

Bixby Board of Education Regular Meeting 1  
Thursday, November 14, 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 6:00 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 led by Henley Leu and Landry Flowers from Bixby North Elementary School
2. **Reports to The Board**
  1. **Special Recognition**
    1. Community Partner Award - Tristesse Grief Center
    2. Spartan Spirit Award - Penny Rogers, District United Way/BOC Coordinator
    3. Spartan Coin of Excellence - Tiffany McGrew
    4. Spartan Coin of Excellence - 2019 BHS National Merit Semi-Finalists
  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 #4.1-4.15. (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.)**

Approval of General Consent Items #4.1-4.15 as presented. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin  
Cheatha Yea  
m:

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie  
Prox: Yea

Amanda Yea  
Stephens

:

Yea: 5, Nay: 0

1. Minutes of October 10, 2019 Regularly Scheduled Board Meeting
  2. Minutes of November 1, 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, Bond Funds 31-39, Bond/Lease and Payroll Encumbrances per attached encumbrance registers
  5. MCJROTC request to participate in the Military Skills and Drill Competition at Grand Prairie High School in Grand Prairie, TX on 12/6/19 to 12/7/19
  6. MCJROTC request to participate in the Military Skills and Drill Competition at Allen High School in Allen, TX on 1/17/20 to 1/18/20
  7. Bixby Wrestling request to participate in the Texas Outlaw Wrestling Tournament in Allen, TX on 1/2/20 to 1/4/20
  8. Contract services with Community Care Employee Assistance Program for calendar year, through December 2020.
  9. Medical Leave - Central Elementary - Certified - 2/26/20 to 4/20/20
  10. FMLA - North Elementary - Support - 12/16/19 to 1/3/20
  11. FMLA - Athletics - Certified - 11/14/19 to 1/5/20
  12. FMLA - Central Elementary - Certified - 11/5/19 to 12/17/19
  13. FMLA - Middle School - Certified - 1/23/20 to 4/23/20
  14. Employment, Resignation, Retirement - Certified Personnel - per attached
  15. Employment, Resignation, Retirement - Support Personnel - per attached
5. **Finance**
1. Presentation of the 2018-2019 Audit by Jenkins & Kemper, CPAs. Information only. No action required by the Board of Education.
6. **Teaching and Learning**

1. Discussion, consideration, and vote to approve or not to approve changes to the BPS 2020-2021 Academic Calendar.

Approval of changes to the BPS 2020-2021 Academic Calendar adding three Professional Development days on September 4th, October 19th and February 12th. Passed with a motion by Justin Cheatham and a second by Lisa Kramer.

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2. Discussion, consideration and vote to approve or not to approve the 2019-2020 Professional Development Committee.

Approval of the 2019-2020 Professional Development Committee. Passed with a motion by Amanda Stephens and a second by Julie Prox.

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3. Review of Comprehensive Exit Report and College Remediation Report. Information only. No action required by the Board of Education.
4. Discussion, consideration and vote to approve or not to approve a contract with the YWCA for Student Support Services.

Approval of a contract with the YWCA for Student Support Services. Passed with a motion by Julie Prox and a second by Lisa Kramer.

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5. Discussion, consideration and vote to approve or not to approve an agreement with Instructure for the ePortfolio Subscription and Digital Link from 1/1/20 to 6/30/20 at a cost of \$10,340.00.

Approval of an agreement with Instructure for the ePortfolio Subscription and Digital Link from 1/1/20 to 6/30/20 at a cost of \$10,340.00. Passed with a motion by Amanda Stephens and a second by Julie Prox.

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7. **District Services**

1. Discussion, consideration and vote to approve or not approve the Bixby Public Schools Board of Education Notice of Schedule of Regular Meetings for the Calendar Year 2020.

Approval of the Bixby Public Schools Board of Education Notice of Schedule of Regular Meetings for the calendar year 2020. Passed with a motion by Amanda Stephens and a second by Lisa Kramer.

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

Approval of declaring items as surplus to be disposed of according to Oklahoma Statutes. Passed with a motion by Lisa Kramer and a second by Justin Cheatham.

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8. **Human Resources**

1. Discussion, consideration, and vote to approve or not to approve Policy 6156 BPS Employee Voluntary Bereavement Program (BEVBP).

Approval of revised Policy 6156 BPS Employee Voluntary Bereavement Program (BEVBP). Passed with a motion by Julie Prox and a second by Lisa Kramer.

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Yea: 5, Nay: 0

9. **Miscellaneous**

1. Discussion, consideration, and vote to approve or not to approve Policy 2169, Service Animals.

Approval of Policy 2169, Service Animals. Passed with a motion by Amanda Stephens and a second by Julie Prox.

