

Bixby Board of Education Regular Meeting  
Thursday, January 11, 2024 Bixby Board of Education Regular Meeting  
Bixby Public Schools Administrative Center, 109 N. Armstrong, Bixby, Oklahoma  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Absent

Matt Dotson: Present

Tristy Fryer: Present

Julie Prox: Present

Amanda Stephens: Present

Present: 4, Absent: 1.

**1. Call Meeting to Order/Roll Call**

- Pledge of Allegiance led by West Intermediate students Eli and Ephram Esparza

**2. Reports to The Board**

**2.1. Special Recognition**

2.1.1. School Board Appreciation

2.1.2. Spartan Coin of Excellence

- Spartan Football Seniors, Coaches, and Trainers
  - 2023 State Champions and Academic State Champions

2.2. Superintendent's Report - Rob Miller

- District Update
- Demographic Study Highlights

2.3. Facilities and Operations Report - Gabe Hayes

2.4. Financial Operations Report - Mike Anthony

**3. Comments from the Public - The Board was addressed by Paul Erickson, 9151 E 103rd St., Tulsa, OK 74133**

3.1. Speakers must identify themselves.

3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the

speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.

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

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

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

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

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

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

**4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-15. (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 Agenda Items #1-15 as presented with noted change to Item #4.8 to correct the date of departure to 2/16/24 Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin  
Cheatham: Absent

Matt  
Dotson: Yea

Tristy  
Fryer: Yea

Julie Prox: Yea

Amanda  
Stephens: Yea

Yea: 4, Nay: 0, Absent: 1

- 4.1. Minutes of December 14, 2023 Regularly Scheduled Board Meeting
- 4.2. Minutes of December 8, 2023 @ 8:15 a.m. Special Board Meeting
- 4.3. Minutes of the December 8, 2023 @ 12:00 p.m. Special Board Meeting
- 4.4. Activity Fund Summary of Accounts and Transfer Requests
- 4.5. Encumbrances and Change Orders for FY 2024 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers
- 4.6. Approval of a contract with Lynda Crouch for consultation services for CVI Students for the 2023-2024 fiscal year to be paid from federal funds
- 4.7. Approval of a Memorandum of Understanding with Oklahoma State University School Psychology Program for the 2023-2024 fiscal year
- 4.8. Approval of the Middle School Robotics request to participate in a Robotics Signature Event in Boulder, Colorado from 2-26-24 to 2-20-24
- 4.9. Approval of the BHS Band request to participate in the Wind Ensemble Festival on the campus of UMKC Conservatory of Music in Kansas City, Missouri from 3-6-2024 to 3-8-2024
- 4.10. FMLA - Support - North Intermediate - 1/8/24 - 4/11/24
- 4.11. FMLA - Certified - West Elementary - 1/16/24 - 4/15/24
- 4.12. FMLA - Certified - West Elementary - 4/8/24 - 5/24/24
- 4.13. FMLA - Support - East Elementary - 11/27/23 - 1/7/24
- 4.14. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.15. Employment, Resignation, Retirement - Support Personnel - per attached
5. **Finance** - No items this month
6. **Teaching and Learning**

- 6.1. Discussion and possible board action regarding a consultant agreement with Dyslexia Connects LLC for services in the 2023-2024 fiscal year in the amount of \$34,400.00 to be paid from federal funds.

Approval of a consultant agreement with Nacny INK LLC DBA: Dyslexia Connects LLC for services in the 2023-2024 fiscal year in the amount of \$34,400.00 to be paid from federal funds. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin  
Cheatha Absent  
m:

Matt  
Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda  
Stephen Yea  
s:

Yea: 4, Nay: 0, Absent: 1

- 6.2. Discussion and possible board action to approve an MOU with Southern Nazarene University to host a Master of Education Leadership (MAEL) program at Bixby Public Schools.

Approval of an MOU with Southern Nazarene University to host a Master of Education Leadership (MAEL) program at Bixby Public Schools. Passed with a motion by Tristy Fryer and a second by Matt Dotson.

