

Bixby Board of Education Regular Meeting
Thursday, October 10, 2019 Bixby Board of Education Regular Meeting
Administrative Center 109 N. Armstrong Bixby, OK 74008
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:07 PM.

Justin Cheatham: Present

Matt Dotson: Present

Lisa Kramer: Present

Julie Prox: Present

Amanda Stephens: Present

Present: 5.

1. **Call Meeting to Order/Roll Call** - Pledge of Allegiance by Ryn Graves and Emma Dalman from Bixby Central Elementary School.

2. **Reports to The Board**

1. **Special Recognition**

1. Spartan Coin of Excellence

2. Community Partner Award - Bill Farr, Clear Blue Express Car Wash

3. Special Presentation from Whitey Ford Youth Basketball

4. Spartan Spirit Award - Rick and Camellia Childers and Family

2. Superintendent's Report - Rob Miller

3. Facilities Update - Mark Deibert

4. Monthly Budget Report - Mike Anthony

3. **Comments from the Public**

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 #4.1-4.21. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)**

Approval of General Consent Agenda Items #4.1 through # 4.21 as presented 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: Yea

Yea: 5, Nay: 0

1. Minutes of September 12, 2019 Regularly Scheduled Board Meeting
2. Activity Fund Summary of Accounts and Transfer Requests

3. Encumbrances and Change Orders for FY 2020 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond Funds 31-39 and Bond/Lease purchase order per attached encumbrance registers
4. Approval of the YMCA Go Club PreK Program for the 2019-2020 fiscal year
5. Approval of the request to participate in the 2019-2020 Buy Bixby Program with the Bixby Metro Chamber
6. Approval of the BPS Middle School Band request to participate in the Silver Dollar Trip in Branson, Missouri on May 9, 2020
7. Approval of the Bixby Dance Team request to participate in the DTU Nationals in Orlando, Florida on February 19-24, 2020
8. Approval of BPS Varsity Cheer request to participate in the UCA Cheer Nationals in Orlando, Florida on February 6-10, 2020
9. Approval of JV Cheer request to participate in NCA Cheer Nationals in Dallas, Texas on January 31-February 3, 2020
10. Approval of the 8th Grade Cheer request to participate in the NCA Cheer Nationals in Dallas, Texas on January 31 - February 3, 2020
11. Approval of FCCLA request to attend the FCCLA Fall Conference in Dallas, Texas on November 14-17, 2019
12. Approval of Marine Corps JROTC request to participate in the Military Skills and Marksmanship Competition at Branson High School in Branson, Missouri on November 15-16, 2019
13. Approval of Marine Corps JROTC request to participate in Military Skills and Marksmanship Competition at Alma HS in Alma, Arkansas on October 26, 2019.
14. Medical Leave - Northeast - Support - 11/25/19 to 2/25/20
15. FMLA - Central Intermediate - Certified - 9/18/19 to 10/16/19
16. Medical Leave - Central Intermediate - Certified - 10/22/19 to 12/20/19
17. Medical Leave - Central Elementary - Support - 1/6/20 to 2/17/20
18. Medical Leave - District - Support - Intermittent
19. Medical Leave - Northeast - Support - 9/26/2019 to 12/20/19
20. Employment, Resignation, Retirement - Certified Personnel - per attached
21. Employment, Resignation, Retirement - Support Personnel - per attached

5. Finance - No items for this meeting

6. Teaching and Learning

1. Discussion, consideration and vote to approve or not to approve the Bixby Public Schools 2020-2021 Academic Calendar.

Approval of the Bixby Public Schools 2020-2021 Academic Calendar. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Lisa
Kramer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

2. Discussion, consideration, and vote to approve or not to approve Policy 1126 Elementary and Intermediate School Attendance Zones.

Approval of Policy 1126 Elementary and Intermediate School Attendance Zones. 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: Yea

Yea: 5, Nay: 0

3. Review of SS-ARS (Say Something- Anonymous Reporting System) program with Sandy Hook Promise and Bixby Public Schools. Discussion only. No action required by the board.

7. District Services

1. Discussion, consideration and vote to approve or not to approve a consulting agreement for facilities services with Mark Deibert.

Approval of a consulting agreement for facilities services for Mark Deibert. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Lisa
Kramer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

2. Discussion, consideration and vote to approve or not to approve a rental agreement with Northeastern State University for the Banquet Hall on February 22, 2020.

Approval of a rental agreement with Northeastern State University for the Banquet Hall on February 22, 2020. 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: Yea

Yea: 5, Nay: 0

3. Discussion, consideration and vote to approve or not to approve an agreement with Tulsa's Green Country Staffing for services for the 2019-2020 fiscal year.

Approval of an agreement with Tulsa's Green Country Staffing for 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

Dotson:

Lisa
Kramer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

4. Discussion, consideration and vote to approve or not to approve agreements for cleaning services with We Clean 4-U.

Approval of agreements for cleaning services with We Clean 4-U at Central Elementary, North Intermediate, North Elementary and Athletic Facilities on a monthly basis. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Lisa
Kramer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

5. Discussion, consideration and vote to approve or not to approve agreements for cleaning services with Solution Cleaning Company, LLC.

Approval of agreements for cleaning services with Solution Cleaning Company, LLC.
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: Yea

Yea: 5, Nay: 0

6. Discussion, consideration and vote to approve or not to approve declaring items as surplus to be disposed of according to Oklahoma Statutes.

Approval Passed with a motion by Amanda Stephens and a second by Matt Dotson.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Lisa
Kramer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

8. Human Resources - No items for this meeting.

Approval Passed with a motion by Lisa Kramer and a second by Justin Cheatham.

Justin
Cheatham: Yea

Matt Dotson: Yea

Lisa Kramer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

9. Miscellaneous Services

1. Discussion, consideration and vote to approve or not to approve a resolution of the Bixby Board of Education to the Tulsa County Election Board calling for an annual school board election of member of Board of Education office, Number 5, which has a five-year term of office. Primary Election to be held at the regular voting places within Bixby School District on the 11th day of February, 2020, only if three or more candidates file for the position. General Election shall be held on April 7, 2020, under the following circumstances: if only two candidates file for the position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidates in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

10. New Business

11. Vote to adjourn

At 8:09 p.m. approval of adjourning. 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: Yea

