decision of the Board shall be transmitted to the grievant within ten (10) days of the meeting at which the Board considered the level three grievance.

## C. General Provisions

All documents, communication, or records dealing with the grievance shall be filed separately from the personnel file of the grievant. A Grievance File shall be maintained by the administration to contain all records regarding the processing of grievances filed by the teachers of the district.

Both parties agree that the written records pertaining to the grievance shall be kept confidential.

No reprisals shall be taken against the employee, any witness, or other participant in the grievance procedure by reason of such participation.

Access to all pertinent information, not privileged under law, which is relevant to the issues raised by the grievance, shall be granted to the grievant.

Grievances arising from acts of an authority higher than the immediate administrator shall be initiated as an informal procedure at the Superintendent's level.

All meetings and hearings conducted under the provisions of this Grievance

Procedure through Level Two shall be in private and are limited to the grievant and administrator of interest and their designated representative. A grievant may be represented at any level of the grievance procedure by a representative of his or her choosing. (2001-02)

APPENDIX

BIXBY PUBLIC SCHOOLS  
Grievance Form

AGGRIEVED:

SUBMITTAL DATE:

LEVEL:

BELIEVED VIOLATION:

DATE CAUSE OF GRIEVANCE OCCURED:

SCHOOL:

IMMEDIATE ADMINISTRATOR:

STATEMENT OF GRIEVANCE:

RELIEF SOUGHT:

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Signature of Grievant

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Date

Distribution: Superintendent  
Immediate Administrator  
Grievant  
Association President

BIXBY PUBLIC SCHOOLS  
Reply to Grievant

AGGRIEVED:

DATE:

LEVEL:

Date Received by the Administrator:

Date of Hearing:

Disposition of Grievance:

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Signature of Administrator

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Date

Distribution: Superintendent  
Immediate Administrator  
Grievant  
Association President

This request is for employee \_\_\_\_\_ requesting personal leave beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ for a total of \_\_\_\_\_ day(s) of personal leave.

The Bixby Board of Education shall provide three (3) days of personal business leave for certified personnel.

1. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends.
2. Personal business leave is noncumulative
3. Personal leave as the name implies, shall pertain to conducting pressing personal business of a personal nature relating to legal, business, household, or family needs which cannot be met other than during school hours.
4. Leave for such personal matters will not exceed three (3) days per school year.
5. Personal leave taken per policy shall not result in payroll deduction.
6. Requests for personal leave will be made in writing, on the appropriate form, at the earliest possible time with the goal of providing at least three (3) days advance notice when possible. If not possible, then the form should be completed and submitted within the day after returning to work.
7. Personal leave may not be used, unless unavoidable, the first ten (10) days or the last ten (10) days of the school year, the day preceding or following a scheduled school holiday, or on the days scheduled for parent-teacher conferences.
8. Personal day leave forms will be routed through the principal to a designated administrator who will approve/disapprove the personal leave request and return to the building principal. Such notice shall include a signed statement that the personal leave was not for:
  - a. Seeking other employment
  - b. Participating in political activities
  - c. Performing service for compensation
  - d. Inclement weather

For unused personal days each school year, certified staff may choose one of the following options:

1. The staff member shall be compensated for the unused portion of the three (3) days of personal leave on an annual basis at the rate approved by the Board; or
2. The staff member shall roll the unused portion of the three (3) days of personal leave to his/her accumulated sick leave.

My signature below represents that I fully understand the Personal Leave Policy and have complied with the provisions.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This request is to be given to your immediate supervisor who will route it to Personnel Department.