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Yea: 5, Nay: 0

10. **New Business**

11. **Vote to adjourn**

At 7:42 p.m. approval to adjourn. Passed with a motion by Julie Prox and a second by Lisa Kramer.

Justin  
Cheatha Yea  
m:

Matt  
Dotson: Yea

Lisa  
Kramer: Yea

Julie  
Prox: Yea

Amanda  
Stephens Yea  
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Yea: 5, Nay: 0

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President

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Vice President

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Clerk

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Member

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Member

Bixby Board of Education Regular Meeting  
Thursday, October 10, 2019  
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  
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**

### **2.1. Special Recognition**

2.1.1. Spartan Coin of Excellence

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

2.1.3. Special Presentation from Whitey Ford Youth Basketball

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

2.2. Superintendent's Report - Rob Miller

2.3. Facilities Update - Mark Deibert

2.4. Monthly Budget Report - Mike Anthony

## **3. Comments from the Public - None**

3.1. Speakers must identify themselves.

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

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

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

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

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

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

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

**4. General Consent Agenda - Discussion, 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

4.1. Minutes of September 12, 2019 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

4.3. 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

4.4. Approval of the YMCA Go Club PreK Program for the 2019-2020 fiscal year

4.5. Approval of the request to participate in the 2019-2020 Buy Bixby Program with the Bixby Metro Chamber

4.6. Approval of the BPS Middle School Band request to participate in the Silver Dollar Trip in Branson, Missouri on May 9, 2020

4.7. Approval of the Bixby Dance Team request to participate in the DTU Nationals in Orlando, Florida on February 19-24, 2020

4.8. Approval of BPS Varsity Cheer request to participate in the UCA Cheer Nationals in Orlando, Florida on February 6-10, 2020

4.9. Approval of JV Cheer request to participate in NCA Cheer Nationals in Dallas, Texas on January 31-February 3, 2020

4.10. Approval of the 8th Grade Cheer request to participate in the NCA Cheer Nationals in Dallas, Texas on January 31 - February 3, 2020

4.11. Approval of FCCLA request to attend the FCCLA Fall Conference in Dallas, Texas on November 14-17, 2019

4.12. 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

4.13. Approval of Marine Corps JROTC request to participate in Military Skills and Marksmanship Competition at Alma HS in Alma, Arkansas on October 26, 2019

4.14. Medical Leave - Northeast - Support - 11/25/19 to 2/25/20

4.15. FMLA - Central Intermediate - Certified - 9/18/19 to 10/16/19

4.16. Medical Leave - Central Intermediate - Certified - 10/22/19 to 12/20/19

4.17. Medical Leave - Central Elementary - Support - 1/6/20 to 2/17/20

4.18. Medical Leave - District - Support - Intermittent

4.19. Medical Leave - Northeast - Support - 9/26/2019 to 12/20/19

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

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

## **5. Finance - No items for this meeting**

## **6. Teaching and Learning**

6.1. 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

6.2. 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

6.3. 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**

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

Approval of extending the consulting agreement for facilities services with 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

7.2. 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

7.3. 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  
Lisa Kramer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

7.4. 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

7.5. 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

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

Approval of declaring items as surplus. 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.

## **9. Miscellaneous Services**

9.1. 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.