Justin  
Cheatha Absent  
m:

Matt  
Dotson: Yea

Tristy  
Fryer: Yea

Julie  
Prox: Yea

Amand  
a  
Stephen Yea  
s:

Yea: 4, Nay: 0, Absent: 1

## 7. Operations

7.1. Discussion and possible board action regarding a contract with Julie Potter, Sign Language Interpreter for the 2023-2024 fiscal year to be paid from federal funds.

yes Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin  
Cheatha Absent  
m:

Matt  
Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda  
a  
Stephen  
s: Yea

Yea: 4, Nay: 0, Absent: 1

7.2. Discussion and possible board action regarding declaring items as surplus to be disposed of according to Oklahoma statutes.

**8. Human Resources**

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

**9. New Business**

**10. Vote to adjourn**

At 6:48 p.m. approval to adjourn Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda  
Stephens: Yea

Yea: 4, Nay: 0, Absent: 1

---

President

---

Vice President

---

Clerk

---

Member

---

Member

Bixby Board of Education Regular Meeting  
Thursday, December 14, 2023  
Bixby Public Schools Administrative Center  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:00 PM.

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

**1. Call Meeting to Order/Roll Call** - Pledge of Allegiance led by students from Bixby East Elementary School.

## **2. Reports to The Board**

### **2.1. Special Recognition**

#### 2.1.1. Community "S-Partner" Award

- Chick-fil-A Bixby Central
- Leeah Calvert, 918 Designs

#### 2.1.2. Spartan Spirit Award - Erica Brown, Spartans Serving Spartans

#### 2.2. Superintendent's Report - Rob Miller

#### 2.3. Teaching and Learning Report - Sherri McMillan

#### 2.4. Facilities and Operations Report - Gabe Hayes

#### 2.5. Financial Operations Report - Mike Anthony

## **3. Comments from the Public**

3.1. Speakers must identify themselves.

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

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

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

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

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

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

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

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

Approval of General Consent Agenda Items #1-20 as presented. Passed with a motion by Justin Cheatham and a second by Julie Prox.

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

4.1. Minutes of November 9, 2023 Regularly Scheduled Board Meeting

4.2. Minutes of December 8, 2023 at 8:15 a.m. Special Board Meeting

4.3. Minutes of December 8, 2023 at 12:00 p.m. Special Board Meeting

4.4. Activity Fund Summary of Accounts and Transfer Requests

4.5. Encumbrances and Change Orders for FY 2024 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.6. Approval of class size capacity limits as identified in Bixby Public Schools Policy 2108 *Open Transfers*

4.7. Approval of Return to Learn and ESSER-III Plans

4.8. Approval of an agreement with Northeastern State University (NSU) for a speech intern.

4.9. Approval of the BHS ROTC request to participate in a Drill Competition at Alma High School in Alma, Arkansas on December 9, 2023

4.10. Approval of the BHS Baseball Team request to participate in the Five Tool Invitational in Dallas, Texas on February 29 to March 2, 2024

4.11. Medical Leave - Support - District - 11/27/23-12/1/23

4.12. Medical Leave - Support - High School - 1/7/24-2/14/24

4.13. FMLA - Certified - Central Elementary - 12/1/23-2/23/24

4.14. Medical Leave - Support - North Elementary - 11/1/23-1/1/24

4.15. FMLA - Certified - Central Elementary - 1/16/24-2/26/24

4.16. FMLA Extended - Certified - North Elementary - 12/16/23-1/31/24

4.17. Medical Leave - Support - Central Elementary - 12/6/23-2/5/24

4.18. Medical Leave - Support - West Elementary - 11/13/23-11/16/23

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

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

5. **Finance** - no items this month

6. **Teaching and Learning** - no items this month

7. **Operations**

7.1. Discussion and possible board action regarding 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 Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea

Matt Dotson: Yea

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

**8. Human Resources**

8.1. Discussion and possible board action to approve any resignations submitted after the agenda was posted. None

**9. New Business**

**10. Vote to adjourn**

At 6:55 p.m. approval of adjourning Passed with a motion by Julie Prox and a second by Amanda Stephens.