This request is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied  
Comments:

**Building Principal/Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This request is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied  
Comments:

**Personnel Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## BIXBY PUBLIC SCHOOLS

### 2019-20 SALARY SCHEDULE - BACHELOR'S DEGREE

	2019-20		2019-20	2018-19	State
	Base	2019-20	Total	Total	Teacher
Years	Salary	*OTRS	Compensation	Compensation	Credit
0	\$39,000.00	\$2,935.49	\$41,935.49	\$40,120.38	\$60.15
1	\$39,400.00	\$2,965.60	\$42,365.60	\$40,764.67	\$103.41
2	\$39,800.00	\$2,995.71	\$42,795.71	\$41,242.64	\$145.65
3	\$40,200.00	\$3,025.81	\$43,225.81	\$41,721.68	\$188.96
4	\$40,600.00	\$3,055.92	\$43,655.92	\$42,199.65	\$233.33
5	\$41,000.00	\$3,086.03	\$44,086.03	\$42,719.72	\$278.76
6	\$41,500.00	\$3,123.66	\$44,623.66	\$43,230.10	\$325.26
7	\$42,000.00	\$3,161.30	\$45,161.30	\$43,741.55	\$372.82
8	\$42,500.00	\$3,198.93	\$45,698.93	\$44,251.93	\$421.44
9	\$43,000.00	\$3,236.57	\$46,236.57	\$44,762.31	\$471.12
10	\$44,000.00	\$3,311.84	\$47,311.84	\$45,892.21	\$521.87
11	\$44,500.00	\$3,349.47	\$47,849.47	\$46,436.08	\$573.67
12	\$45,000.00	\$3,387.11	\$48,387.11	\$46,979.95	\$626.54
13	\$45,500.00	\$3,424.74	\$48,924.74	\$47,522.75	\$680.48
14	\$46,000.00	\$3,462.37	\$49,462.37	\$48,066.61	\$735.47
15	\$46,500.00	\$3,500.01	\$50,000.01	\$48,630.91	\$791.53
16	\$47,000.00	\$3,537.64	\$50,537.64	\$49,174.78	\$848.65
17	\$47,500.00	\$3,575.28	\$51,075.28	\$49,718.65	\$906.83
18	\$48,000.00	\$3,612.91	\$51,612.91	\$50,262.52	\$966.07
19	\$48,500.00	\$3,650.55	\$52,150.55	\$50,806.40	\$1,026.38
20	\$49,000.00	\$3,688.18	\$52,688.18	\$51,371.78	\$1,087.75
21	\$49,500.00	\$3,725.82	\$53,225.82	\$51,915.65	\$1,150.18
22	\$50,000.00	\$3,763.45	\$53,763.45	\$52,460.59	\$1,213.68
23	\$50,500.00	\$3,801.08	\$54,301.08	\$53,004.46	\$1,278.23
24	\$51,000.00	\$3,838.72	\$54,838.72	\$53,548.33	\$1,343.85
25	\$52,500.00	\$3,951.62	\$56,451.62	\$55,093.27	\$1,410.53
26	\$53,000.00	\$3,989.26	\$56,989.26	\$55,564.04	\$1,410.53
27	\$53,500.00	\$4,026.89	\$57,526.89	\$56,034.79	\$1,410.53
28	\$54,000.00	\$4,064.53	\$58,064.53	\$56,505.54	\$1,410.53
29	\$54,500.00	\$4,102.16	\$58,602.16	\$56,976.29	\$1,410.53
30	\$55,000.00	\$4,139.80	\$59,139.80	\$57,447.04	\$1,410.53

\*Teacher Retirement is fully paid by the district and state contributions. As an additional benefit, the district pays an individual life insurance (\$50,000) premium of \$70.20 per year.

