



**Lawton Public Schools Board of Education  
Regular Meeting  
September 19, 2019 5:00 PM  
Shoemaker Center Auditorium  
753 NW Fort Sill Blvd**

**Lawton, Oklahoma 73507**

## **AGENDA**

The Board reserves the right to consider, take up and take action on any agenda item in any order, except as to items 1-3. The Board may discuss, make motions, and vote on all matters appearing on the agenda. Such vote may be to adopt, reject, table, reaffirm, rescind, or to take no action on any item. Any person with a disability who needs special accommodations to attend the Board of Education meeting should notify the Clerk of the Board at least 24 hours, to the extent possible, prior to the scheduled time of the Board meeting. The telephone number is 580-357-6900. At the time and place designated, the Board will consider and act upon the matters set out on the Agenda for this meeting as follows:

1. Call to Order
2. Pledge of Allegiance - Dr. Tom Thomas
3. Roll Call to Establish Quorum
4. Public Hearing on Finances of the District - Receiving comments from residents on financial matters, including past and present expenditures of the district. This is not a question and answer session but to receive comments only. (Maximum 30 minutes allotted)
5. Special Guests/Special Recognition - Dr. Tom Thomas and Carla Clodfelter
6. Architect and Construction Manager at Risk Update
7. Departmental Reports
  - a. Action Item: Proposed revisions to Policy BFAC - Support Personnel Policy Development Agreement - Jean Hastings
  - b. Action Item: Gifted Education Plan for 2019-2020 - Brenda Hatch
  - c. Information Item: Assessment Letter to Stakeholders - Joan Gabelmann  
(LPS has opted to administer the online ACT (not the SAT) for Grade 11 students in order to comply with part 1 of the OSTP College and Career Ready Assessment measure, which pertains to English and math. Part 2 of the College and Career Ready Assessment measure is Science and US History, which is aligned to the Oklahoma Academic Standards. These assessments are given in the OSTP assessment window that opens for secondary students April 1, 2020 and closes April 24, 2020.)
8. Report of the Superintendent
  - a. Consideration and action regarding a Resolution in recognition of Indigenous People's Day, the second Monday of October annually - Dr. Tom Thomas
  - b. Superintendent's Announcement(s)

## 9. Consent Agenda

(The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request of any Board member, any one or more matters will be removed from the consent agenda and acted upon separately. Contracts are approved subject to review by the District's legal counsel. Any or all of the public record items included within the consent agenda, i.e. minutes to be submitted for approval; purchase orders to be submitted for acceptance; financial report; proposed transfer of funds between activity accounts; and fund-raising event listings, may be examined at the Office of the Clerk of the Board of Education at the Shoemaker Center, 753 Fort Sill Blvd., Lawton, OK. An appointment to review records is requested.)

- a. Item(s) Removed from the Consent Agenda for Separate Action
  - b. Approval of the Balance of the Consent Agenda
  - c. Approval of the Minutes of the September 3, 2019 Regular Board Meeting
  - d. Report of the Interim Comptroller - Lance Gibbs
  - e. Report of the Purchasing Manager/Encumbrance Clerk - Sheila Relf
    1. Increase, Decrease and Issue Purchase Orders
    2. Gasoline Tabulation
    3. Encumbrances/Partial Payments
  - f. Report of the Activity Fund Custodian - Nancy McQuaide
    1. Activity Fund Transfers
    2. Out of State Travel
      - A. MHS Vocal Music to New York City, March 21-25, 2020
    3. Approval of Accounts for the Administrative Procedures for School Activity Funds Manual
  - g. Report of the Clerk - Kathy Bentley
    1. Construction Related Contracts/Agreements
      - A. Crossland Construction Co., Inc., EMS Construction, Change Order #6
      - B. Crossland Construction Co., Inc, Whittier Saferoom, Change Order #2
    2. Contracts / Agreements
      - A. Jonathan Auxier, Author and Book Signing, Edison Elementary (or others that wish to participate), October 1, 2019
      - B. Oklahoma State Department of Education, Positive Behavioral Interventions and Supports (PBIS) model, Learning Tree Academy
      - C. TESOL Trainers, Inc, Professional Development, SIOP (Sheltered Instruction Observation Protocol) Training, March 13, 2020,
10. Proposed Executive Session to Discuss [Authorized by 25 OKLA.STAT. Section 307 (B)(1) of the Oklahoma Open Meeting Act]:
- a. The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Certified and Support Personnel Reports posted with the Agenda.
  - b. Grant Director
  - c. Proposed Change in Contract and Job Title for Sheila Relf, Purchasing Manager
11. Vote to Convene in Executive Session
12. Vote to Acknowledge Return to Open Session