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

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**2023-2024  
CERTIFIED PERSONNEL  
EMPLOYMENT**

**TEMPORARY CONTRACT**

Amy Hall	Title I Tutor	District	10/30/2023
Donna Emberton	Title I Tutor	District	10/30/2023
Tom Powers	Title I Tutor	District	10/30/2023
Bridget Cook	Title I Tutor	District	10/30/2023
Kasey Cadion	Title I Tutor	District	10/30/2023
Sarah Nelson	Title I Tutor	District	11/01/2023

**VOLUNTEER COACHING**

**ADJUNCT COACHING**

**EMPLOYMENT 2023-2024**

Victoria Meadows	Teacher	West Intermediate	11/29/2023
------------------	---------	-------------------	------------

**RESIGNATION AGREEMENTS**

Katherine Robinson	Teacher	West Intermediate	12/20/2023
Denise Tomlinson	Teacher	9th Grade Center	12/20/2023
Tosha Newsom	Teacher	West Elementary	12/20/2023

**2023-2024  
SUPPORT PERSONNEL  
EMPLOYMENT**

**VOLUNTEER COACHING**

**TEMPORARY CONTRACT**

Candice Miller	RSA Tutor	District	11/13/2023
----------------	-----------	----------	------------

**ADJUNCT EMPLOYMENT**

Travis Adams	JV Red Head Baseball	High School	11/09/2023
Eaf Redden	JV Red Asst Baseball	High School	11/09/2023
Trevor Leu	Asst Varsity Baseball	High School	08/17/2023

**EMPLOYMENT 2023-2024**

Gabrielle Bernardi	Paraprofessional	West Elementary	11/16/2023
Praveena Chandran	Paraprofessional	Central Intermediate	11/08/2023
Jordan Dondlinger	Secretary	Central Intermediate	11/27/2023
Ekaterina Henderson	Paraprofessional	East Elementary	11/13/2023
Janell Huntsman	Interventionist	West Elementary	12/05/2023
Johnny Jordan	Custodian	Maintenance	11/13/2023
Denise Peckham	Bus Driver	Transportation	11/13/2023
Autumn Rose	Paraprofessional	West Elementary	11/28/2023
Kathryn Sherman	Paraprofessional	Central Elementary	12/04/2023

**RESIGNATION AGREEMENTS**

Ashley Adams	Child Nutrition Asst	Child Nutrition	11/30/2023
Acacia Ford	Child Nutrition Asst	Child Nutrition	12/04/2023
Jerry Philpott	Bus Driver	Transportation	12/21/2023

**REASSIGNMENTS**

**TERMINATIONS**

Bixby Board of Education Special Meeting  
Friday, December 8, 2023  
Administrative Building  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 8:15 AM.

Justin Cheatham: Absent  
Matt Dotson: Absent  
Tristy Fryer: Present  
Julie Prox: Present  
Amanda Stephens: Present  
Present: 3, Absent: 2.

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given the Board of Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Friday, December 8, 2023, at 8:15 a.m. beginning at Bixby North Intermediate School, 6941 East 121st St S, Bixby, OK 74011 and concluding at Bixby Home of the Spartans, 301 S. Riverview Dr, Bixby, OK.

2. Call meeting to Order/Roll Call.

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

1. Bixby North Intermediate School, 6941 East 121st St S, Bixby (tentative 8:15 - 8:45 a.m.)
2. Bixby East Elementary School, 11901 East 131st St S, Broken Arrow (tentative 9:00 - 9:30 a.m.)
3. Bixby West Intermediate School, 14901 S Harvard Ave, Bixby (tentative 9:45-10:30 a.m.)
4. Bixby High School - Academic Building construction site, 601 S Riverview Dr, Bixby (tentative 10:45 - 11:15)
5. Bixby Home of the Spartans (HOTS) (tentative 11:20 - 11:30)

4. Vote to Adjourn

At 11:48 a.m. motion to adjourn Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Absent  
Matt Dotson: Absent

Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 3, Nay: 0, Absent: 2

---

President

---

Vice President

---

Clerk

---

Member

Bixby Board of Education Special Meeting  
Friday, December 8, 2023  
Administrative Building  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 12:00 PM.

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

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given the Board of Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Friday, December 8, at 12:00 p.m. at the BPS Home of the Spartans (HOTS) Athletic Building, 301 S. Riverview Dr., Bixby, OK.

2. Call meeting to Order/Roll Call

3. Board to consider and take possible action, in the absence of the President and/or Clerk, to appoint an acting President and/or acting Clerk for the School District to execute any and all documents pertaining to the calling of a special election to authorize general obligation bonds.

Item not needed, both President and Clerk were present.

4. Board to consider and take action on separate resolutions authorizing the calling and holding of a special election to be held in this School District to authorize the issuance of general obligation bonds.