**2019-20 SALARY SCHEDULE - MASTER'S DEGREE**

	<b>2019-20</b>		<b>2019-20</b>	<b>2018-19</b>	<b>State</b>
	<b>Base</b>		<b>Total</b>	<b>Total</b>	<b>Teacher</b>
<b>Years</b>	<b>Salary</b>	<b>*OTRS</b>	<b>Compensation</b>	<b>Compensation</b>	<b>Credit</b>
0	\$40,036.48	\$3,013.51	\$43,049.99	\$41,738.16	\$60.15
1	\$40,441.07	\$3,043.96	\$43,485.03	\$42,173.20	\$103.41
2	\$40,934.23	\$3,081.08	\$44,015.31	\$42,703.48	\$145.65
3	\$41,248.39	\$3,118.27	\$44,366.66	\$43,234.83	\$188.96
4	\$41,921.54	\$3,155.39	\$45,076.93	\$43,765.11	\$233.33
5	\$42,253.85	\$3,195.46	\$45,449.31	\$44,337.48	\$278.76
6	\$42,977.15	\$3,234.85	\$46,212.00	\$44,900.17	\$325.26
7	\$43,501.46	\$3,274.31	\$46,775.77	\$45,463.94	\$372.82
8	\$44,024.76	\$3,313.70	\$47,338.46	\$46,026.63	\$421.44
9	\$44,549.06	\$3,353.16	\$47,902.22	\$46,590.40	\$471.12
10	\$46,158.51	\$3,474.31	\$49,632.82	\$48,320.99	\$521.87
11	\$46,712.96	\$3,516.04	\$50,229.00	\$48,917.17	\$573.67
12	\$47,267.41	\$3,557.77	\$50,825.18	\$49,513.36	\$626.54
13	\$47,821.86	\$3,599.50	\$51,421.36	\$50,109.54	\$680.48
14	\$48,375.31	\$3,641.16	\$52,016.47	\$50,704.65	\$735.47
15	\$48,949.76	\$3,684.40	\$52,634.16	\$51,322.33	\$791.53
16	\$49,504.20	\$3,726.13	\$53,230.33	\$51,918.51	\$848.65
17	\$50,058.65	\$3,767.86	\$53,826.51	\$52,514.69	\$906.83
18	\$50,613.10	\$3,809.60	\$54,422.70	\$53,110.87	\$966.07
19	\$51,167.55	\$3,851.33	\$55,018.88	\$53,707.05	\$1,026.38
20	\$51,743.00	\$3,894.64	\$55,637.64	\$54,325.82	\$1,087.75
21	\$52,297.45	\$3,936.38	\$56,233.83	\$54,922.00	\$1,150.18
22	\$52,851.90	\$3,978.11	\$56,830.01	\$55,518.18	\$1,213.68
23	\$53,407.35	\$4,019.92	\$57,427.27	\$56,115.44	\$1,278.23
24	\$53,961.80	\$4,061.65	\$58,023.45	\$56,711.62	\$1,343.85
25	\$55,483.24	\$4,176.17	\$59,659.41	\$58,347.58	\$1,410.53
26	\$55,969.69	\$4,212.78	\$60,182.47	\$58,870.64	\$1,410.53
27	\$56,456.13	\$4,249.40	\$60,705.53	\$59,393.69	\$1,410.53
28	\$56,942.57	\$4,286.01	\$61,228.58	\$59,916.75	\$1,410.53
29	\$57,429.00	\$4,322.62	\$61,751.62	\$60,439.80	\$1,410.53
30	\$57,915.45	\$4,359.24	\$62,274.69	\$60,962.86	\$1,410.53
31	\$58,401.89	\$4,395.85	\$62,797.74	\$61,485.92	\$1,410.53
32	\$58,888.33	\$4,432.47	\$63,320.80	\$62,008.97	\$1,410.53
33	\$59,374.77	\$4,469.08	\$63,843.85	\$62,532.02	\$1,410.53
34	\$59,861.21	\$4,505.69	\$64,366.90	\$63,055.08	\$1,410.53
35	\$60,347.65	\$4,542.31	\$64,889.96	\$63,578.13	\$1,410.53