Yea: 5, Nay: 0

President

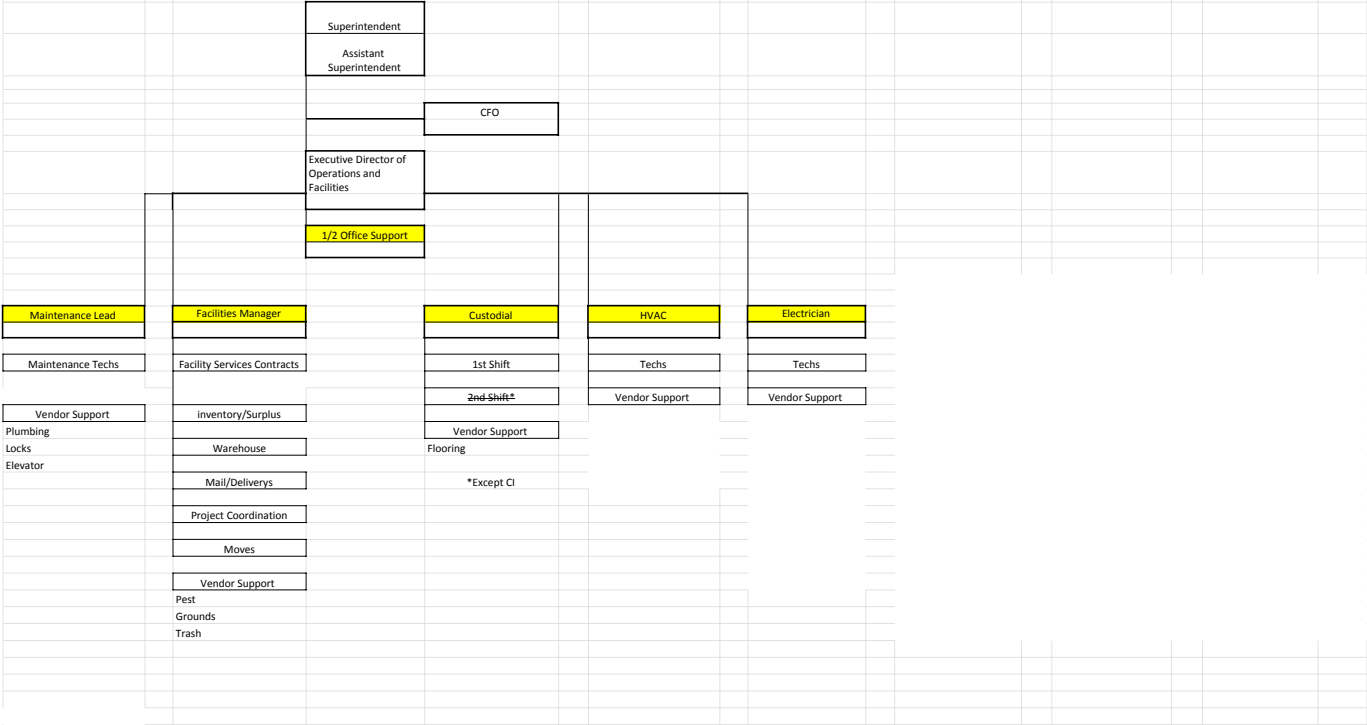
Vice President

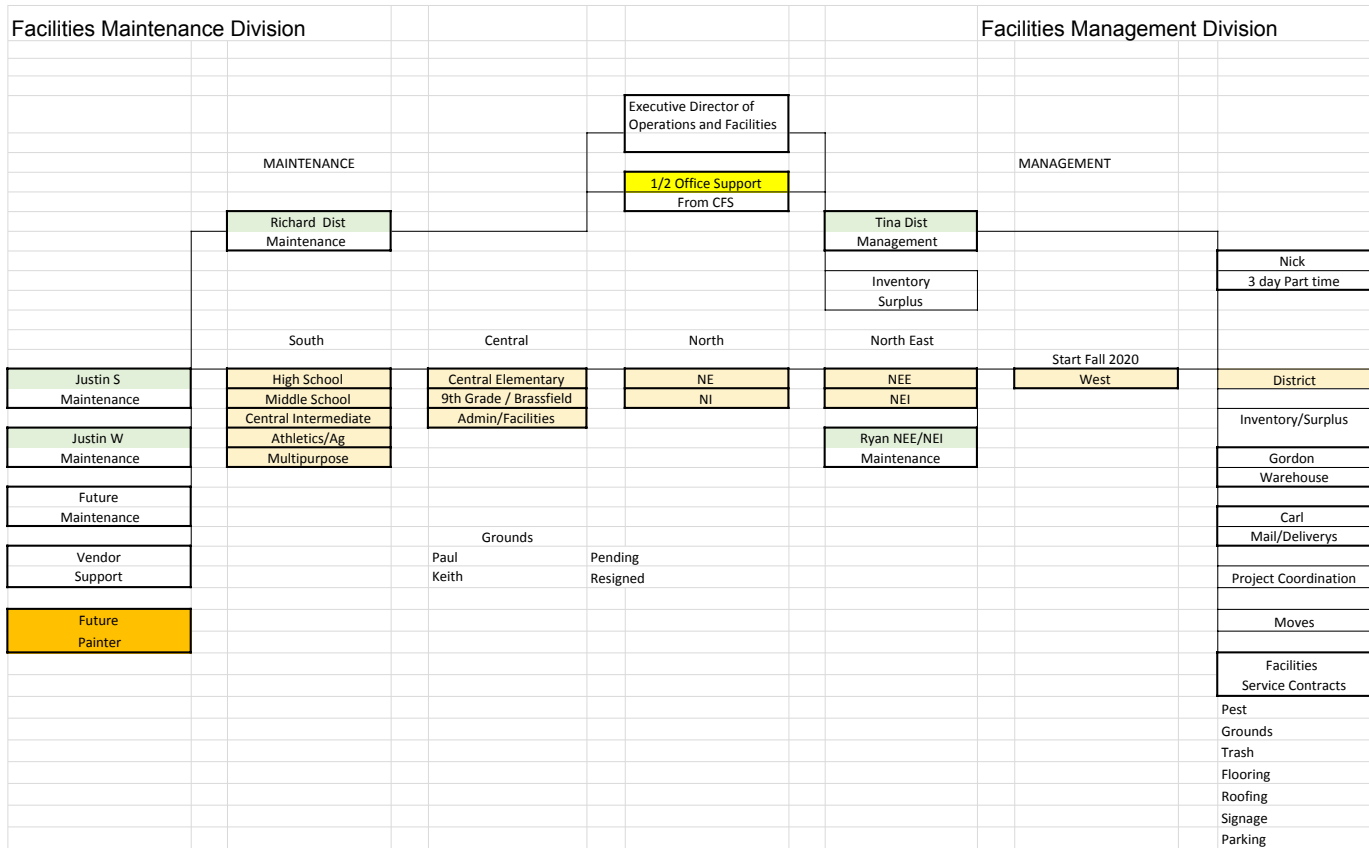
Clerk

Member

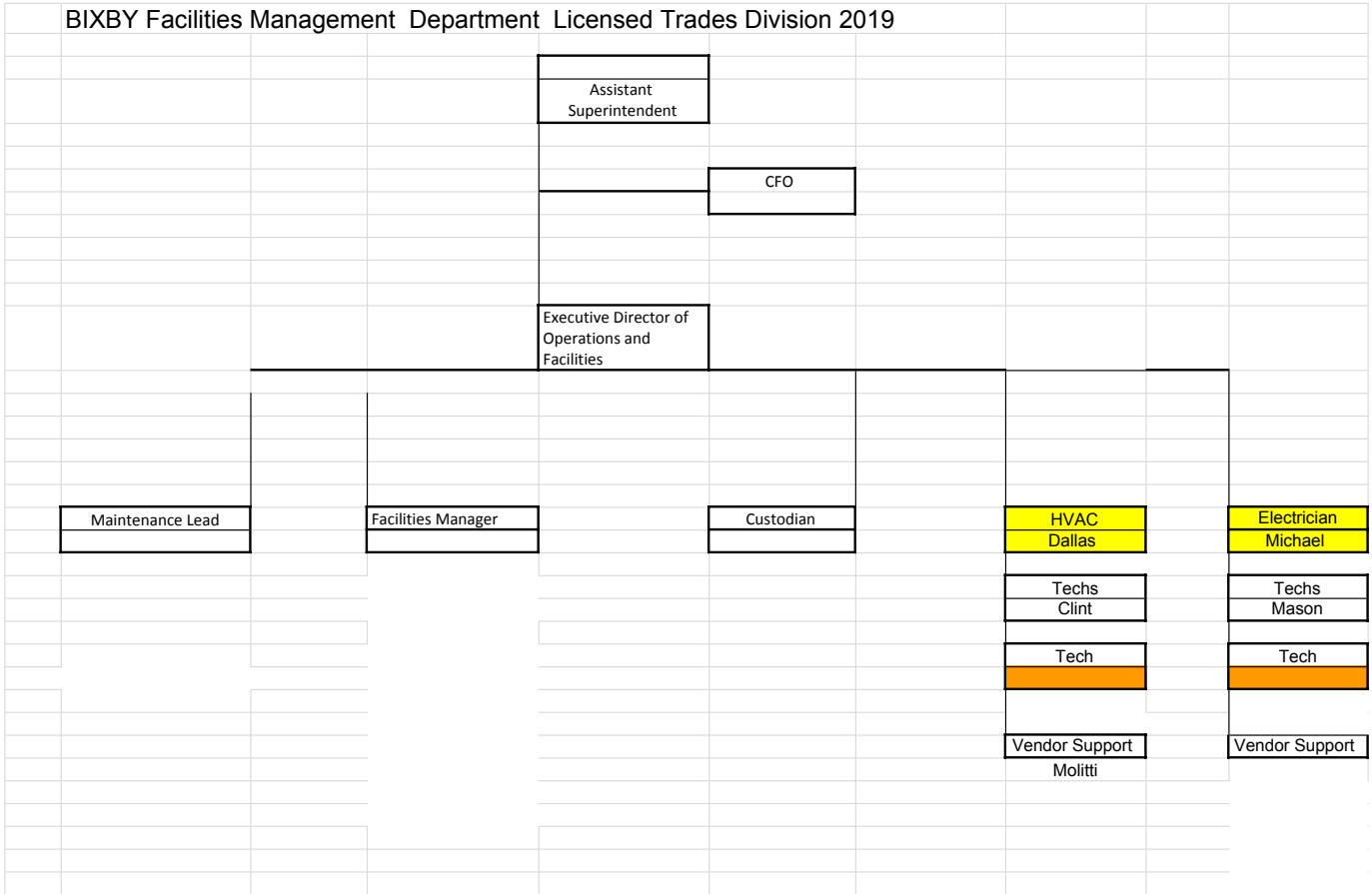
Member

BIXBY Public Schools Facilities Management Department 7 Oct 2019





BIXBY Facilities Management Department Licensed Trades Division 2019



Assistant Superintendent

CFO

Executive Director of Operations and Facilities

Maintenance Lead

Facilities Manager

Custodian

HVAC Dallas

Electrician Michael

Techs Clint

Techs Mason

Tech

Tech

Vendor Support Molitti

Vendor Support

BIXBY Facilities Custodial Division

1st - 0700-1600 3rd 1400-2300 Vendor Support 1600-2300						Donavan Custodial Supervisor			
		South		Central		North		North East	
		High School Middle School Central Intermediate		Central Elementary 9th Grade / Brassfield Admin/Facilities		NE NI		NEE NEI	
								Start Fall 2020 West	
								West	
Antounette HS 1st Shift Custodian	Adrian MS 1st Shift Custodian	Dax CI 1st Shift Custodian	Kerri CE 1st Shift Custodian	Tim NE 1st Shift Custodian	Ryan NEI Maintenance			W 1st Shift Custodian	
Vacant HS 1st Shift Custodian	MS 1st Shift Custodian	Teresa CI 1st Shift Custodian	Samantha CE 1st Shift Custodian	Mike NE 1st Shift Custodian	Curtis NEE 1st Shift Custodian			W 1st Shift Custodian	
Vacant HS 1st Shift Custodian	Sooner Vendor Support	Sandy CI 3rd Shift Custodian	Clean 4U Vendor Support	Scott NI 1st Shift Custodian			W 2nd Shift Custodian		
Sooner Vendor HS Support	Multipurpose AG/ROTC/Lil Gym Admin/Facilities	EVE 9th 1st Shift Custodian		Ashlyn NI 1st Shift Custodian			W 2nd Shift Custodian		
Athletics		Sooner Vendor Support							
Lorenda AT Custodian	Vacant 1st Shift Custodian	9th Grade / Brassfield							
Clean 4U Vendor AT Support		No Vendor Support	Paul Brass 1st Part Time Alt Ed	Clean 4U Vendor Support	Clean 4U Vendor Support	Vendor Support			
Bull Pen Interns		Offers							
Mike Kelly	Lindsay Lisa								

Facilities Update

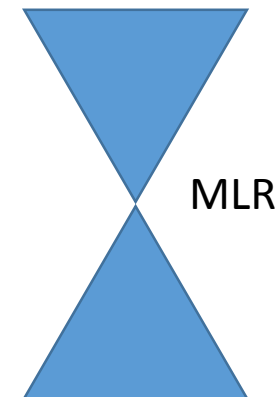
Mark Deibert PE

HCCI Associates

Facilities Update

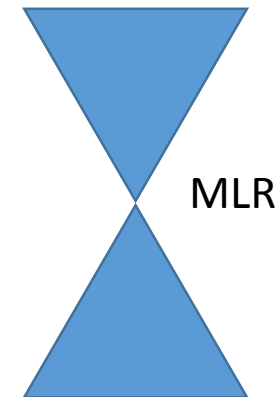
- Review of Process and Procedures-
- Leadership Survey of Customer Services- 1-5 scale
 - Highs: Above 3.0-HVAC, Electrical, Work Order Input 4.47
 - Lows: Below 2.5- Exterior Appearance, Custodial, Work Order Status 1.18
- Work Order System- new 1 October 2019
 - Used IT system, modified for Maintenance requests
 - Amy Reneau - Kudos for 2 week start to implementation!!
 - Demonstration

 - MLR each site, single point of contact
 - Ticket Direct to the service provider



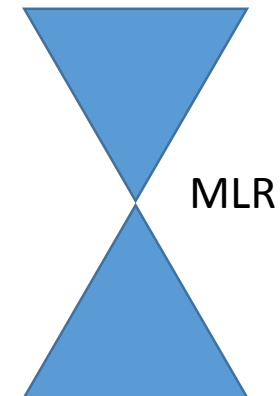