Approval of Proposition #1 for \$11,500,000 and Proposition #2 for \$500,000 as presented.  
Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea  
Matt Dotson: Absent  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

5. Vote to Adjourn

At 12:26 p.m. approval to adjourn. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea  
Matt Dotson: Absent  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Member

**BIXBY SCHOOL DISTRICT**  
**Lynda Crouch Contract 2023-2024**

This contract is made by and between Independent School District No. 4 of Tulsa County, Oklahoma, Bixby (School District) and **Lynda Crouch** (Classroom Consultation for CVI Students)

**RECITALS:**

- A. School District desires to employ **Lynda Crouch** to provide Consultation Services in School District's schools for the current fiscal year only, in the position of Consultation Services.
- B. **Lynda Crouch (Classroom Consultation for CVI Students)** desires to accept employment by School District as a Physical Therapist under the terms of this contract.
- C. **Lynda Crouch (Classroom Consultation for CVI Students)** is subject to passing a criminal record background search and drug test and that the results of such tests must be in compliance with District policy on employee employment for any and all employment positions within the School District.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the School District and Lynda Crouch (Classroom Consultation for CVI Students) agree as follows:

- 1. **Employment of Lynda Crouch (Classroom Consultation for CVI Students).** School District employs **Lynda Crouch (Classroom Consultation for CVI Students)** to perform Consultation Services in School District's school system.
- 2. **Duties.** **Lynda Crouch (Classroom Consultation for CVI Students)** agrees that they are familiar with the duties they are to assume as a Physical Therapist in School District's school system and agrees to perform those duties as assigned from time to time to **Lynda Crouch (Classroom Consultation for CVI Students)**.
- 3. **Compensation.** For all Consultation Services performed under this contract, the salary for the term of this contract December 1, 2023 to May 23, 2023 is \$65 per consultation. Compensation will be paid monthly upon submission of an invoice signed by Special Education Director. Invoices must be submitted to the Special Education Director by the 3<sup>rd</sup> day of the month.
- 4. **Term.** If not terminated earlier, the term of this contract will automatically expire at the end of School District's fiscal year (July 1/June 30) in which this contract is made. The parties specifically agree that this contract is NOT subject to the Oklahoma Continuing Contract Law and that no action needs to be taken by the board of education of the School District to non-renew **Lynda Crouch (Classroom Consultation for CVI Students)** or terminate this contract. **Lynda Crouch (Classroom Consultation for CVI Students)** acknowledges and understands that he/she would not have been hired by the School District without **Lynda Crouch (Classroom Consultation for CVI Students)**'s agreement as to automatic expiration of this contract. **Lynda Crouch (Classroom Consultation for CVI Students)** further acknowledges that the limitation on the term of this contract to this fiscal year was a material inducement to the School District's entering into this agreement. **BY SIGNING THIS READING SUFFICIENCY ACT CONSULTATION SERVICES CONTRACT, THE PARTIES ACKNOWLEDGE AND AGREE TO THE FOLLOWING: A) THIS CONTRACT DOES NOT CREATE ANY PROPERTY INTEREST OF ANY KIND OR AT ANYTIME; B) THIS CONTRACT DOES NOT CREATE ANY RIGHT TO A DUE PROCESS HEARING OF ANY KIND OR AT ANYTIME; C) THIS CONTRACT AND THE CORRESPONDING COMPENSATION UNDER THIS CONTRACT MAY BE TERMINATED BY THE SCHOOL DISTRICT AT ANY TIME WITH OR WITHOUT CAUSE, IT BEING SPECIFICALLY AGREED AND UNDERSTOOD THAT THIS CONTRACT IS A CONTRACT AT WILL; AND D) IN THE EVENT THIS CONTRACT IS TERMINATED, READING SUFFICIENCY ACT CONSULTATION SERVICES'S COMPENSATION FOR THE CONTRACT SHALL ALSO IMMEDIATELY TERMINATE.**
- 5. **Rules and Regulations.** All rules and regulations of School District pertaining to its Consultation Services are incorporated herein by reference, except that if the provisions of this contract are contrary to any of the rules and regulations, the provisions of this contract shall control and be prevailing.
- 6. **Miscellaneous.** This contract represents the entire understanding between the parties concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This being a contract for personal services, **Lynda Crouch (Classroom Consultation for CVI Students)** may not assign this contract or the compensation to be received by **Lynda Crouch (Classroom Consultation for CVI Students)** under this contract. School District has not made any promises or representations to **Lynda Crouch (Classroom Consultation for CVI Students)** beyond the items specifically stated in this contract. Without limiting the foregoing School District has not made any promise or commitment to **Lynda Crouch (Classroom Consultation for CVI Students)** for a permanent Consultation Services position or any preferred status for a permanent Consultation Services position.