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

**10. New Business - None**

**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

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President

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Vice President

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Clerk

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Member

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Member

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

|                  |                   |  |
|------------------|-------------------|--|
| Brittni Allen    | Playground Aide   | Eff. Oct. 14, 2019<br>Central Intermediate |
| Sammie Baldwin   | Paraprofessional  | Eff. Oct. 3, 2019<br>Central Elementary    |
| Bailey Boyles    | Paraprofessional  | Eff. Oct. 3, 2019<br>Central Intermediate  |
| Carolyn Campbell | Food Service Asst | Eff. Oct. 7, 2019<br>Northeast Elem/Int    |
| Tammy Capps      | Bus Driver        | Eff. Sept. 26, 2019<br>District Wide       |
| Andrew Fulk      | Bus Driver        | Eff. Sept. 19, 2019<br>District Wide       |
|                  | Playground Aide   | Eff. 10/7/2019<br>Central Elementary       |
| Audrey Hiatt     | Lunch Clerk       | Eff. Sept. 30, 2019<br>North Elementary    |
| Stephanie Huerta | Behavior Tech     | Eff. Oct. 7, 2019<br>Northeast Elem/Int    |
| Wayne Jennings   | Bus Driver        | Eff. Sept. 16, 2019<br>District Wide       |
|                  | Playground Aide   | Eff. Sept. 23, 2019<br>Central Elementary  |
| Scott Lorenzo    | Bus Driver        | Eff. Sept. 25, 2019<br>District Wide       |
| Edward Maxwell   | Bus Aide          | Eff. Oct. 1, 2019<br>District Wide         |
| Jennifer McLane  | Custodian         | Eff. Sept. 30, 2019<br>Central Elementary  |
| Angie Rice       | Neglected Liaison | Eff. Oct. 2, 2019<br>Middle School         |
| Michael Turley   | Custodian         | Eff. Sept. 20, 2019<br>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<br>District Wide        |
| Deena Grosso       | Paraprofessional  | Eff. Sept. 20, 2019<br>Central Elementary   |
| Brittini Krajicek  | Custodian         | Eff. Sept. 10, 2019<br>District Wide        |
| Jennifer McLane    | Custodian         | Eff. Sept. 30, 2019<br>Central Elementary   |
| Shirlene Moore     | Food Service Asst | Eff. Sept. 27, 2019                         |
| Lisha Sebastian    | Paraprofessional  | Eff. Sept. 12, 2019<br>Middle School        |
| Libby Seiger       | Paraprofessional  | Eff. Sept. 13, 2019<br>Central Intermediate |
| Julie Shaughnessey | Custodian         | Eff. Oct. 7, 2019<br>District Wide          |
| Jimmie Tipton      | Bus Driver        | Eff. Aug. 30, 2019<br>District Wide         |
| Keith Tulsa        | Maintenance       | Eff. Oct. 11, 2019<br>District Wide         |

**TERMINATED**

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

Submitted to the Board of Education  
October 10, 2019

**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

Bixby Board of Education Special Meeting  
Friday, November 1, 2019  
Bixby Public Schools 9th Grade Center Training Room  
301 S Riverview Dr  
Bixby, OK 74008

Attendance Taken at 12:23 PM.

Justin Cheatham: Present  
Matt Dotson: Present  
Lisa Kramer: Present  
Julie Prox: Present  
Amanda Stephens: Present

Present: 5.

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given the Board Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Friday, November 1, 2019, at 12:00 p.m. at the BPS Ninth Grade Center, 301 S Riverview Dr, Bixby, OK 74008

2. Call meeting to Order/Roll Call

3. Discussion of current and projected bond status for Bixby Public Schools. No action required by the Board of Education.

Jordan Smith visited with the Board in regard to future Bond Issues and Lease Agreements for construction purposes.

4. Discussion, consideration and vote to approve or not to approve the hiring of an Executive Director of Facilities Management.

Approval of Mark Deibert as Executive Director of Facilities Management. 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 a revised resolution of the Bixby Board of Education to the Tulsa and Wagoner County Election Boards 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.

Approval of a revised resolution of the Bixby Board of Education to the Tulsa and Wagoner County Election Boards 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. 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  
Yea: 5, Nay: 0

6. Discussion, consideration and vote to approve or not to approve the purchase of a Blue Bird Type D route bus from Ross Transportation at a cost of \$101,902.00.

Approval of the purchase of a Blue Bird Type D route bus from Ross Transportation at a cost of \$101,902.00. 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  
Yea: 5, Nay: 0

7. Discussion, consideration and vote to approve or not to approve 2019-2020 Encumbrances. Approval of the 2019-2020 Encumbrances 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  
Yea: 5, Nay: 0

8. Discussion of Professional Development Initiatives for the 2020-2021 Academic Year. No action required by the Board of Education.

9. Discussion of Community Engagement Initiatives. No action required by the Board of Education.

10. Discussion of District Strategic Visioning Process. No action required by the Board of Education.

**11. Executive Session**

11.1. Discussion, consideration and vote to go or not to go into executive session to discuss the Evaluation of the Superintendent (25 O.S. Sec. 307 (B)(1) and (B)(7)).

At 3:15 p.m. approval of adjourning to discuss the Evaluation of the Superintendent per Oklahoma Statutes. 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: Yea  
Yea: 5, Nay: 0

11.2. Vote to acknowledge return to open session.

At 4:35 p.m. approval of going into Executive Session. 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

11.3. Statement by Board president of executive session minutes.

12. Vote to Adjourn

At 4:37 p.m. approval of adjourning. 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

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

## **CERTIFIED PERSONNEL EMPLOYMENT**

Becky Wilson    EI/ESL Teacher    Eff. Oct. 29, 2019  
Central Intermediate

## **TEMPORARY CONTRACT**

Molly Damer                      Bethesda After School Tutor  
Heather Howell                 Bethesda After School Tutor