Facilities Update

- Work Order System- new 1 October 2019
- Priority System - Emergency, Safety, Public Area, Classroom, Admin
- Time to Complete
- Same day Customer Satisfaction Survey
- Trend Analysis
 - Recurring Problems, Workload
 - Onsite Instant Status of Active and Completed
- As of 315pm today – 201 tickets, 107 complete



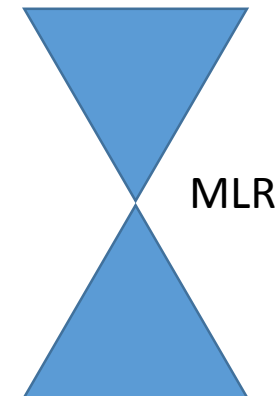
Facilities Update

- Reorganization 7 October 2019
- FACILITIES MANAGEMENT DEPARTMENT
 - With the staff on board:
 - Grounds outsourced – 6 inches to 2.5 inches
 - Est Facility Manager- 500 foot view
 - Est Maintenance Leader- 200 foot view
 - Maintenance Tech- boots on the ground
 - Custodial Supervisor- sole task of cleaning
 - Est Shipping and Receiving- CHILD NUTRITION
 - One Delivery for increase in the Food deliveries
 - Combined Office Support/Package Receiving Collaboration



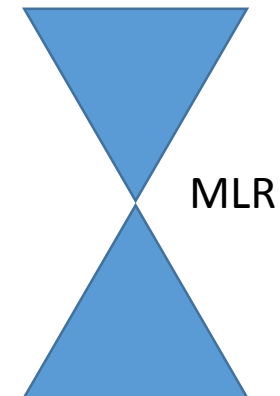
Facilities Update

- FACILITIES MANAGEMENT DEPARTMENT
 - Custodial Division
 - Hybrid Cleaning Model
 - BPS employees 0700-1600 One or Two per campus
 - After School Deep Clean
 - Sooner and Clean4U 1600-0700
 - Improved Cleanliness
 - Improved Performance
 - All Campuses at 100% servicing
 - Includes Athletics



Facilities Update

- FACILITIES MANAGEMENT DEPARTMENT
 - Draft Final Report due 14 October 2019
- Now Through 15 November 2019
 - Staffing needs- what critical trades needed vs vacancies
 - Written Process and Procedures manuals
 - Contracts for Grounds and Custodial
- Long term
 - District Standards - colors, carpet, tile, HVAC, Lighting, etc.
 - Replacement programs- Lightning, wayfinding, HVAC, etc.



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: Present

Matt Dotson: Present

Lisa Kramer: Present

Julie Prox: Present

Amanda Stephens: Present

1. **Call Meeting to Order/Roll Call** - Pledge of Allegiance by Central Intermediate students Cannon Knoten and Addison Beasley.

2. **Reports to The Board**

1. **Special Recognition**

1. Community Partner Award - Bixby Metro Chamber, Krystal Crockett
President/CEO

2. Spartan Spirit Award - Sherry McIntyre and Terry Sorrells

2. Football Program and Quarterback Club Financial Report - Loren Montgomery

3. BHS AP and ACT Scores and Trends - Jamie Milligan

4. Superintendent's Report - Rob Miller

3. **Comments from the Public - 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.
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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 Items 4.1 to 4.10 and 4.12 to 4.20 as presented, Item 4.11 was omitted. Passed with a motion by Amanda Stephens and a second by Julie Prox.