13. Statement of Executive Session Minutes
14. Superintendent's Personnel Report / Items Discussed in Executive Session
  - a. Approval of Certified and Support Personnel Reports
  - b. Approval of employment of Grant Director
  - c. Consideration and action, if any, regarding the proposed change in contract and job title for Sheila Relf, Purchasing Manager
15. New Business - This refers to any matter not known about or which could not have been reasonably foreseen prior to the time of posting of the agenda. Okla. Stat. tit. 25 Sec. 311(A)(9)
16. The next regular board meeting date is October 14, 2019, at 5:00 p.m., in the Shoemaker Center Auditorium.
17. Setting New Board Meeting Dates
18. Board Announcements
19. Adjournment

Date of Posting: September 15, 2020

Place of Posting: Foyer of Shoemaker Center, 753 NW Fort Sill Blvd.

Posted by: \_\_\_\_\_  
Kevin Hime, Superintendent



- PROFESSIONAL POLICY DEVELOPMENT COUNCIL
- SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL
- SUPERINTENDENT

**STANDARD FORM FOR PRESENTATION OF PROPOSAL**

**Title of Proposal:**

Revision of BFAC – Support Personnel Policy Development Council

**Reason for Proposal:**

Update 20-year-old policy to confirm to the current organization of LPS, and needs of the Support Professional Policy Development Council.

These revisions offer more representation for each support staff member, improve SPPDC’s ability to operate efficiently, and improves adaptability for any future changes to how LPS is organized.

A narrative summary of changes has also been provided/attached.

**Identify Proposal as it Relates to Elementary and/or Secondary Educational Concerns:**

None

**Estimated Cost Factor to the School District:**

None

**Action Desired:**

Motion and vote for approval to send to the Superintendent/BOE.

**Submitted by:** David Erwin  
**Contact email:** derwin@lawtonps.org

**Date:** 5/7/2019  
**Phone:** \_\_\_\_\_

**Name of Organization/Group/Superintendent/Individual:** SPPDC Vice-chairperson & Research committee chair

## SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT

The education, safety, and welfare of the students of the Lawton Public Schools are the primary concerns of the Board of Education and its employees. These interests are best served through the participation of appropriate employees in decisions affecting the operation of the school district. Such consultation among employees, administration, and Board of Education in the review and development of board policies and administrative procedures is intended to be advisory and cooperative in nature. Therefore, in order to recognize the role of support personnel in the development of such policies and procedures, the Board of Education, the Superintendent, and the Support Personnel jointly establish this Agreement.

### 1. DEFINITION OF TERMS

- A. Support Personnel: All classified employees of the Lawton Public Schools who are eligible for regular district benefits with the exception of student employees and substitute employees.
- B. Superintendent: A member of the professional staff serving as executive officer of the Board of Education and administrative head of the school system.
- C. Board Of Education: Elected governing and policy-making body of the school district.
- D. Policy Development: A process, which involves the sharing of viewpoints and research, accomplished through discussion and cooperation among the Board of Education, the Superintendent, and Support Personnel for the purpose of developing meaningful district policy and administrative procedures.
- E. Support Personnel Policy Development Council (hereinafter called the Council): Duly elected or appointed representatives whose function is to receive, study, and make recommendations on proposals concerning conditions of employment, welfare, and morale of Support Personnel.
- F. Support Personnel Classification: For the purposes of administering this ~~Agreement~~ agreement, procedures, and determining the representation, the following employment classifications will be used. Questions or disputes concerning placement in a category classification shall be resolved by the ~~Assistant Superintendent of Human Resources~~ Superintendent or designee.
1. ~~Elementary School Staff: Support Personnel assigned to a building designated for elementary instruction. These employees shall be divided into the following categories: Support Staff positions within the schools are classified as follow:~~
    - a. ~~Elementary s~~ Secretaries, to include clerks and administrative assistants
    - b. ~~Elementary e~~ Custodians
    - c. Child Nutrition staff, to include cooks, cashiers and all other kitchen staff
    - d. ~~Elementary teacher assistants, library assistants, computer lab assistants and itinerant assistants who work more than half of their assigned time in an elementary building.~~ Special Services support staff, to include Personal Care Assistants (PCA), deaf interpreters, and teacher assistants
    - e. ~~Elementary food services personnel~~ Other Non-Special Services support staff, to include teacher assistants, library assistants, and nurses
  2. ~~Secondary School Staff: Support Personnel assigned to a building designated for secondary instruction. These employees shall be divided into the following categories: Position classifications are further separated by employment at:~~
    - a. ~~Secondary secretaries~~ Elementary schools, including pre-kindergarten locations

**SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT (cont'd)**

- b. ~~Secondary custodians Middle schools~~
- c. ~~Secondary teacher assistants, library assistants, computer lab assistants, and itinerant assistants work more than half of their assigned time in a secondary building~~ High schools, including alternative education sites
- d. ~~Secondary food services personnel~~ Administration, including Shoemaker, Media/Technology, Douglass, and Maintenance/Warehouse
- e. Transportation

**2. RECOGNITION**

A. The Support Personnel recognize that:

1. The Superintendent has the responsibility for proposing and presenting district policy to the Board of Education except as provided for in Section 6 of this Agreement. As chief administrative officer, the Superintendent approves and implements administrative procedures for the school district
2. The Board of Education has the legal authority for approving policies for the district.
3. The Superintendent, Certified Staff, and Support Personnel have the joint responsibility for carrying out board policy and administrative procedures of the school district.

B. The Board of Education, the Superintendent, and the Council or their designated representatives agree that they or their designated representatives will meet and work cooperatively on matters concerning the welfare of students and employees of the district.

C. The Board of Education recognizes the Support Personnel Policy Development Council as the designated representative of the following groups:

1. All eligible support personnel of the Lawton Public Schools
2. ~~Lawton Education Support Personnel Association~~
3. ~~Lawton School Food Service Association~~
4. 2. All other support personnel associations

D. The Board of Education and the Support Personnel recognize the Council chairperson as the representative for the Council at meetings of the Board of Education.

**3. MEMBERSHIP AND SELECTION OF THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL AND STAFF**

A. The Council shall consist of the following members:

1. One support person per building
2. ~~One~~ Two elementary support staff from each of the following position groups: secretary, secretaries, custodians, teacher assistant and food service representative for each 30 employees, or the greater fraction (16/30ths) thereof, but not less than two representatives, in such category in the elementary schools; child nutrition staff, Special Services support staff, and other non-Special Services support staff.
3. ~~One~~ Two secondary middle school support staff from each of the following position groups: secretary secretaries, custodians, teacher assistant and food service representative for each 30 employees, or the greater fraction (16/30ths) thereof, but not less than two representatives, in such

### SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT (cont'd)

- category in the secondary schools. The current president or the
- ~~3. Representative designated by the current president of the Lawton Education Support Personnel Association. Child nutrition staff, Special Services support staff, and other non-Special Services support staff~~
  - ~~4. The current president or the representative designated by the current president of the Lawton School Food Service Association. Two high school support staff from each of the following position groups: secretaries, custodians, child nutrition staff, Special Services support staff, and other non-Special Services support staff.~~
  - ~~5. One administration building support staff from each of the following position groups: secretaries, custodians, child nutrition staff, Special Services support staff, and other non-Special Services support staff.~~
  - ~~6. One bus monitor representative~~
  - ~~7. One bus driver representative~~
  - ~~8. A support representative from the Professional Educators' Association of Lawton (PEAL)~~
  - ~~4. The current president of the representative designated by the current president of the Lawton School Food Service Association~~
  - ~~59. The Superintendent of schools or the Superintendent's designee.~~
  - ~~6-10. Chairman of the Council One representative for each 30 employees, or the greater fraction (16/30ths) thereof, but not less than two representatives, for the Shoemaker Center Complex, which includes Special Services Center, the Taft Learning Center, CACE, and any other district wide program not included elsewhere.~~
  - ~~7. One representative for each 30 employees, or the greater fraction (16/30ths) thereof, but not less than two representatives, for the Warehouse Maintenance Center.~~
  - ~~8. One representative for each 30 employees, or the greater fraction (16/30ths) thereof, but not less than two representatives, for the Transportation Center~~
  - ~~9. Chairman of the Council~~
  - ~~10. For the purpose of determining representation, the number of employees in each area shall be determined immediately prior to the election of new representative in September, and again at the beginning of the second semester.~~
- B. Any representative changing employment classification as defined in Section 1, F shall ~~immediately~~ forfeit ~~his~~ the held position on the Council at the end of the current school year.
- C. ~~Elections for vacant council positions shall be conducted by the Election Committee provided for in this Agreement at the beginning of each new school year and when other vacancies occur.~~
- ~~1. Representatives shall be elected by members of their respective categories.~~
  - ~~2. Any candidate filing for election must have been employed by the Lawton Public Schools for a minimum of twelve (12) months prior to the date of the election.~~
- ~~D.C.~~ Eligibility Criteria for Election to a Position on the Council.
1. Any candidate filing for election must have been employed by the Lawton Public Schools for a minimum of twelve (12) months prior to the date of the election;
  2. Candidate must be employed in the proper category of the vacant position for which they are applying.
- ~~E.D.~~ Procedure for Election to a Council Position.

**SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT (cont'd)**

1. Election for vacant council positions shall be conducted by the Election Committee provided for in this Agreement at the beginning of each new school year ~~and when other vacancies occur.~~
2. Representatives shall be elected by members of their respective categories.
3. All elections must be by secret ballot. Proxy voting is not permitted. All electors must ~~sign~~ be verified by an official election roster provided by the Election Committee.
4. Persons desiring a position on the Council must file an official nomination form with the Council chairperson within the time limits specified by the Election Committee or provided for by Standing Rules of the Council.
5. The candidate(s) receiving the largest number of votes shall be declared elected. In case of a tie, the winning candidate shall be determined by the toss of a coin as suggested by "Robert's Rules of Order, Revised".
6. Vacancies occurring after election shall be filled first by next highest voted from original ballot.
- ~~57.~~ When a representative has been absent three out of five consecutive meetings, the chair, with approval of the Council, may declare the position vacant.
- ~~68.~~ In the event of questions concerning elections, the Election Committee shall make any necessary interpretations of policy or shall make rulings on matters not specifically provided for in this Agreement. The decisions of the election committee shall be final.

~~F-E.~~ Terms of office shall begin upon certification of the election results by the Election Committee, but not later than the last day of September of each school year. Each elected building-based representative shall serve a one-year term. Each elected position-based representative shall serve a two-year term with one-half of the representatives elected each year. Representatives may be reelected. ~~If more than one representative is elected, one half of the representatives shall be elected to one year terms as determined by the Election Committee.~~

~~G-F.~~ Staff assistance for the Policy Development Council shall consist of one recording secretary, not a member of the Council, to be provided for by the ~~Assistant Superintendent of Human Resources~~ Superintendent or designee. Overtime salary, when approved, shall be paid by the Lawton Board of Education.

- ~~1.~~ Take minutes at regular and called meetings of the Council ~~and to distribute such minutes to the support staff as soon as possible.~~
2. Prepare all written materials necessary for Council meetings.
- ~~3.~~ Notify members of Council meetings and committee meetings.
- ~~4.~~ 3. Conduct the election of the chairperson of the Council.
- ~~5.~~ 4. Prepare, under the direction of the Council chairperson, an Annual Report of Council action. This report shall include attendance records and the status of every proposal reaching the Council or acted upon by the Council during that school year.
- ~~6.~~ 5. Maintain complete Council records at Shoemaker Center. This shall include minutes of meetings, copies of proposals, study-committee reports, and annual Reports.
- ~~7.~~ 6. Perform such other duties as assigned by the Council chairperson and approved by the recording secretary's supervisor, ~~Assistant Superintendent of Human Resources.~~
- ~~8.~~ When a representative has been absent three out of five consecutive meetings, the chair, with approval of the Council, may declare the position vacant and call for an election of a new representative to fill the vacancy.

**SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT (cont'd)****4. SELECTION OF THE COUNCIL CHAIRPERSON**

A. The chairperson of the Council will be elected from and by the membership of the Council no later than the last day of September following the expiration of the chairperson's term. The election will be conducted by the recording secretary.

B. The chairperson, upon election, shall relinquish his/her representative position, which shall then be declared vacant.

C. The chairperson will hold office for a period of two years. The chairperson may be reelected.

D. The chairperson may be removed from office by a two-thirds majority vote of the total membership of the Council.

**5. DUTIES OF THE COUNCIL CHAIRPERSON**

The duties of the chairperson of the Council shall be to:

A. Preside at all meetings of the Council.

B. Prepare an agenda with all necessary attachments.

C. Appoint, with approval of the Council, members of all standing and special committees.

D. Vote in the event of a tie.

E. Distribute minutes to the Council as soon as possible.

F. Notify members of Council meetings and committee meetings

E~~G~~. Appoint, with approval of the Council, a vice-chairperson and a parliamentarian. Such officers shall be selected from among elected Council representatives and shall be appointed ~~for one-year terms~~ annually. The vice-chairperson shall perform the duties of the chairperson in his/her absence. The vice-chairperson shall also serve as chairperson of the Research Committee.

F~~H~~. Direct the secretary to distribute the agenda and maintain Council files and correspondence in accordance with the procedures defined in this Agreement.

G~~I~~. Call special meetings when deemed necessary or upon written request by a minimum of five (5) Council members.

H~~J~~. Represent the Council at meetings of the Board of Education and to present Council proposals which are directed to the Board as provided for in Section 7 of this Agreement.

I~~K~~. -To serve as an ex officio, full standing member of all committees.

**SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT (cont'd)****6. MEETINGS OF THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL**

- A. The Council shall meet monthly at such time as the Council determines. The chairperson of the Council shall be authorized to call special meetings of the Council at any time or to cancel regular meetings when deemed appropriate. All meetings shall be held prior to or after working hours except meetings approved by the Superintendent or ~~the Superintendent's~~ designee.
- B. A quorum is required in order to transact the business of the Council. A quorum is defined as ~~a majority~~ one-third of the Council membership.
- C. Procedural matters not specifically addressed within this Agreement shall be governed by "Robert's Rules of Order, Revised."

**7. PROCEDURE FOR ADVANCING PROPOSALS****Step 1: Submitting Proposals**

The Superintendent or designee, or any support employee defined in Section 1, A, or any organization or group of such employees may submit any proposal or suggestion regarding a change in board policy or administrative procedure, or the creation of new board policy or administrative procedure relating to the employment conditions of support personnel of the district. Such proposals shall be submitted on Council Form #1, "Proposal Form," and may be submitted to any member of the Council, ~~the Assistant Superintendent of Human Resources or the Superintendent of Schools or designee~~. All such written proposals shall be forwarded to the chairperson of the Council, and will be assigned a proposal number for placement on the next Council agenda. Any proposal submitted prior to the convening of a meeting must be considered at that meeting.

**Step 2: Council Action on Submitted Proposals**

The Council shall receive and consider every proposal submitted no later than the next regular or special meeting of the Council. The Council, by majority vote, may take any of the following actions with regard to a submitted proposal:

- A. Except as otherwise determined by a two-thirds majority vote of the Council members present, original proposals or original committee recommendations will be introduced at one meeting of the Council and acted upon not sooner than the next meeting of the Council.
- B. Adopt the proposal as submitted.
- C. Reject the proposal as submitted.
- D. Revise and adopt the proposal.
- E. Postpone consideration of the proposal.
- F. Direct that a study be made on the merits of the proposal by a standing or special committee of the Council.
- G. Adopt, reject, or revise and then adopt recommendations presented by standing or special committees of the Council.