**2019-20 SALARY SCHEDULE - DOCTORATE**

	2019-20		2019-20	2018-19	State
	Base		Total	Total	Teacher
Years	Salary	*OTRS	Compensation	Compensation	Credit
0	\$41,249.11	\$3,104.78	\$44,353.89	\$43,042.06	\$60.15
1	\$41,653.70	\$3,135.23	\$44,788.93	\$43,477.11	\$103.41
2	\$42,098.21	\$3,168.69	\$45,266.90	\$43,955.07	\$145.65
3	\$42,543.73	\$3,202.22	\$45,745.95	\$44,434.12	\$188.96
4	\$42,988.23	\$3,235.68	\$46,223.91	\$44,912.09	\$233.33
5	\$43,471.89	\$3,272.09	\$46,743.98	\$45,432.14	\$278.76
6	\$43,947.54	\$3,307.89	\$47,255.43	\$45,943.60	\$325.26
7	\$44,422.20	\$3,343.61	\$47,765.81	\$46,453.99	\$372.82
8	\$44,896.86	\$3,379.34	\$48,276.20	\$46,964.37	\$421.44
9	\$45,372.51	\$3,415.14	\$48,787.65	\$47,475.82	\$471.12
10	\$47,954.31	\$3,609.47	\$51,563.78	\$50,251.95	\$521.87
11	\$48,460.10	\$3,647.54	\$52,107.64	\$50,795.82	\$573.67
12	\$48,965.90	\$3,685.61	\$52,651.51	\$51,339.69	\$626.54
13	\$49,471.70	\$3,723.69	\$53,195.39	\$51,883.56	\$680.48
14	\$49,976.51	\$3,761.68	\$53,738.19	\$52,426.36	\$735.47
15	\$50,503.31	\$3,801.33	\$54,304.64	\$52,992.81	\$791.53
16	\$51,009.11	\$3,839.40	\$54,848.51	\$53,536.68	\$848.65
17	\$51,514.91	\$3,877.48	\$55,392.39	\$54,080.55	\$906.83
18	\$52,020.70	\$3,915.55	\$55,936.25	\$54,624.42	\$966.07
19	\$52,526.50	\$3,953.62	\$56,480.12	\$55,168.29	\$1,026.38
20	\$53,151.60	\$4,000.67	\$57,152.27	\$55,840.44	\$1,087.75
21	\$53,754.69	\$4,046.06	\$57,800.75	\$56,488.93	\$1,150.18
22	\$54,357.79	\$4,091.46	\$58,449.25	\$57,137.42	\$1,213.68
23	\$54,961.90	\$4,136.93	\$59,098.83	\$57,786.99	\$1,278.23
24	\$55,564.99	\$4,182.32	\$59,747.31	\$58,435.48	\$1,343.85
25	\$57,180.09	\$4,303.89	\$61,483.98	\$60,172.15	\$1,410.53
26	\$57,715.18	\$4,344.16	\$62,059.34	\$60,747.51	\$1,410.53
27	\$58,250.27	\$4,384.44	\$62,634.71	\$61,322.88	\$1,410.53
28	\$58,785.36	\$4,424.72	\$63,210.08	\$61,898.24	\$1,410.53
29	\$59,320.45	\$4,464.99	\$63,785.44	\$62,473.61	\$1,410.53
30	\$59,855.54	\$4,505.27	\$64,360.81	\$63,048.98	\$1,410.53
31	\$60,390.63	\$4,545.54	\$64,936.17	\$63,624.34	\$1,410.53
32	\$60,925.72	\$4,585.82	\$65,511.54	\$64,199.71	\$1,410.53
33	\$61,460.81	\$4,626.09	\$66,086.90	\$64,775.08	\$1,410.53
34	\$61,995.90	\$4,666.37	\$66,662.27	\$65,350.44	\$1,410.53
35	\$62,530.99	\$4,706.65	\$67,237.64	\$65,925.81	\$1,410.53

	<b>BIXBY PUBLIC SCHOOLS</b>		
	<b>2019-20</b>		
	<b>Longevity Stipends</b>		
	<b><u>Base</u></b>	<b><u>OTRS</u></b>	<b><u>Total</u></b>
Bachelor's	\$437.80	\$32.95	\$470.75
Master's	\$486.44	\$36.61	\$523.05
Doctorate	\$535.09	\$40.28	\$575.37