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

1. Minutes of August 8, 2019 Regularly Scheduled Board Meeting
2. Activity Fund Summary of Accounts and Transfer Requests
3. Encumbrances and Change Orders for FY 2020 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond Funds 31-39 per attached encumbrance registers and Bond-Lease Purchase Orders
4. Approval of Barlow Education Management Services Contract for Commodity Processing for the 2019-2020 fiscal year
5. Approval of renewal of Total Registration Services Agreement for Advanced Placement online enrollment for the 2019-2020 fiscal year

6. Approval of renewing the agreement for the radio system with Talk Radio LLC. for the 2019-2020 fiscal year
7. Approval of an Equipment Lease Agreement with Dotcom Leasing LLC for copiers at a cost of \$7,444.00 per month for the 2019-2020 fiscal year
8. Approval of an Annual Maintenance Agreement for copiers with Preferred Business Systems for the 2019-2020 fiscal year
9. Approval of renewal of a contract with Bethesda Family Services Foundation for the 2019-2020 fiscal year.
10. Approval of the YMCA Go Club Before and After School Care Program for the 2019-2020 fiscal year
11. Approval of the YMCA Go Club PreK Program for the 2019-2020 fiscal year
12. Approval of Drama and Debate request to participate in the Tournament of Champions Qualifying Tournament in Grapevine, Texas on September 6-7, 2019
13. Approval of FFA request to attend the National FFA Convention to receive their National FFA Degree in Indianapolis, Indiana on October 30 to November 2, 2019
14. Approval of Football, Cheer & Dance request to participate in the Football Game in Mansfield, Texas on August 30, 2019
15. Approval of Sports Medicine request to participate in the football game at Mansfield, Texas on August 30-31, 2019
16. Medical Leave - Certified - Middle School - 8/20/19 to 9/29/19
17. FMLA - Certified - Middle School - 8/26/19 to 9/6/19
18. Medical Leave - Support - Northeast - 8/21/19 to 10/2/19
19. Employment, Resignation, Retirement - Certified Personnel - per attached

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

5. Finance

1. Discussion, consideration and vote to approve or not to approve the Estimate of Needs for the 2019-2020 fiscal year.

Approval of the Estimate of Needs 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: Yea

2. Discussion, consideration and vote to approve or not to approve the Appropriated Funds Budget for the 2019-2020 fiscal year.

Approval of the Appropriated Funds Budget for the 2019-2020 fiscal year. Passed with a motion by Lisa Kramer and a second by Justin Cheatham.

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

3. Discussion, consideration and vote to approve or not to approve additional fundraisers for the Bixby High School Band for the 2019-2020 fiscal year.

Approval of additional fundraisers for the Bixby High School Band for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

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

6. Teaching and Learning

1. Review of Bixby Public Schools 2019-2020 accreditation statuses. Discussion only. No action required by the Board of Education.

All schools received Accreditation with no deficiencies. Information only. No action was required by the Board of Education.

2. Discussion, consideration and vote to approve or not to approve the adoption of 1080-hour calendar for the 2019-2020 fiscal year.

Approval of the adoption of 1080 hour calendar for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

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

3. Discussion, consideration and vote to approve or not to approve the Alternative Education Plan for the 2019-2020 fiscal year.

Approval of the Alternative Education Plan 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: Yea

4. Discussion, consideration and vote to approve or not to approve an agreement with Prep Plus LLC. for ACT Preparation Classes for the 2019-2020 fiscal year.

Approval of an agreement with Prep Plus LLC. for ACT Preparation Classes for the 2019-2020 fiscal year. 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: Yea

5. Discussion, consideration and vote to approve or not to approve an agreement with Oklahoma Department of Career Technology for program assistance money for the Family and Consumer Sciences program for the 2019-2020 fiscal year.

Approval of an agreement with Oklahoma Department of Career Technology for program assistance money for the Family and Consumer Sciences program for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

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

6. Discussion, consideration and vote to approve or not to approve the Gifted and Talented Advisory Committee for the 2019-2020 fiscal year.

Approval of the Gifted and Talented Advisory Committee for the 2019-2020 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

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

7. Discussion, consideration and vote to approve or not to approve a Service Agreement with Operation Aware for the 2019-2020 fiscal year.

Approval of a Service Agreement with Operation Aware for the 2019-2020 fiscal year. Passed with a motion by Lisa Kramer and a second by Amanda Stephens.

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

8. In compliance with ESSA, Bixby Public Schools provided community stakeholders with an opportunity to provide input regarding the district's intent to continue to administer the ACT. Discussion only. No action required by the Board of Education.

7. District Services

1. Discussion, consideration and vote to approve or not to approve the revised Guarantee Maximum Price agreement with CMS Willowbrook for the West Elementary and Intermediate project.

Approval of the revised Guarantee Maximum Price agreement with CMS Willowbrook for the West Elementary and Intermediate project. 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: Yea

2. Discussion, consideration and vote to approve or not to approve a Temporary Access and Workspace Agreement with Oklahoma Natural Gas Company.

Approval of a Temporary Access and Workspace Agreement with Oklahoma Natural Gas Company. Passed with a motion by Amanda Stephens and a second by Julie Prox.

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

3. Discussion, consideration and vote to approve or not to approve a 30 day consulting agreement for facilities services with Mark Deibert.

Approval of a 30 day consulting agreement for facilities services with Mark Deibert. 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: Yea

4. Discussion, consideration and vote to approve or not to approve a contract with Sooner Commercial Cleaning, Inc. for cleaning services at the High School and Middle School from September through December, 2019 at a cost of \$29,121.30 per month.

Approval of a contract with Sooner Commercial Cleaning, Inc. for cleaning services at the High School and Middle School from September through December, 2019 at a cost of \$29,121.30 per month. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham: Yea, 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 We Clean 4-U for cleaning services at Northeast Elementary and Intermediate at a cost of \$6,900.00 per month.

Approval of an agreement with We Clean 4-U for cleaning services at Northeast Elementary and Intermediate at a cost of \$6,900.00 per month. Passed with a motion by Lisa Kramer and a second by Amanda Stephens.

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

6. 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 Amanda Stephens and a second by Julie Prox.

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

8. Human Resources

1. Discussion, consideration and vote to approve or not to approve Tim Holt as an adjunct teacher for 2019-2020 school year.

Approval of Tim Holt as an adjunct teacher Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

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

9. Executive Session

1. Discussion, consideration and vote to go or not to go into executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of individual employees within the district maintenance department and district office staff (25 O.S. Sec. 307 (B)(1)).

At 8:46 p.m. approval to go into executive session to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of individual employees within the district maintenance department and district office staff per Oklahoma Statutes. 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: Yea

2. Vote to acknowledge return to open session.

At 9:53 p.m. approval of returning to open session. 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: Yea

3. Statement by Board president of executive session minutes.

10. **New Business - None**

11. **Vote to adjourn**

At 9:55 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: Yea

President

Vice President

Clerk

Member

Member

CERTIFIED PERSONNEL EMPLOYMENT

Trisha Banks	Art	Northeast Eff. Aug. 14, 2019
Allyson Blackshare	English	Middle School Eff. Aug. 20, 2019
Sheree Henderson	Special Ed	High School Eff. Aug. 14, 2019
Tim Holt	History	9 th Grade Center Eff. Aug. 14, 2019
Rachel Marten	1 st Grade	North Elementary Eff. Aug. 14, 2019
Kristina Morrow	Special Ed	Northeast Eff. Aug. 14, 2019
Sarah Vinyard	Math	High School Eff. Aug. 14, 2019

TEMPORARY CONTRACT

VIRTUAL COURSE TEACHER

CERTIFIED PERSONNEL RESIGNATION AGREEMENTS

Kayla Downing	English	Eff. Aug. 16, 2019 Middle School
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SUPPORT PERSONNEL
EMPLOYMENT FOR THE 2019-2020 SCHOOL YEAR

SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT

Johanna Aaron	Food Service Asst	Central Elementary Eff. Aug. 16, 2019
Naz Ali	Food Service Asst	9 th Grade Center Eff. Aug. 26, 2019
Sandra Beltran	Paraprofessional	North Elementary Eff. Sept. 3, 2019
Haley Blackwell	Virtual Lab Asst	High School Eff. Aug. 16, 2019
Andrea Byrd	Paraprofessional	9 th Grade Center Eff. Aug. 22, 2019
Laura Crawford	Paraprofessiona	Northeast Elem/Int Eff. Aug. 23, 2019
Nick Edwards	Lawn Crew Part Time	District Wide Eff. Sept. 9, 2019
Sophia Eleuterio	Food Service Asst	North Elementary Eff. Sept. 5, 2019
Jeanette Hall	Lunch Clerk	Central Elementary Eff. Aug. 13, 2019
Chloe Hernandez	Specials Asst.	Central Elementary Eff. Sept. 16, 2019
Tara Humble	Paraprofessional	Northeast Elem/Int Eff. Aug. 20, 2019
Sandra Jay	Paraprofessional	Northeast Elem/Int Eff. Aug. 20, 2019
Amy Jewett	Paraprofessional	Middle School
Cynthia John	Accompanist	MS/HS Eff. Aug. 20, 2019
Jayla Johnson	Paraprofessional	Central Elementary Eff. Aug. 20, 2019
Candace Kirby	Paraprofessional	Central Elementary Eff. Aug. 20, 2019
Talyssa McCullough	Food Service Asst	Central Elementary Eff. Aug. 26, 2019
Brittany Nasworthy	Paraprofessional	High School Eff. Aug. 20, 2019
Ken Neil	Bus Driver	District Wide Eff. Aug. 27, 2019
Michelle Nolan	Office Asst	Central Intermediate Eff. Aug. 20, 2019
Brenda O'Brien	Night Custodian	District Wide Eff. Aug. 19, 2019
April Perryman	Paraprofessional	Central Intermediate Eff. Aug. 20, 2019
Shelley Pittillo	Paraprofessional	High School Eff. Sept. 5, 2019
Judith Platten	Paraprofessional	North Elementary Eff. Aug. 27, 2019
Joshualyn Prater	Paraprofessional	Central Elementary Eff. Aug. 20, 2019