**Step 3: Action on Proposals Rejected by the Council**

Proposals rejected by the Council shall be returned to the author with the action of the Council indicated.

**SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT (cont'd)****Step 4: Action on Proposals Adopted by the Council**

The recording secretary shall prepare an official report detailing proposals adopted by the Council. Such reports shall be submitted to the Superintendent of schools for consideration of the adopted proposal.

**Step 5: Action by the Superintendent of Schools on Council Proposals**

- A. If the Council proposal is acceptable in the form submitted, the Superintendent shall present such proposal to the Board of Education where the nature of the proposal is board policy. The Superintendent shall implement the procedure if the nature of the proposal is an administrative procedure.
- B. If the Council proposal is unacceptable in the form submitted, the Superintendent shall either reject the proposal or offer a counterproposal to the Council.

**Step 6: Council Action on Proposals Rejected or Counterproposals Offered by the Superintendent**

- A. A proposal rejected by the Superintendent will die in the Council unless a two-thirds majority of the total membership of the council votes to submit the proposal directly to the Board of Education.
- B. A counterproposal in writing, from the Superintendent shall be considered by the Council and action taken. If adopted by the Council, the proposal shall be submitted to the Board of Education for approval or shall be implemented if the nature of the proposal is an administrative procedure. If a counterproposal is rejected by the Council, a revised proposal must be developed and resubmitted to the Superintendent or the issue is dead.

**Step 7: Resolution of a Proposal Resubmitted to the Superintendent**

A proposal resubmitted by the Council which is rejected by the Superintendent will die in the Council or unless a two-thirds majority of the total membership of the Council votes to submit the proposal directly to the Board of Education.

**Step 8: Final Authority**

The action of the Board of Education on proposals submitted by the Council shall be final.

**8. ASSISTANCE FOR THE SUPPORT PERSONNEL POLICY DEVELOPMENT COUNCIL**

- A. The Council may be authorized by the Superintendent or ~~the Superintendent's~~ designee to incur reasonable expenses for supplies, materials, photocopying, distribution, postage, and related operating costs, excluding any campaign expenses for individual candidates seeking election to an office.
- B. The Superintendent may be asked to approve additional funds for consultants or resources necessary in determining the merits of a proposal.
- C. Any requested Council expense, which exceeds \$2500, must be submitted to the Lawton Board of Education for approval

**9. COMMITTEES**

- A. The chairperson shall appoint, with the approval of the Council, the following standing committees from the total support staff to serve a one-year term. The chairperson of each standing committee shall be appointed by the Council chairperson and must be a Council member.

**SUPPORT PERSONNEL POLICY DEVELOPMENT AGREEMENT (cont'd)**

1. Research Committee shall be authorized to initiate, develop, and recommend additional proposals to the Council. The committee shall consist of no fewer than seven (7) members. The chairperson of the finance committee will serve on the research committee.
  2. Election Committee. The Election Committee shall conduct all elections as specified in Section 3, D, unless stated otherwise in the Agreement. The committee shall consist of no fewer than five (5) members.
  3. Finance Committee. The Finance Committee shall meet at the discretion of the committee chairperson and shall consist of no fewer than five (5) members.
- B. The Council chairperson is authorized to appoint, with the approval of the Council, special committees to serve as needed.

**10. RATIFICATION AND AMENDMENT**

This Agreement was ratified on May 15, 1985, and amended effective July 1, 1987, and further amended effective July 1, 1992, by a majority vote of the Support Personnel of the Lawton Public Schools and by a majority vote of the Lawton Board of Education and shall remain in effect on a year-to-year basis unless terminated at the end of any given school year by a majority vote of either the Support Personnel Staff or the Lawton Board of Education.

A. Amendments to this Agreement may be proposed at any time. Proposed amendments must be submitted to the Council for consideration. A proposed amendment that has been accepted by a two-thirds majority vote of the total membership of the Council shall be presented for a vote by the Support Personnel of the district. Upon approval by the Support Personnel, the proposed amendment shall be presented to the Lawton Board of Education for consideration and adoption.