## **VIRTUAL COURSE TEACHER**

## **CERTIFIED PERSONNEL RESIGNATION AGREEMENTS**

Lisa Combs                      Eff. Oct 15, 2019  
North Intermediate

**SUPPORT PERSONNEL**  
**EMPLOYMENT FOR THE 2019-2020 SCHOOL YEAR**

**SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT**

|                   |                  |  |
|-------------------|------------------|--|
| Lindsay Bridges   | Custodian        | Eff. Oct. 14, 2019<br>Outer Buildings        |
| Cassandra Brown   | Custodian        | Eff. Nov. 11, 2019<br>Middle School          |
| Laura Camacho     | Custodian        | Eff. Oct. 15, 2019<br>Middle Schools         |
| Eric Carter       | Paraprofessional | Eff. Nov. 11, 2019<br>Middle School          |
| Lisa Gonzalez     | Custodian        | Eff. Oct. 14, 2019<br>High School            |
| Stephanie Huerta  | Behavior Tech    | Eff. Oct. 8, 2019<br>Northeast Elem/Int      |
| Lindsey Medina    | Custodian        | Eff. Nov. 11, 2019<br>North Intermediate     |
| Regina Morse      | Playground Aid   | Eff. Oct. 9, 2019<br>Northeastg              |
| Virginia Perez    | Custodian        | Eff. Oct. 28, 2019<br>Northeast Intermediate |
| Martha Shropshire | FS Asst          | Eff. Nov. 5, 2019<br>Middle School           |

**TEMPORARY EMPLOYMENT**

|              |           |
|--------------|-----------|
| Beth Brady   | RSA Tutor |
| Ruth Plaster | RSA Tutor |

**VOLUNTEER COACHING**

|                 |                  |
|-----------------|------------------|
| Cyprian Hedrick | Asst Boys Soccer |
|-----------------|------------------|

**SUPPORT PERSONNEL**

**RESIGNATION**

|                    |                |                                     |
|--------------------|----------------|-------------------------------------|
| Kylee Barnes       | Custodian      | Eff. Nov. 5, 2019<br>District Wide  |
| Marissa Herrera    | FS Asst        | Eff. Oct. 30, 2019<br>High School   |
| Paul Lopez         | Maintenance    | Eff. Oct. 11, 2019<br>District Wide |
| Jill McNally       | Bldg Secretary | Eff. Nov. 15, 2019<br>Middle School |
| Justin Shaughnessy | Maintenance    | Eff. Nov. 8, 2019<br>District Wide  |
| Keith Tulsa        | Maintenance    | Eff. Oct. 11, 2019<br>District Wide |

**TERMINATED**

|                |                  |  |
|----------------|------------------|--|
| Anita Rickner  | Paraprofessional | Eff. Oct. 29, 2019<br>Central Intermediate |
| Ashlyn Rickner | Custodian        | Eff. Oct. 10, 2019<br>District Wide        |

# Bixby Public Schools

## 2020-2021



Inst Days: 171

Early Out: 29

| 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 |    |    |    |    |    |

| 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 |

| February 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          |    |    |    |    |    |    |

| March 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  
 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 |    |    |    |    |    |

| 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: 17  
 Early: 3  
 Early Dismissal Days  
 First Day of School/Semester

| 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         |    |    |    |    |    |    |

| February 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: 14  
 Early: 2  
 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           | 31 |    |    |    |    |    |

| 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: 3  
 Professional Development/No School  
 Teacher Workday

| 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 | 31 |

Inst Days: 18  
 Early: 3  
 Professional Development/No School  
 Teacher Workday

### 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)        |
| 9/4         | Teacher PD - No School             |
| 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             |
| 10/19       | Teacher PD - 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                   |
| 2/12        | Teacher PD - No School             |
| 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              |

**BPS Employee Voluntary Bereavement Program (BEVBP)**

The Board of Education authorizes the employees of Bixby Public Schools (BPS) to operate a voluntary bereavement program in the district's activity fund.