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and of the State of Oklahoma."

*Lynda Crouch*

Independent School District No. 4 of Tulsa County, Oklahoma

D1FCC379ECC01F7883AD18C85260EDAAs redy sign  
Lynda Crouch (Consultation Services)

\_\_\_\_\_  
Superintendent or Designee

*Kim Schein*

F7FC8581E3BC5CF28BF4CFE3274441C9 redy sign  
Director of Special Education

Budget 198

Memorandum of Understanding  
Between  
OKLAHOMA STATE UNIVERSITY  
SCHOOL PSYCHOLOGY PROGRAM  
And  
BIXBY PUBLIC SCHOOLS  
For  
DISSERTATION INTERVENTION AND DATA COLLECTION

This UNDERSTANDING made and entered into this day of \_\_\_\_\_, 2023, by and between Oklahoma State University, on behalf of its School Psychology Program, party of the first part, hereinafter referred to as "OSU SPSY," and Bixby Public Schools, part of the second part, hereinafter referred to as "BIXBY PUBLIC SCHOOLS." Oklahoma State University students participating in an OSU SPSY and Oklahoma State Institutional Review Board dissertation intervention and data collection will be referred to as OSU SPSY researchers.

SECTION 1. BIXBY PUBLIC SCHOOLS agrees to provide the authorization, access, collaboration, and pre-approved data to OSU SPSY researchers completing the doctoral dissertation of Kylie Leeper, MS, NCC, and under university supervision of Kacey Gilbert, PhD, NCSP. This would include activities such as a) provide specified teacher names and contact information, b) provide specified directory information of students, c) direct classroom observations d) intervention as outlined in IRB-23-414, e) data as outlined in IRB-23-414, and f) other activities as approved by both the OSU SPSY and BIXBY PUBLIC SCHOOLS. OSU SPSY requires all graduate research assistants to have cleared Oklahoma State Bureau of Investigation (OSBI) name check prior to being placed in any field experience, clinical practice, or on-site data collection. OSU SPSY will not place a graduate research assistant without a clear OSBI check, but the completion of a cleared OSBI name check will not necessarily require BIXBY PUBLIC SCHOOLS to accept that OSU SPSY graduate research assistant in a field or clinical experience. All placements should be mutually acceptable to both parties and either party may withdraw a graduate research assistant from the placement if they believe it is not in the best interest of the graduate research assistant, faculty member, or the program to continue.

SECTION 2. BIXBY PUBLIC SCHOOLS agrees to accept OSU SPSY researchers for activities in the public schools with cooperating teachers, administrators, and other related personnel.

SECTION 3. UNDERSTANDING begins \_\_\_\_\_, 2023, and ends \_\_\_\_\_, 2024

By: Jeanette Mendez  
Jeanette Mendez  
Senior Vice President of Academic Affairs  
Oklahoma State University  
Date: 12/5/2023

By: \_\_\_\_\_  
Name  
Position/Title  
Bixby Public Schools  
Date: \_\_\_\_\_

**2023-2024  
CERTIFIED PERSONNEL  
EMPLOYMENT**

**TEMPORARY CONTRACT**

**VOLUNTEER COACHING**

**ADJUNCT COACHING**

**EMPLOYMENT 2023-2024**

Jade Bass	Teacher	West Elementary	01/08/2024
Cameron Palmer	Teacher	9th Grade Center	01/08/2024

**RESIGNATION AGREEMENTS**

Christina Bates	Teacher	Middle School	01/19/2024
-----------------	---------	---------------	------------