Sandy Pressler	Night Custodian	District Wide Eff. Aug. 15, 2019
Teresa Pressler	Night Custodian	District Wide Sept. 3, 2019
Anita Rickner	Paraprofessional	North Intermediate Eff. Aug. 20, 2019
Ashlyn Rickner	Paraprofessional	District Wide Eff. Aug. 13, 2019
Elizabeth Schacknies	Food Service Asst	Northeast Eff. Aug. 16, 2019
Libby Seiger	Paraprofessional	Central Intermediate Eff. Sept. 10, 2019
Julia Shaughnessy	Night Custodian	District Wide Eff. Aug. 13, 2019
Allison Simic	Receptionist	High School
Kimberly Simpson	Bus Driver	District Wide Eff. Aug. 20, 2019
Billi Smith	Food Service Asst	Central Elementary Eff. Aug. 16, 2019
Jacqueline Stringfellow	Playground Aide	Central Intermediate Eff. Aug. 28, 2019
Lindsey Thomason	Paraprofessional	North Elementary Eff. Aug. 20, 2019
Jimmie Tipton	Bus Driver	District Wide Eff. Aug. 20, 2019
Darla Watkins	Bus Driver	District Wide Eff. Aug. 20, 2019
Caitlin Woods	Paraprofessional	Middle School Eff. Sept. 3, 2019
Daniel Zehder	PE Assistant	Northeast Eff. Aug. 20, 2019

TEMPORARY EMPLOYMENT

Michelle Atkinson	Indian Education Staff
Linda Bischoff	Indian Education Tutor
Judy Shipman	Indian Education Tutor
Stacy Stout	Indian Education Tutor
Anne White	Indian Education Tutor
Andi Wilson	Indian Education Tutor

VOLUNTEER COACHING

Chad Barnett	Assistant Baseball
David Bolding	Head Boys Soccer
Bryan Canavan	8 th Boys Assistant Tennis
Rachel Carpenter	Color Guard Coach
Caitlyn Fowler	Color Guard Coach
Clyde Hill	Assistant Boys Golf
Shannon Hoffmann	Assistant Girls Basketball
Bobby Hughes	9 th Boys Basketball
Reilly Jacobs	Percussion Tech
Mariah Knox	Strength & Conditioning
Bailey McElroy	Assistant Volleyball
John Menker	Color Guard Coach
Jake Miller	Percussion Tech
Caitlin Moore	Assistant Girls Basketball
Jeff Ravenscroft	Assistant Girls Tennis
Brittany Scrapper	Assistant Girls Soccer
Patrick Sims	Assistant Boys Tennis
Luke Wallace	Percussion Tech

SUPPORT PERSONNEL

RESIGNATION

Kristi Barnes	Paraprofessional	Eff. May 22, 2019 High School
Tracy Dunbar	Lunch Clerk	Eff. Sept. 2, 2019 North Elementary
Sabrina Goncalves	EL Para	Eff. Sept. 6, 2019 Middle School
Ronna Heginbotham	FS Assistant	Eff. May 22, 2019 9 th Grade Center
Jaquelyn Law	Paraprofessional	Eff. May 22, 2019 Northeast Elem/Int
Brenda Obrien	Night Custodian	Eff. Aug. 21, 2019 District Wide
Tiffany Parkman	Behavior Specialist	Eff. May 22, 2019 North Intermediate
Maria Pendleton	EL Para	Eff. Aug. 16, 2019 Central Elementary
David Schumacher	Night Custodian	Eff. Sept. 5, 2019 District Wide
Haydon Snow	Facility Manager	Eff. Sept. 20, 2019 District Wide
Kimberly Young	Paraprofessional	Northeast Eff. May 22, 2019

TERMINATED

Mark Johnson	Bus Driver	District Wide Eff. Sept. 3, 2019
Thomas Pickering	Maintenance	District Wide Eff. August 22, 2019



Bixby Public Schools
109 North Armstrong
Bixby, Oklahoma 74008
918-366-2200



OCTOBER 10, 2019

REQUEST BOARD APPROVAL FOR THE FOLLOWING TRANSFERS:

FROM 819-806 ALL SPORTS-SOFTBALL TO 925-985 SPARTAN ARMORY FOR THE PURCHASE OF COACHING JACKETS **\$240.00**

FROM 915-973 CHEER BOOSTERS TO 819-801 ALL SPORTS FOOTBALL TO SPLIT PROCEEDS FROM CAR RAFFLE FUNDRAISER **\$850.00**

FROM 935-952 HS CHOIR TO 925-985 SPARTAN ARMORY FOR 3 EXTRA POLO CHOIR SHIRTS **\$66.00**

FROM 915-973 CHEER BOOSTERS TO 915-986 GIRLS VOLLEYBALL BOOSTERS FOR POWERAIDE DRINKS USED IN CONCESSION DURING CHEER REGIONALS **\$22.56**

FROM 819-868 OSSAA TO 915-973 CHEER BOOSTERS FOR GATE, SET UP, CLEAN UP AND PARKING ATTENDANT WORKERS AT CHEER REGIONALS **\$850.00**

FROM 915-974 SOFTBALL BOOSTERS TO 915-960 DANCE BOOSTERS TO REIMBURSE SUPPLIES FROM CONCESSION STAND DURING TOURNAMENTS **\$402.93**

FROM 953-105 MISC II-HS TO 960-239 BALLOON BIZ FOR BALLOON BOUQUETS USED FOR TEACHER OF THE MONTH & TEACHER OF THE YEAR DURING 2019-2020 SCHOOL YEAR **\$100.00**

FROM 953-108 MISC II-9 GC TO 960-239 BALLOON BIZ FOR BALLOON BOUQUETS USED FOR TEACHER OF THE MONTH DURING 2019-2020 SCHOOL YEAR **\$100.00**

FROM 915-973 CHEER BOOSTERS TO 819-848 ALL SPORTS CHEER TO APPLY TO INDIVIDUAL CHEER ACCOUNTS FROM REGIONALS-FUNDRAISER **\$4748.76**

FROM 915-973 CHEER BOOSTERS TO 819-848 ALL SPORTS CHEER TO APPLY TO INDIVIDUAL CHEER ACCOUNTS FROM CLEAN UP, SET UP, PARKING **\$849.75**

FROM 915-973 CHEER BOOSTERS TO 819-848 ALL SPORTS CHEER TO APPLY TO INDIVIDUAL CHEER ACCOUNTS FROM CALENDAR FUNDRAISER **\$256.25**

FROM 915-973 CHEER BOOSTERS TO 819-848 ALL SPORTS CHEER TO APPLY TO INDIVIDUAL CHEER ACCOUNTS FROM CALENDAR AD SALES **\$14,463.00**

FROM 915-973 CHEER BOOSTERS TO 819-848 ALL SPORTS CHEER TO APPLY TO INDIVIDUAL CHEER ACCOUNTS FROM CAR RAFFLE FUNDRAISER **\$849.80**

Melinda Weig
Activity Accounts Coordinator

BIXBY PUBLIC SCHOOLS ACTIVITY/ABSENCE REQUEST FOR OVERNIGHT TRIPS

Teachers, sponsors, or coaches requesting an overnight activity for students must furnish the following information to the Principal before the Board of Education will approve trip.