1. Membership in the program is limited to current full-time and part-time employees of the district and new full-time and part-time employees of the District, beginning October 1, 2015. Support and other employees on a short-term, temporary contract of employment are not eligible for this program. Certified staff employed by BPS on a first or second year temporary contract are eligible for this program. Persons conducting work for BPS via vendor contract and not paid through BPS payroll are not eligible for this program. Persons conducting work for BPS via a lay and/or volunteer contract and not paid through BPS payroll are not eligible for this program.
2. An employee's spouse is eligible for membership in the program.
3. The program is authorized to begin October 1, 2015.
4. No membership fee shall be collected by the District until the beginning date of the program, October 1, 2015. The membership fee must be paid by the employee member and the employee member's spouse, if applicable.
5. No pay out from the program shall be authorized until the beginning date of the program, October 1, 2015.
6. If any due date in this policy falls on a weekend or a holiday, the next business day after the weekend or holiday shall apply as the due date.
7. The failure to comply with due dates established in this policy constitutes the forfeiture of the qualification for membership and benefits in the program.
8. The BEVBP is a program designed for the purpose of paying a benefit to the named beneficiary of a BEVBP member who dies while the member is employed at Bixby Public Schools.
9. Upon the effective date of the employee's termination date of employment with the district, membership of the employee and spouse (if applicable) in the BEVBP is likewise terminated.
10. In order for the benefit to a named beneficiary to be paid to the beneficiary, an official death certificate identifying the date and time of the death of the BEVBP member must be provided to Bixby Public Schools. Upon receipt of a valid death certificate and within sixty (60) business days, a check in the amount of the benefit will be produced for the beneficiary.
11. A BPS employee or employee's spouse, if applicable, is not considered a member of the BEVBP until the completed enrollment form is received by Bixby Public Schools.
12. The BEVBP program's only requirement for a payment to the beneficiary is the death of a BEVBP member and proof of death via an official death certificate. The cause of death is not relevant to the payment of the benefit to the beneficiary.
13. The beneficiary of a member who dies on or after October 1, 2015 shall be eligible for a benefit from the program.
14. Upon initial startup of the program all employees, current and new, of the District will have the option to participate in the program. A BPS employee must opt in/complete the initial enrollment in the program on or before October 1, 2015. During the initial year of the BEVBP, BPS employees hired after September 30, 2015 and on or before June 30, 2016, must opt in/complete the enrollment form (including

spouse enrollment, if applicable) and BPS must receive the enrollment form within the first 30 days of the employee's employment with BPS.

15. Beginning July 1, 2016 and thereafter, employees hired between July 1 and August 31 shall have until October 1 to option in/complete the enrollment form. For employees hired after August 31, the employee shall have 30 calendar days from the date of hire by the Board of Education to option in/complete the enrollment form.

16. If an employee chooses to option out of the program, the employee shall not be eligible to option in at any point of their employment with Bixby Public Schools. If an employee chooses to option out and the employee terminates from the district, the employee shall be eligible to option in the program upon re-employment with the District according to the timeline requirements identified in this policy for new employees.

17. Upon optioning in the program, a total of \$10.00 (ten dollars) shall be deducted from the employee's next District payroll check. If the employee's spouse (who is not an employee of the District) also participates in the program, \$10.00 (ten dollars) for the spouse's membership fee shall be likewise deducted from the employee's next District payroll check .

18. Thereafter, each time there is a death of a member and a qualified payout to a beneficiary of a member of the program from the BEBAFA, \$10.00 (ten dollars) shall be deducted from the next District payroll check of each member of the BEVBP (and an additional \$10.00 if the employee's spouse (who is not an employee of the District) is a member).

19. The Program membership dues (minus administrative fee) shall be deposited in the Bixby Employee Bereavement Activity Fund Account (BEBAFA). The BEBAFA shall be a sub-account in the BPS activity account. The BEBAFA shall not accrue interest.

~~20. A total of one percent (1%) of the membership dues of each BEVBP member (and spouse, if applicable) shall be payable to Bixby Public Schools as an administrative fee for operating the program. The one percent (1%) fee shall be transferred from the BEBAFA sub account to an account benefitting BPS at the time membership dues are paid by a member.~~

21. A member of the BEVBP may cancel their membership (and spouse's membership, if spouse is not an employee of the District) at any time during employee member's employment with BPS. Cancellation of membership must be completed in writing on the **Change of Information Form**. No refunds of membership fee(s) shall be available to a member (or spouse, if applicable) who cancels his/her membership. An employee member who cancels membership must also cancel the spouse's (if applicable) membership.

22. Upon initial enrollment in the program, a member may enroll his/her spouse (if the spouse is not an employee of the District) in the program according to the same timeline guidelines of this program for employees.

23. A member may cancel the membership of his/her spouse (if spouse is not an employee of the District) at any time. The employee's spouse shall not be eligible to option back in the program at any point during the continued employment of the member. If the employee member of the program terminates employment and is later employed by the District, the employee's spouse shall be eligible for membership on the program.

24. If a member is single at the time of initial membership in the program and marries and/or divorces and remarries while a member of the program, the member may enroll his/her non-District employee spouse in the program within 30 days of getting married.