**2023-2024  
SUPPORT PERSONNEL  
EMPLOYMENT**

**VOLUNTEER COACHING**

**TEMPORARY CONTRACT**

**ADJUNCT EMPLOYMENT**

**EMPLOYMENT 2023-2024**

Shonsheena Beams	Paraprofessional	High School	01/11/2024
Stephanie Deon	Bus Driver	Transportation	01/05/2024
Kimberli Lopez	Paraprofessional	West Intermediate	01/08/2024
Louis Mallia	Bus Driver	Transportation	12/18/2023
Amanda Massey	Transportation Aide	Transportation	01/10/2024
Benny Neilsen	Bus Driver	Transportation	01/08/2024
Garry Shown	Bus Driver	Transportation	12/18/2023

**RESIGNATION AGREEMENTS**

Rebecca Mott	Bus Driver	Transportation	12/20/2023
Bobbie Pacula	Asst Manager	Child Nutrition	12/20/2023
Myette Wells	Paraprofessional	North Elem.	01/05/2024
Annia Houskeeper	Paraprofessional	West Elementary	01/12/2024
Chasity Washburn	Paraprofessional	High School	12/20/2023
Yuka Hensley	Child Nutrition Asst.	Child Nutrition	01/09/2024
Brandi Reed	Child Nutrition Asst.	Child Nutrition	01/08/2024
Kimberly Easter	Playground Aide	West Elementary	01/10/2024

**REASSIGNMENTS**

**TERMINATIONS**

Holly Hayes	Child Nutrition Manager	Child Nutrition	12/20/2023
-------------	-------------------------	-----------------	------------

**Nacny INK LLC**  
**DBA: Dyslexia Connects**  
**CONSULTANT AGREEMENT**

**I. The Parties.** This Consultant Agreement ("Agreement") is made effective upon execution of Agreement, by and between:

**Consultant:** Nacny INK LLC DBA: Dyslexia Connects, with an address of P.O. Box 470105, City of Tulsa, State of Oklahoma 74147-0105, ("Consultant")

AND

**Client:** Bixby Public Schools with a street address of 109 North Armstrong, City of Bixby, State of Oklahoma. ("Client").

**II. Term.** The Services shall be provided by the end of the spring semester of the 2023-2024 academic school year.

**III. Block of Hours.** The Client is required to prepay \$2,000 a block of 20 hours at \$100 an hour for project deliverable support. These fees are due up front on execution of the agreement.

**IV. Services.** Consultant agrees to provide the following services:

Dyslexia Professional Development Sessions for administration, general classroom teachers, support staff and parents, to develop research-based strategies, process and procedures that support the identification, intervention, and accommodations for students that may have characteristics or identification of dyslexia. ("Services").

Sessions

Service	Rate	Number of Events	Total Amount
Consultant	\$2,000	1	\$2,000
Coaching Day	\$1,600	3	\$4,800
Parents Night	\$1,800	2	\$3,600
Training Day	\$3,000	8	\$24,000
Total Amount			\$34,400

**V. Payment.** Agreement total fee is \$34,400 it will be incrementally invoiced upon each milestone completion. Payment is expected within 14 days of receipt.

**VI. Expenses.** The Consultant is not responsible for any expenses. This includes, but is not limited to, supplies, equipment, operating costs, business costs.

**VII. Disputes.** If any dispute arises under this agreement, the Consultant, and the Client shall negotiate in good faith to settle such dispute. If the parties cannot resolve such disputes themselves, either party may submit the dispute to mediation by a mediator approved by both parties.

**VIII. Independent Contractor Status.** The Consultant, under the code of the Internal Revenue Service (IRS) is an independent contractor. In its capacity as an independent contractor, the Consultant agrees and represents:

a.) Consultant has the right to perform services for others during the term of this agreement;

b.) Consultant has the sole right to control and direct the means, manner, and method by which the services required under this agreement will be performed, Consultant shall select the routes taken, starting, and ending times, days of work, and order of work performed;

c.) Consultant has the right to hire assistant(s) as subcontractors or to use employees to provide the services under this agreement.

**IX. State and Federal Licenses.** The Consultant shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the services under this agreement.

**X. Payment of Taxes.** Under this agreement, the Client shall not be responsible for:

a.) Withholding FICA, Medicare, Social Security, or any other Federal or State withholding taxes from the Consultant's payments to employees or personnel or make payments on behalf of the Consultant;

b.) Making Federal and/or State unemployment compensation contributions on the Consultant's behalf.