Staff Member Making Request: CWO4 William Tinney Extension: 2393

Date: Friday, Oct 26, 2019

Organization/Team/Club/Class: Marine Corps JROTC

Number of Students: 31

Chaperones and cell phone (approximate ratio of 1 adult for every 10 students is required): Col C. L. French, CWO4 Tinney, Sherry Walker, Kallen Armstrong, Robin Mixon
Col French 985-640-9025 CWO4 Tinney 843-441-1398

Description of Activity (when, where, what, and why): Military Skills and Marksmanship Competition, Alma HS, Alma, AR

Method of Transportation: Not Applicable School Bus School Vehicle Other (Explain)

If using school transportation, the Transportation Request must be submitted with this form.

Type of Activity (Check One):

- O **On Campus:** This code will be used when a student is on campus and participating in a school activity.
- F **Field Trip:** This code will be used when a student is on a field trip off campus.
- S **School Activity:** This code will be used when a student is representing the school in school-approved organization sanctioned by the school, OSSAA, NASSP, OBA, or other qualified and approved sanctioning organizations
- Q **Qualifying Event:** This code will be used when a student is absent from school for a OSSAA, NASSP, OBA, or other school approved sanctioning organization for interscholastic or other competitive events that are also sanctioned as post-season, state or national qualifying events.

Date & Time of Departure: October 26, 2019 @ 1400

Date & Time of Return: October 26, 2019 @ 2200

Departure Location: Marine Corps JROTC Bldg at High School

Return Location: Marine Corps JROTC Bldg at High School

Staff Member's Cell Phone # or Telephone # at Destination: CWO4 William Tinney

Activity Emergency Card on file for each student participating in this activity? Yes No
Parent Permission Forms on file for this activity on file? Yes No

10/18 - emailed form



UNITED STATES MARINE CORPS
JUNIOR RESERVE OFFICERS TRAINING CORPS
BIXBY High SCHOOL
601 So. Riverview
BIXBY, OK 74008

IN REPLY REFER TO
1533
MCJROTC
7 Oct 2019

From: Senior Marine Instructor, MCIROTC Unit Bixby High School
To: President, Bixby Board of Education
Via: Superintendent, Bixby Public Schools
Assistant Superintendent, Bixby Public Schools
Activities Director, Bixby Public Schools
Principal, Bixby High School
Subj: **DRILL COMPETITION**
Ref: (a) Bixby Public Schools Administrative Procedures and Regulations
Encl: (1) Field Trip Request Form
(2) Bixby Public Schools Activities/Absence Request for Overnight Trips
(3) Trip Itinerary
1. In accordance with the reference, enclosures (1) requests authorization for the Bixby High School MCIROTC unit to participate in a drill competition October 26, 2019 in Alma, Arkansas. This will be a day trip with no overnight accommodation.
2. Enclosures (2) and (3) are submitted for your approval.
3. The cadets have been working hard to prepare for this competition and look forward to the opportunity to represent Bixby High School if this request is approved.

Respectfully submitted,


C. L. FRENCH
Col USMC (Ret)

Bixby Public Schools
Request for Activity or Class Trip (off-campus)
Complete a separate request for each event needed

Today's Date: 7 Oct 2019

Date of Event: <u>Oct 26, 2019</u>		Organization: <u>Marine Corps JROTC</u>	
Time(s) of the Activity: <u>0845</u> - <u>1500</u>		Departure Time: <u>0545</u>	Return Time: <u>2200</u>
Location of Activity: <u>Alma High School, Alma AR</u>			
Description of Activity: <u>Military Skills and Drill Competition</u>			
Number of Students Attending Activity: <u>31</u>		Number of Teachers Attending Activity: <u>2</u>	
Name/cell phone # of Teachers as Sponsors:			
<u>Colonel Chris French (985)640-9025</u>			
<u>CWO4 William Tinney (843)441-1398</u>			
Name/contact number of Parents as Sponsors (must have attended a B. E. E. F. orientation prior to activity trip)			
<u>Sherry Walker (405)412-7454</u>			
<u>Robin Mickson (918)906-0771</u>			
<u>Kallen Armstrong (402)446-2201</u>			
Destination (address or other information): <u>Will be staying at Radisson Hotel, 120 Wildwood Dr. S, Branson, MO</u>			
<u>Competition will be held at Branson High School</u>			

Is this request for an Education Trip and Excursion? Yes No
 If "yes" is checked, please have principal sign request and send to Assistant superintendent for Curriculum.
Request must be submitted 10 school days prior to any trip.

Transportation Request:
 If transportation is required, secure transportation using the online transportation request *after* approval has been secured by building principal.
Permission Form:
 Has advanced written consent of the student's parent or legal guardian been secured?
Cafeteria Notification:
 If the trip requires that students will be gone during lunch, notify the cafeteria of the number of students involved (Lois Hood).

I have reviewed Board of Education policy E.10 regarding Educational Trips and Excursions and have found the above request in compliance with this policy or not applicable to this request:

- Approved Stipulations: _____
 Denied Reasons: _____

Principal's Signature _____

Date _____

LIST ALL STUDENTS ATTENDING THE ACTIVITY ON PAGE 2

Early Dismissal from School: If departing during the school day, provide the time for the Attendance Office to issue an Early Dismissal Pass:

Student's Name	School	Student's Name	School
Marissa Armstrong	BHS	Rebekah Trenary	BHS
Sehoye Berryhill	BHS	Shauni Vick	BHS
Xavier Burcham	BHS	Whitney Walker	BHS
Conner Burns	BHS	Mikayla Walsh	BHS
Nathan Campbell	BHS	Aubrey Bailey	BHS
James Cothran	BHS	Natalie Coker	BHS
Brooke Cowan	BHS	Logan Gunn	BHS
Caiden Curson	BHS	Trenton Mason	BHS
Johnathan Curson	BHS		BHS
Joseph First	BHS		BHS
Rachel First	BHS		BHS
Cale Gray	BHS		BHS
Adeline Griffith	BHS		BHS
Nicole Grilley	BHS		BHS
Hunter Grosso	BHS		
Hayden Hester	BHS		
Kenedy Ishmael	BHS		
Tyler Kuhn	BHS		
Zoe McKinney	BHS	31 = Total Cadets	
Alexandria Morgan-Davis	BHS	17 = Male Cadets	
Spencer Puckett	BHS	15 = Female Cadets	
Kobi Royce	BHS		
Reece Stubblefield	BHS		

Approved Denied
 Approved Denied

Principal: *[Signature]*
 Associate Superintendent: *[Signature]*

For Office Use Only:

Copy to Attendance Office

Copy to Staff Member Making Request

LIST ALL STUDENTS ATTENDING THE ACTIVITY ON PAGE 2

Early Dismissal from School: If departing during the school day, provide the time for the Attendance Office to issue an Early Dismissal Pass:

Student's Name	School	Student's Name	School
Marissa Armstrong	BHS	Rebekah Trenary	BHS
Sehoye Berryhill	BHS	Shauni Vick	BHS
Xavier Burcham	BHS	Whitney Walker	BHS
Conner Burns	BHS	Mikayla Walsh	BHS
Nathan Campbell	BHS	Aubrey Bailey	BHS
James Cotfran	BHS	Natalie Coker	BHS
Brooke Cowan	BHS	Logan Gunn	BHS
Caiden Curson	BHS	Trenton Mason	BHS
Johnathan Curson	BHS		BHS
Joseph First	BHS		BHS
Rachel First	BHS		BHS
Cale Gray	BHS		BHS
Adeline Griffith	BHS		BHS
Nicole Grilley	BHS		BHS
Hunter Grosso	BHS		
Hayden Hester	BHS		
Kenedy Ishmael	BHS		
Tyler Kuhn	BHS		
Zoe McKinney	BHS	31 = Total Cadets	
Alexandria Morgan-Davis	BHS	17 = Male Cadets	
Spencer Puckett	BHS	15 = Female Cadets	
Kobi Royce	BHS		
Reece Stubblefield	BHS		

Approved

Denied

Principal: _____

Approved

Denied

Associate Superintendent: _____

For Office Use Only:

Copy to Attendance Office

Copy to Staff Member Making Request

MCJROTC, BIXBY HIGH SCHOOL ALMA ITINERARY

Saturday, 26 October 2019

0545	Arrive MCJROTC Facility
0600	Depart for Alma High School
0800	Competition Check in
0730	Cadets Change over & Uniform Prep
0845	1 st Event WIN
1500	Awards
1630	Change & Load Bus
1700	Dinner Alma
1800	Depart for MCJROTC Facility
1930	Rest Stop
2200	Arrive MCJROTC Facility