25. A member who cancels his/her membership for any reason must also cancel the membership of their spouse (if applicable and spouse is not an employee of the District) and shall not be eligible for membership in the future unless upon terminating from BPS and later becoming an employee of BPS again.
26. A member's membership (and spouse's, if applicable) coincides with and automatically terminates when the employee member's employment with BPS is terminated. No refunds of membership fee(s) shall be available upon termination of employment or voluntary termination from the program.
27. At the conclusion of the tax year in which a payout is made from the BEBAFA to a beneficiary of a program member, an IRS 1099 tax form shall be completed by the District and provided to the beneficiary receiving a payout. Prior to receiving a benefit, the beneficiary must complete an IRS form W-9 with the District. The applicable federal, state, and/or local taxes, if any, due as a result of the beneficiary receiving the funds are the sole responsibility of the beneficiary receiving the funds.
28. Upon opting in the program, the member shall designate one primary beneficiary and may designate one secondary beneficiary, providing the full name, social security number, address, phone number, and email address (if available) of each beneficiary.
29. The employee member of the program may change and/or update beneficiary information using the **Change of Information Form**. Such change and/or update shall not be considered valid until received by the District on the **Change of Information Form**.
30. Management and recordkeeping for the program shall be the responsibility of the District's Employee Benefits Coordinator. Direct administrative oversight of the program shall be provided by the District's Chief Financial Officer.
31. Upon the death of a member, the named beneficiary of the member shall be eligible for a payment from the BEBAFA in the form of a check for the total amount of the \$10.00 dues paid to and collected by the school from each member (less administrative fee). A payout to a beneficiary must be approved by the Superintendent, Chief Financial Officer, and Treasurer of the District as well as the Board of Education as an encumbrance.
32. The amount of the pay out to the beneficiary is dependent upon the amount of the balance of the BEBAFA. There is NO guaranteed amount of a payout. The payout is dependent upon the total number of members and the actual amount collected (less administrative fee) from members since the inception of the program or last payout upon the death of a member. The intent of the program is to collect \$10.00 from each member of the program at the initial startup and after each death of a member in the program, resulting in a payout to a beneficiary of a member of the program of \$10.00 (minus administrative fee) from each member to the named beneficiary of a deceased member.
33. Although the District shall attempt to collect the membership fee of \$10 from each member by payroll deduction at the inception of the program and after each member death and benefit payout in the program, there is no guarantee that the District will be successful in collecting all membership fees. Therefore, only the amount successfully collected from members by the District (less administrative fee) shall be paid out to the member's beneficiary.
34. In the event of a member's death and the primary beneficiary of the member is deceased or does not respond to notification of benefit eligibility within ninety (90) days following notification of benefit eligibility, the benefit shall be paid to the secondary beneficiary.
35. In the event of a member's death, Bixby Public Schools will contact the named beneficiary via the information provided on the **Enrollment Form** or **Change of Information Form**. If the benefit is not

claimed according to the requirements of this policy by the named primary beneficiary (or secondary beneficiary, if applicable) within 90 calendar days of notice of the benefit, the benefit shall be paid as a donation to the Bixby Education Endowment Fund in the name of the member.

36. In the event that multiple deaths occur in between payroll periods of employee members, no more than two dues deductions shall be made from one payroll period of an employee member. The amount of dues owed by the employee member shall be paid the program via payroll deduction over a prorated system of periodic payroll deductions in such situations.

37. In the event that multiple deaths occur in between payroll periods of employee members and multiple payroll periods are necessary in order to collect all dues from members for each death of a member, the beneficiary pay out of the program will be based on date and time of the application for a benefit of an eligible beneficiary, with the first to make application receiving the program pay out first, followed by another eligible beneficiary according to the order of application by date and time.

*BOE Approved: August 10, 2015; Revised September 14, 2015; Revised November 14, 2019*

**AR 6156: BIXBY EMPLOYEES VOLUNTARY BEREAVEMENT PROGRAM (BEVBP)  
Enrollment Form**

All employees of Bixby Public Schools are offered the opportunity to join the BEVBP, a voluntary employee program. The program's intent is to provide a fast infusion of money from participating employees to the family of an employee member who dies. Specifically, in the event of a death of a program member, the identified beneficiary of the member receives funds that were contributed by other members. Funds are collected from members by payroll deduction upon enrolling in the program. Upon the death of a member, the funds are paid to the beneficiary of the deceased member. Members then provide funds to the program again at the next payroll period by payroll deduction. Members are required to make a \$10.00 initial contribution. Thereafter, a \$10.00 contribution is made by each member upon the death of a member.

All employees may choose to participate or not participate in the program. An employee with a spouse who is also an employee will not include his/her spouse during enrollment. All employees complete the enrollment form. An employee with a spouse who is not a District employee may also enroll his/her spouse. Dues owed by the employee's spouse who is not a BPS employee will be deducted by payroll deduction via the employee's payroll.