**XI. Confidentiality & Proprietary Information.** The Consultant acknowledges that it will be necessary for the Client to disclose certain confidential and proprietary information to the Consultant for the Consultant to perform their duties under this agreement. The Consultant acknowledges that disclosure to a third (3rd) party or misuse of this proprietary or confidential information could irreparably harm the Client. Accordingly, the Consultant will not disclose or use, either during or after the term of this agreement, any proprietary or confidential information of the Client without the Client's prior written permission except to the extent necessary to perform the services on the Client's behalf.

**XII. Ownership of Intellectual Property:** The Client acknowledges that all intellectual property created or developed during the course of the project belongs to the Consultant.

a.) All materials with a copyright Dyslexia Connects LLC may only be reproduced with written consent of Consultant.

b.) All trainings are copyright of Dyslexia Connects LLC and may only be reproduced with written consent of Consultant.

**Recording of any service or session is not permitted without prior written consent of Consultant.**

**XIII. Assignment and Delegation.** The Consultant may assign rights and may delegate duties under this agreement to other individuals or entities acting as a subcontractor. The Consultant recognizes that they shall be liable for all work performed by the subcontractor and shall hold the Client harmless of any liability in connection with their performed work.

**XIV. Governing Law.** This agreement shall be governed under the laws in the State of Oklahoma.

**XV. Additional Terms and Conditions.**

---

---

---

---

**XVI. Entire Agreement.** This agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this agreement supersedes any prior agreements, promises, conditions, or understandings between the Client and Consultant. This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the dates written hereunder.

Client's Signature: \_\_\_\_\_

\_\_\_\_\_  
(Client's title)

\_\_\_\_\_  
(Print Name)

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

Bixby Public Schools  
109 North Armstrong  
Bixby, Oklahoma 74008

Consultant's Signature:  
Owner \_\_\_\_\_  
Nancy Hannagan

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

Dyslexia Connects, LLC  
Nancy Hannagan  
P.O. Box 470105  
Tulsa, Oklahoma 74147-0105

**BIXBY SCHOOL DISTRICT**  
**Julie Potter (Sign Language Interpreter) Contract 2023-2024**

This contract is made by and between Independent School District No. 4 of Tulsa County, Oklahoma, Bixby (School District) and **Julie Potter** (Sign Language Interpreter)

**RECITALS:**

- A. School District desires to employ **Julie Potter** to provide Interpreting Services in School District's schools for the current fiscal year only, in the position of Interpreting Services.
- B. **Julie Potter (Sign Language Interpreter)** desires to accept employment by School District as an Interpreter under the terms of this contract.
- C. **Julie Potter (Sign Language Interpreter)** is subject to passing a criminal record background search and drug test and that the results of such tests must be in compliance with District policy on employee employment for any and all employment positions within the School District.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the School District and Julie Potter (Sign Language Interpreter) agree as follows:

- 1. **Employment of Julie Potter (Sign Language Interpreter).** School District employs **Julie Potter (Sign Language Interpreter)** to perform Interpreting Services in School District's school system.
- 2. **Duties. Julie Potter (Sign Language Interpreter)** agrees that they are familiar with the duties they are to assume as an Interpreter in School District's school system and agrees to perform those duties as assigned from time to time to **Julie Potter (Sign Language Interpreter)**.
- 3. **Compensation.** For all Interpreting Services performed under this contract, the salary for the term of this contract December 4, 2023 to May 23, 2024 is \$35 per hour with a maximum of 4.5 hours per day and only when school is in session. Compensation will be paid monthly upon submission of an invoice signed by Special Education Director. Invoices must be submitted to the Special Education Director by the 3<sup>rd</sup> day of the month.
- 4. **Term.** If not terminated earlier, the term of this contract will automatically expire at the end of School District's fiscal year (July 1/June 30) in which this contract is made. The parties specifically agree that this contract is **NOT** subject to the Oklahoma Continuing Contract Law and that no action needs to be taken by the board of education of the School District to non-renew Julie Potter (Sign Language Interpreter) or terminate this contract. Julie Potter (Sign Language Interpreter) acknowledges and understands that he/she would not have been hired by the School District without Julie Potter (Sign Language Interpreter)'s agreement as to automatic expiration of this contract. Julie Potter (Sign Language Interpreter) further acknowledges that the limitation on the term of this contract to this fiscal year was a material inducement to the School District's entering into this agreement. **BY SIGNING THIS READING SUFFICIENCY ACT INTERPRETING SERVICES CONTRACT, THE PARTIES ACKNOWLEDGE AND AGREE TO THE FOLLOWING: A) THIS CONTRACT DOES NOT CREATE ANY PROPERTY INTEREST OF ANY KIND OR AT ANYTIME; B) THIS CONTRACT DOES NOT CREATE ANY RIGHT TO A DUE PROCESS HEARING OF ANY KIND OR AT ANYTIME; C) THIS CONTRACT AND THE CORRESPONDING COMPENSATION UNDER THIS CONTRACT MAY BE TERMINATED BY THE SCHOOL DISTRICT AT ANY TIME WITH OR WITHOUT CAUSE, IT BEING SPECIFICALLY AGREED AND UNDERSTOOD THAT THIS CONTRACT IS A CONTRACT AT WILL; AND D) IN THE EVENT THIS CONTRACT IS TERMINATED, READING SUFFICIENCY ACT INTERPRETING SERVICES'S COMPENSATION FOR THE CONTRACT SHALL ALSO IMMEDIATELY TERMINATE.**
- 5. **Rules and Regulations.** All rules and regulations of School District pertaining to its Interpreting Services are incorporated herein by reference, except that if the provisions of this contract are contrary to any of the rules and regulations, the provisions of this contract shall control and be prevailing.
- 6. **Miscellaneous.** This contract represents the entire understanding between the parties concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This being a contract for personal services, Julie Potter (Sign Language Interpreter) may not assign this contract or the compensation to be received by Julie Potter (Sign Language Interpreter) under this contract. School District has not made any promises or representations to Julie Potter (Sign Language Interpreter) beyond the items specifically stated in this contract. Without limiting the foregoing School District has not made any promise or commitment to Julie Potter (Sign Language Interpreter) for a permanent Interpreting Services position or any preferred status for a permanent Interpreting Services position.

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and of the State of Oklahoma."

Independent School District No. 4 of Tulsa County, Oklahoma

*Julie Potter*

EB3C87BE965801FC682C0887FF1418C recdysign  
Julie Potter (Interpreting Services)

*Kim Schein*

F7FC681E3B5CF28BF4E0F327441C9 recdysign  
Director of Special Education

\_\_\_\_\_  
Superintendent or Designee

Budget 198

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <span style="font-size: large; font-family: cursive;">Julie L. Potter</span></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <span style="font-size: large; font-family: cursive;">5649 S. 84th East Ave.</span></p> <p><b>6</b> City, state, and ZIP code <span style="font-size: large; font-family: cursive;">Tulsa, OK 74145</span></p>	<p><b>7</b> List account number(s) here (optional)</p>
	<p>Requester's name and address (optional)</p>	

<b>Part I</b>	<b>Taxpayer Identification Number (TIN)</b>																																										
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p><b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																											
<table border="1" style="border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; font-size: small;">Social security number</td> </tr> <tr> <td style="width: 25px; text-align: center;">4</td> <td style="width: 25px; text-align: center;">4</td> <td style="width: 25px; text-align: center;">4</td> <td style="width: 25px; text-align: center;">-</td> <td style="width: 25px; text-align: center;">6</td> <td style="width: 25px; text-align: center;">4</td> <td style="width: 25px; text-align: center;">-</td> <td style="width: 25px; text-align: center;">1</td> <td style="width: 25px; text-align: center;">5</td> <td style="width: 25px; text-align: center;">0</td> <td style="width: 25px; text-align: center;">1</td> </tr> </table> <p style="text-align: center; font-size: x-small;">or</p> <table border="1" style="border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; font-size: small;">Employer identification number</td> </tr> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table>		Social security number										4	4	4	-	6	4	-	1	5	0	1	Employer identification number																				
Social security number																																											
4	4	4	-	6	4	-	1	5	0	1																																	
Employer identification number																																											

<b>Part II</b>	<b>Certification</b>
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</li> <li>I am a U.S. citizen or other U.S. person (defined below); and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>	

<b>Sign Here</b>	<p>Signature of U.S. person ▶ <span style="font-size: large; font-family: cursive;">Julie L. Potter</span></p>	<p>Date ▶ <span style="font-size: large; font-family: cursive;">12-1-2023</span></p>
------------------	--	--

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*