CERTIFIED PERSONNEL EMPLOYMENT

TEMPORARY CONTRACT

Roy Hunter

Indian Ed Tutor

VIRTUAL COURSE TEACHER

CERTIFIED PERSONNEL RESIGNATION AGREEMENTS

Submitted to the Board of Education
October 10, 2019

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

Brittni Allen	Playground Aide	Eff. Oct. 14, 2019 Central Intermediate
Sammie Baldwin	Paraprofessional	Eff. Oct. 3, 2019 Central Elementary
Bailey Boyles	Paraprofessional	Eff. Oct. 3, 2019 Central Intermediate
Carolyn Campbell	Food Service Asst	Eff. Oct. 7, 2019 Northeast Elem/Int
Tammy Capps	Bus Driver	Eff. Sept. 26, 2019 District Wide
Andrew Fulk	Bus Driver	Eff. Sept. 19, 2019 District Wide
	Playground Aide	Eff. 10/7/2019 Central Elementary
Audrey Hiatt	Lunch Clerk	Eff. Sept. 30, 2019 North Elementary
Stephanie Huerta	Behavior Tech	Eff. Oct. 7, 2019 Northeast Elem/Int
Wayne Jennings	Bus Driver	Eff. Sept. 16, 2019 District Wide
	Playground Aide	Eff. Sept. 23, 2019 Central Elementary
Scott Lorenzo	Bus Driver	Eff. Sept. 25, 2019 District Wide
Edward Maxwell	Bus Aide	Eff. Oct. 1, 2019 District Wide
Jennifer McLane	Custodian	Eff. Sept. 30, 2019 Central Elementary
Angie Rice	Neglected Liaison	Eff. Oct. 2, 2019 Middle School
Michael Turley	Custodian	Eff. Sept. 20, 2019 North Elementary

TEMPORARY EMPLOYMENT

Marisabel Kremeier	RSA Tutor
Candace Miller	RSA Tutor
Regina Morse	RSA Tutor

VOLUNTEER COACHING

Hallie Arnold	Asst Varsity Cheer Coach
Povi Blankenship	Asst Cross Country
Gavin Moore	Marching Visual Tech
Matthew Sumner	Marching Visual Tech

SUPPORT PERSONNEL

RESIGNATION

Matt Audrain	Bus Driver	Eff. Sept. 23, 2019 District Wide
Deena Grosso	Paraprofessional	Eff. Sept. 20, 2019 Central Elementary
Brittini Krajicek	Custodian	Eff. Sept. 10, 2019 District Wide
Jennifer McLane	Custodian	Eff. Sept. 30, 2019 Central Elementary
Shirlene Moore	Food Service Asst	Eff. Sept. 27, 2019
Lisha Sebastian	Paraprofessional	Eff. Sept. 12, 2019 Middle School
Libby Seiger	Paraprofessional	Eff. Sept. 13, 2019 Central Intermediate
Julie Shaughnessey	Custodian	Eff. Oct. 7, 2019 District Wide
Jimmie Tipton	Bus Driver	Eff. Aug. 30, 2019 District Wide
Keith Tulsa	Maintenance	Eff. Oct. 11, 2019 District Wide

TERMINATED

Raylynn Brown	Custodian	Eff. Sept. 20, 2019 Northeast Elem/Int
Zach Downing	Tech Support Specialist	Eff. Oct. 1, 2019 District Wide
Kaytlyn Green	Custodian	Eff. Sept. 20, 2019 Northeast Elem/Int
Jayla Johnson	Paraprofessional	Eff. Oct. 3, 2019 Central Elementary
Ken Neil	Bus Driver	Eff. Oct. 9, 2019 District Wide
Joshualynn Prater	Paraprofessional	Eff. Oct. 3, 2019 Central Elementary

Submitted to the Board of Education
October 10, 2019

Bixby Public Schools

2020-2021



Inst Days: 174

Early Out: 30

School Year Calendar

August 20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inst Days: 13 Early: 2

October 20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Inst Days: 20 Early: 4

February 21						
S	M	T	W	Th	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Inst Days: 19 Early: 4

End of a Six Week Period
End of Semester

November 20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Inst Days: 17 Early: 3

March 21						
S	M	T	W	Th	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Inst Days: 18 Early: 3

Early Dismissal Days
First Day of School/Semester

December 20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Inst Days: 14 Early: 2

April 21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Inst Days: 21 Early: 4

Parent/Teacher Conf
Holiday/No School

September 20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Inst Days: 21 Early: 4

January 21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Inst Days: 18 Early: 3

May 21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inst Days: 13 Early: 1

Professional Development/No School
Teacher Workday
Teacher Check Out Day

DATES & HOLIDAYS

- 8/10 Teacher PD
- 8/11 Teacher PD
- 8/11 Meet The Teacher
- 8/12 Teacher Work Day
- 8/13 FIRST DAY OF SCHOOL (Sem 1)
- 9/7 Labor Day - No School
- 9/25 End of Six Weeks
- 10/8 Parent-Teacher Conf pm
- 10/13 Parent-Teacher Conf pm
- 10/15-10/16 Fall Break - No School
- 11/6 End of Six Weeks
- 11/23-11/27 Thanksgiving Break
- 12/18 End of First Semester
- 12/21-1/1 Winter Break No School
- 1/4/21 Teacher PD (No School)
- 1/5 FIRST DAY OF SCHOOL (Sem 2)
- 1/18 Martin Luther King Day - No School
- 2/11 End of Six Weeks
- 2/15 Presidents Day No School
- 2/18 Parent-Teacher Conf PM
- 2/23 Parent-Teacher Conf PM
- 3/15-22 Spring Break - No School
- 4/1 End of Six Weeks
- 4/2 No School
- 5/19 End of Second Semester
- 5/20 Teacher Check Out Day

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the “**Agreement**”) is made as of the 9th day of September 2019, by and between **INDEPENDENT SCHOOL DISTRICT NO. 4 OF TULSA COUNTY, OKLAHOMA** (the “**District**”), and **Mark Deibert** (“**Deibert**”).

NOW, THEREFORE, in consideration of the covenants and conditions contained in this Agreement, the parties agree as follows:

1. **Consulting Services.** From **October 12, 2019 through November 15, 2019**, (the “**Term**”), Deibert agrees to provide consulting services as may be requested by the District from time to time including, without limitation, working with the superintendent of schools, as to transitional employment activities related to the operations of the District (the “**Services**”). The District agrees to pay Deibert the sum of Forty Dollars (\$40.00) per hour **or** Three Hundred Twenty Dollars (\$320.00) per day for time reasonably and necessarily spent in the performance of such Services, not to exceed One Thousand six Dollars (\$1,600.00) in any one work week. (A “**work week**” is from 12:01 a.m. Monday through 11:59p.m. Sunday.) Deibert shall also be reimbursed for reasonable and necessary expenses incurred in the performance of the Services under this Agreement. At the end of the Term, Deibert shall deliver an invoice to the District describing, in reasonable detail, the amount of time spent and the nature of the Services performed during the Term accompanied by necessary receipts and documentation supporting any claim for expense reimbursement.

2. **Deibert’s Responsibilities.** Deibert shall proceed with reasonable diligence to perform the Services requested in accordance with the terms and conditions set forth in this Agreement and in accordance with the highest professional standards in the field.

3. **Independent Contractor.** It is the intent of the parties that Deibert be and is an independent contractor and **not** an employee or agent of the District. No other compensation will be paid to Deibert during the Term except as specified by the terms of this Agreement.

4. **Assignment.** Neither this Agreement, nor any of the Services or work to be performed under this Agreement, may be assigned, in whole or in part, by Deibert without the prior written consent of the District.

5. **Applicable Laws.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma.

6. **Termination.** Either party may terminate this Agreement at any time upon five (5) Days written notice. Upon receipt of notice of termination, Deibert shall immediately discontinue performance of the Services to the extent specified in the notice. Upon such termination, Deibert shall be paid for any fees earned by Deibert in performing the Services up to the time of the notice of termination and all approved expenses.

7. **Binding Effect.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all prior communications, representations and agreements, whether written or oral. No amendment to this Agreement shall be binding upon either party unless reduced to writing and executed by both parties.

DATED and effective for all purposes as of the date first above written.

**INDEPENDENT SCHOOL DISTRICT NO. 4
OF TULSA COUNTY, OKLAHOMA**

**By: President, Board of Education
District**

ROB MILLER

By: Superintendent

MARK DEIBERT

By: Deibert

Cleaning proposal For:

Bixby Schools (Athletic facilities)

We Clean 4-U
18282 S Harvard Ave
Bixby, OK - 74008

Project	Bixby Schools (Athletic facilities)
Project address	Bixby, OK - 74008

Submitted By:	Chris Evans We Clean 4-U	Date: October 10, 2019
---------------	-----------------------------	------------------------

Scope of work will be cleaning the interior building.