All new and current employees have the option to enroll in this program at the time of initial enrollment: August 31, 2015 to October 1, 2015. Employees hired in the District between September 1, 2015 and June 30, 2016 will have 30 calendar days from the date of their employment with District to enroll in the program. Beginning July 1, 2016, employees hired between July 1st and August 31<sup>st</sup> each year, shall have until October 1<sup>st</sup> to enroll in the program. Employees hire after September 1st each year shall have 30 calendar days from the date of employment with the District to enroll in the program.

If participating in this program, please note that it is your responsibility to maintain the accuracy of the information provided on this form. For changes of information and for information related to program benefits, members should contact the BPS Employee Benefits Coordinator at (918) 366-2200.

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**Bixby Employee Voluntary Bereavement Program  
Cut at the dotted line and keep the following information with your records.**

**Bixby Public Schools, 109 N. Armstrong, Bixby, OK 74008  
(918) 366-2200 Phone (918) 366-4241 Fax**

**In the event of a death of a member, for questions related to the BEVEP program, to update beneficiary information, and/or to update other information, please contact the Bixby Public Schools Employee Benefit Coordinator at the address and phone number provided above.**

Employee Name:

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Circle ONE **Category** Below:

**Category 1.** I AM AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS **AND I DO NOT WANT TO BE A MEMBER OF THE BEREAVEMENT PROGRAM.**

I. Complete **Sections** A, B, and H only.

**Category 2.** I AM AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS, I WANT TO BE A MEMBER OF THE BEREAVEMENT PROGRAM AND I AM MARRIED. MY SPOUSE IS ALSO AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS

I. If you are an employee of Bixby Public Schools, you MUST complete this form to enroll in the Bereavement Program.

II. If you are an employee of Bixby Public Schools whose spouse is also an employee of Bixby Public Schools, your spouse must complete a separate form.

III. Complete **Sections** A, B, D, E (Optional) and H only.

**Category 3.** I AM AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS, I WANT TO BE A MEMBER OF THE BEREAVEMENT PROGRAM, AND I AM MARRIED. MY SPOUSE IS NOT AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS.

I. If you are an employee of Bixby Public Schools, you MUST complete this form to enroll in the Bereavement Program.

a. Circle ONE of the following options:

i. If you want to enroll your spouse in the Bereavement Program, complete **Sections** A, B, C, D, E (Optional, F, G (Optional), H, and I. Dues of \$10.00 will be deducted from your payroll check upon my spouse's initial enrollment and subsequent to each payout to a Bereavement Program beneficiary.

ii. If you DO NOT want to enroll your spouse in the Bereavement Program, complete **Sections** A, B, D, E (Optional) and H only.

**Category 4.** I AM AN EMPLOYEE OF BIXBY PUBLIC SCHOOLS. I AM NOT MARRIED. I WANT TO BE A MEMBER OF THE BEREAVEMENT PROGRAM.

I. If you are an employee of Bixby Public Schools, you MUST complete this form.

II. To enroll in the program, complete **Sections** A, B, D, E (Optional), and H only.

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**Section A:** BPS Employee

BPS Employee Name: \_\_\_\_\_

Circle ONE:



**Section E:** DESIGNATION of SECONDARY BENEFICIARY by Employee (Complete this section only if you desire to name a secondary beneficiary)

I hereby designate the following as the secondary beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the secondary beneficiary named below will remain the secondary beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

Beneficiary's Name: \_\_\_\_\_  
Beneficiary's Address: \_\_\_\_\_  
Beneficiary's Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Beneficiary's Social Security Number: \_\_\_\_\_  
Beneficiary's Date of Birth: \_\_\_\_\_

BEVBP ENROLLMENT FORM PAGE 4

Relationship of Beneficiary to Member: Spouse    Son/Daughter  
Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Section F:** DESIGNATION of BENEFICIARY by Employee's Spouse

I hereby designate the following as the beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the beneficiary named below will remain the beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

Beneficiary's Name: \_\_\_\_\_  
Beneficiary's Address: \_\_\_\_\_  
Beneficiary's Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Beneficiary's Social Security Number: \_\_\_\_\_  
Beneficiary's Date of Birth: \_\_\_\_\_  
Relationship of Beneficiary to Member: Spouse    Son/Daughter  
Other: \_\_\_\_\_

**Section G:** DESIGNATION of SECONDARY BENEFICIARY by Employee's Spouse (Complete this section only if you desire to name a secondary beneficiary)

I hereby designate the following as the secondary beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the secondary beneficiary named below will remain the secondary beneficiary of my membership unless and until my

membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

Beneficiary's Name: \_\_\_\_\_

Beneficiary's Address: \_\_\_\_\_

Beneficiary's Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Beneficiary's Social Security Number: \_\_\_\_\_

Beneficiary's Date of Birth: \_\_\_\_\_

Relationship of Beneficiary to Member: Spouse    Son/Daughter

Other: \_\_\_\_\_

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**Section H:** Employee's Name and Signature

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Section I:** Employee's Spouse Name and Signature

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



- b. Spouse's Date of Birth: \_\_\_\_\_
- c. Spouse's Social Security Number: \_\_\_\_\_

III. I am a current member of the Bereavement Program and I want to add my spouse (who is not an employee of the school). This option is available only to those whose marriage occurred after the initial enrollment period.

- a. Employee's Spouse Information
- b. Spouse's Name: \_\_\_\_\_
- c. Date of Birth: \_\_\_\_\_
- d. Social Security Number: \_\_\_\_\_
- e. Home Address: \_\_\_\_\_
- f. Home Phone: \_\_\_\_\_
- g. Cell Phone: \_\_\_\_\_

IV. I am a current member of the Bereavement Program and I want to change my designated beneficiary.

- a. New Beneficiary Information:
  - i. I hereby designate the following as the beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the beneficiary named below will remain the beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

- 1. Beneficiary's Name: \_\_\_\_\_
- 2. Beneficiary's Address: \_\_\_\_\_
- 3. Beneficiary's Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
- 4. Beneficiary's Social Security Number: \_\_\_\_\_
- 5. Beneficiary's Date of Birth: \_\_\_\_\_
- 6. Relationship of Beneficiary to Member: Spouse Son/Daughter Other:

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- b. New Secondary Beneficiary Information (Complete this section only if you desire to name a secondary beneficiary):

- i. I hereby designate the following as the beneficiary of my membership in the BPS Employee Voluntary Bereavement Program. I understand that the beneficiary named below will remain the beneficiary of my membership unless and until my membership is terminated and/or I change and/or modify the information on the BEVBP **Information Change Form** and such Form is received by Bixby Public Schools.

- 1. Beneficiary's Name: \_\_\_\_\_
- 2. Beneficiary's Address: \_\_\_\_\_
- 3. Beneficiary's Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
- 4. Beneficiary's Social Security Number: \_\_\_\_\_
- 5. Beneficiary's Date of Birth: \_\_\_\_\_
- 6. Relationship of Beneficiary to Member: Spouse Son/Daughter Other:

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V. Signatures:

a. Member's Printed Name: \_\_\_\_\_

b. Member's Signature: \_\_\_\_\_

c. Date: \_\_\_\_\_

**SERVICE ANIMALS**

It is the policy of Bixby Public Schools that students, staff, and/or patrons will not bring animals onto school premises except in connection with an organized and approved school activity, approved use of service animals, or as otherwise authorized by the superintendent or designee.

Purpose

The purpose of this policy is to establish procedures for the use of service animals in the district, including school buildings, school vehicles and other school property.

Policy

The district acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by district employees and students with disabilities.

Definitions

“Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

“Employee” is defined as a person who is employed by the district on a part or full-time basis, with or without compensation, and elected or appointed members of the district’s board of education.

“Student” means a child who is currently enrolled at the district, and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

Procedures/Requirements

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a notification of the intent to use a service animal to the district's Superintendent or designee. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).

- B. Notifications for the use of service animals on district property will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- C. As part of the district's consideration of the use of a service animal, the district may require certification of proper vaccinations verified by a veterinarian.
- D. The district's review of use of a service animal may include consideration of a student's IEP or Section 504 records. The district may also request a meeting with the employee or student.
- E. The use of a service animal on district property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the district. The district's approval of the use of a service animal on district property is subject to periodic review, revision, or revocation by district administration.
- F. Service animals ~~will wear proper identification and~~ will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in district vehicles when:
  - 1. The inclusion of the service animal is documented as required on district transportation forms; and
  - 2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.
- H. The responsibility for the care and supervision of the service animal rests solely on the employee or student. The district is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.
- I. Pursuant to federal law, the district retains discretion to exclude or remove a service animal from district property and transportation if:
  - 1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
  - 2. The service animal is not housebroken;
  - 3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
  - 4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

## Liability

The employee or student will be responsible for any damage to district or personal property and any injuries to individuals caused by the service animal. The employee or student who uses a service animal on district property will hold the district harmless and indemnify the district from any such damages.

## Visitors

Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all areas of district facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).

## Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal can file a grievance, using the district's grievance procedures.

## Requirements for Service Animals

**Vaccination:** Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

**Licensing:** All service dogs must be licensed as may be required by state and/or local law.

**Owner ID and Other Tags:** Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

**Leash:** Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.

**Collar:** A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

**Under Control:** The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.

**Cleanup Rule:** The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

**Grooming:** All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

*Adopted: November 14, 2019*