Cleaning- Education

1. Removal of all trash in the building
2. Dusting walls, baseboards, fixtures, and furnishings-cabinets counters, shelving
3. Clean all sinks and water fountains, shine all stainless steel

RESTROOMS

- A. Clean & sanitize full restroom including toilets/urinals, sinks, doors,
- B. Wipe clean walls as necessary
- C. Empty trash/move all trash from restroom
- D. Sanitize all showers and mop with disinfectant

WINDOW CLEANING

1. Clean finger prints off all interior glass

Floor Care Cleaning Specifications

CARPET CARE

1. Vacuum carpet

Hard floor surfaces

1. Dust mop entire floor area
2. Machine scrub or mop (spot and section mop nightly –full floor mop/scrub minimum once/week

Cleaning proposal For:

Bixby Schools (Athletic facilities)

We Clean 4-U
18282 S Harvard Ave
Bixby, OK - 74008

Athletic building – 28,000 sq ft

Tennis Facility – 5,176 sq ft

Practice gym – 12,727 sq ft

Big Whitey gym – 30,384 sq ft

Little whitey gym - 18,014 sq ft

Baseball Facility - 2,500 sq ft

Total square footage = 96,800

$$96,800 \times 0.078 = 7,500$$

PRICING PER MENTIONED SCOPE:

\$7,500 monthly

Acceptance/ Sign-off:

Customer:	
Date	Signature**

** Customer signature verifies acceptance of the specifications and the pricing per Scope of Work**

Cleaning proposal For:

Bixby Schools (Central Elementary)

We Clean 4-U
18282 S Harvard Ave
Bixby, OK - 74008

Project	Bixby Schools (Central Elementary)
Project address	201 S Main St Bixby, OK - 74008

Submitted By:	Chris Evans We Clean 4-U	Date: October 3, 2019
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Scope of work will be cleaning the interior building.

Cleaning- Education

1. Removal of trash & debris left on floors, walls and all items horizontal and vertical
2. Dusting walls, baseboards, fixtures, and furnishings-cabinets counters, shelving
3. Clean all sinks and water fountains, shine all stainless steel
4. Classrooms will be monitored and cleaned minimum once weekly

RESTROOMS

- A. Clean & sanitize full restroom including toilets/urinals, sinks, doors,
- B. Wipe clean walls as necessary
- C. Empty trash/move all trash from restroom

WINDOW CLEANING

1. Clean finger prints off all interior glass

Floor Care Cleaning Specifications

CARPET CARE

1. Vacuum carpet

Hard floor surfaces

1. Dust mop entire floor area
2. Machine scrub or mop (spot and section mop nightly -full floor mop/scrub minimum once/week

Cleaning proposal For:

Bixby Schools (Central Elementary)

We Clean 4-U
18282 S Harvard Ave
Bixby, OK - 74008

Central Elementary – 80,000 sq ft
80,000 sq ft X \$0.08 = \$6,400

PRICING PER MENTIONED SCOPE:

\$6400.00 Monthly

Acceptance/ Sign-off:

Customer:	
Date	Signature**

**** Customer signature verifies acceptance of the specifications and the pricing per Scope of Work****

Cleaning proposal For:

Bixby Schools (North Elementary)

We Clean 4-U
18282 S Harvard Ave
Bixby, OK - 74008

Project	Bixby North Elementary
Project address	7101 E 121 st ST S Bixby, OK - 74008

Submitted By:	Chris Evans We Clean 4-U	Date: October 2nd, 2019
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Scope of work will be cleaning the interior building.

Cleaning- Education

1. Remove all trash in building
2. Dusting wall items, baseboards, fixtures, shelving
3. Clean all sinks and water fountains, shine all stainless steel
4. Classroom will be monitored and cleaned at a minimum of once weekly

RESTROOMS

- A. Clean & sanitize full restroom including toilets/urinals, sinks, doors,
- B. Wipe clean walls as necessary
- C. Empty trash/move all trash from restroom

WINDOW CLEANING

1. Clean finger prints off all interior glass

Floor Care Cleaning Specifications

CARPET CARE

1. Vacuum carpet

Hard floor surfaces

1. Dust mop entire floor area
2. Machine scrub or mop

Cleaning proposal For:

Bixby Schools (North Elementary)

We Clean 4-U
18282 S Harvard Ave
Bixby, OK - 74008

North Elementary - 85,000 sq.ft

Estimated work mentioned above at 85,000 sq ft X\$ 0.078

PRICING PER MENTIONED SCOPE:

\$6630.00 Monthly

Acceptance/ Sign-off:

Customer:	
Date	Signature**

**** Customer signature verifies acceptance of the specifications and the pricing per Scope of Work****

Cleaning proposal For:

Bixby Schools (North Intermediate)

We Clean 4-U
18282 S Harvard Ave
Bixby, OK - 74008

Project	Bixby North Intermediate
Project address	6941 East 121 st St S Bixby, OK - 74008

Submitted By:	Chris Evans We Clean 4-U	Date: October 3rd, 2019
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Scope of work will be cleaning the interior building.

Cleaning- Education

1. Removal of all trash
2. Dusting walls, baseboards, fixtures,
3. Clean all sinks and water fountains, shine all stainless steel
4. Classrooms will be monitored and cleaned at a minimum once per week

RESTROOMS

- A. Clean & sanitize full restroom including toilets/urinals, sinks, doors,
- B. Wipe clean walls as necessary
- C. Empty trash/move all trash from restroom

WINDOW CLEANING

1. Clean finger prints off all interior glass

Floor Care Cleaning Specifications

CARPET CARE

1. Vacuum carpet

Hard floor surfaces

1. Dust mop entire floor area
2. Machine scrub or mop – spot or section mop nightly – full floor mop or scrub weekly

Cleaning proposal For:

Bixby Schools (North Intermediate)

We Clean 4-U
18282 S Harvard Ave
Bixby, OK - 74008

North Intermediate = 75,798 sq. ft.

Pricing for mentioned work above @ 75,798 sq ft. X 0.078 = \$5,900

PRICING PER MENTIONED SCOPE:

\$5,900 (Monthly)

Acceptance/ Sign-off:

Customer:	
Date	Signature**

** Customer signature verifies acceptance of the specifications and the pricing per Scope of Work**

Technology Surplus

September 2019

1 Vizio TV
1 Infocus TV
2 Sharp TV'S
16 Switches
2 Laptops
36 Computers
30 monitors
15 thin clients with monitors

ANNUAL BOARD OF EDUCATION ELECTION RESOLUTION

(To be utilized if mill levies were made permanent in previous election)

TO: Tulsa County Election Board
FROM: The Bixby School District, Independent School
District N072-1004 of Tulsa, County, Oklahoma

The Board of Education of the Bixby School District has approved the following resolution calling for an election to be submitted to the voters of the district.

Date of the Election:

A Board of Education Primary Election shall be held on February 11, 2020, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 7, 2020, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p. m.

Board Member Position On Ballot:

The voters shall elect a board member for the unexpired term of board position No. 5, which has a 5 year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered within the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of

guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voter's shall call for the voters to:

1. Select one candidate for the 5-year term for the Bixby School Board Position No. 5:

Approved by the Bixby Board of Education this 10th day of October, 2019.

President, Bixby Board of Education

Clerk, Bixby Board of Education

ANNUAL BOARD OF EDUCATION ELECTION RESOLUTION

(To be utilized if mill levies were made permanent in previous election)

TO: Wagoner County Election Board
FROM: The Bixby School District, Independent School
District N072-1004 of Tulsa, County, Oklahoma

The Board of Education of the Bixby School District has approved the following resolution calling for an election to be submitted to the voters of the district.

Date of the Election:

A Board of Education Primary Election shall be held on February 11, 2020, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 7, 2020, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p. m.

Board Member Position On Ballot:

The voters shall elect a board member for the unexpired term of board position No. 5, which has a 5 year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered within the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of

guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate' s spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voter's shall call for the voters to:

1. Select one candidate for the 5-year term for the Bixby School Board Position No. 5:

Approved by the Bixby Board of Education this 10th day of October. 2019.

President, Bixby Board of Education

Clerk, Bixby Board of Education