# GIFTED EDUCATION PLAN



**Dr. Tom Thomas  
Superintendent**

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APPROVED 2019

STATE DEPARTMENT OF EDUCATION

LAWTON BOARD OF EDUCATION

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## **Introduction**

The Lawton Public Schools is student-centered. We believe that all children should have the opportunity for the best instructional program possible and that all students should be provided equity of educational opportunities. Because some students have special educational needs, the district will provide educational programs which are designed to provide the experiences necessary for those students identified as “Gifted and Talented.”

The mission of the gifted program of the Lawton Public Schools is to develop and challenge those students who give evidence of high performance capability as defined by state law in the areas of:

Intellectual Ability,

Creative Thinking Ability,

Leadership Ability,

Visual and Performing Arts Ability and

Specific Academic Ability.

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## **A. Advisory Committee on Gifted Education**

*Members of the Gifted Advisory Committee are a broad representation of the community, and are selected according to the requirements of state law.*

The Gifted Advisory Committee assists in the formulation of district goals for gifted education, the development of the district plan for gifted child educational programming, the preparation of the district expenditures report on gifted child educational programming and performs other advisory duties as requested by the Board of Education.

The Gifted Advisory Committee is appointed or reappointed by the district Board of Education by September 15 of each school year. Members serve two-year terms. The first meeting of the Advisory Committee will be called by October 1 of each year, and will meet at other times as necessary. At the first meeting of each year the committee will elect a chair and vice-chair.

The Gifted Advisory Committee will consist of three to eleven members. The Board of Education will appoint all members, at least one-third of whom will be selected from a list of nominations submitted by organizations whose purpose is advocacy for gifted and talented children. Committee members will consist of parents of children identified as gifted, and community members who may be, but are not required to be, parents of students within the district.

District personnel knowledgeable of gifted programming and practices will be appointed to serve on the committee. Other district personnel will be available to advise the committee when needed. Space for meetings will be provided by the district. All meetings of the advisory committee are subject to the provisions of the Oklahoma Open Meeting Act.

## **B. Advertisement of the Gifted Program**

The public will be informed about the gifted and talented program through the district elementary and secondary student handbooks. The Gifted Education Plan will be made widely available, and will be available upon request to the community. Nonimation forms are available on Lawton Public Schools website: [www.lawtonps.org](http://www.lawtonps.org).

## **C. Identification for Gifted Programming**

The process of identifying students for the gifted and talented program will accommodate the pluralistic population and diverse talents of the students in the Lawton Public Schools. The procedures used in the identification of gifted students will be nondiscriminatory with respect to race, economic background, national origin or handicapping condition. Identification of gifted students is an ongoing process extending from school entry through grade twelve. Opportunities will be provided for students to be considered for placement in gifted programs throughout the school experience.

## **D. Gifted and Talented Identification: Nomination, Screening, Identification, Placement, Exit Procedure**

Gifted and Talented Nomination Forms are available in the principal's office and on the LPS website. Gifted educational programming is a part of the school schedule. The site coordinator for gifted education will facilitate an ongoing process of nomination, screening, identification and placement.

### **I. Nomination**

Nominations of students for the Gifted and Talented Program will be accepted from a wide variety of sources to ensure that all potentially gifted and talented students have an opportunity to be considered:

- A. Professional educators
- B. Parents
- C. Community members
- D. Peers
- E. Self
- F. Others as appropriate

### **II. Screening**

Data needed for identification will be collected on nominated students to aid in making decisions for selection of students who are in need of gifted educational programming:

- A. Standardized ability and achievement tests
- B. Student achievement within the curriculum
- C. Student work portfolios
- D. Student achievement outside the school's curriculum
- E. Capability areas:
  - 1. Creative Thinking Ability
  - 2. Leadership Ability
  - 3. Visual and Performing Arts Ability
- F. Other information as needed:
  - 1. A score at or above the 97th percentile on a nationally standardized test of intellectual ability results in automatic placement into appropriate gifted programming options with parental approval. If a student fails to qualify in the area of intellectual ability with the first test, parents may request an additional evaluation at no cost.
  - 2. Student placement decisions in the capability areas (Creativity, Leadership, Visual and Performing Arts) will be based on multiple criteria. No single criterion or cut-off score will be used to exclude a student from gifted educational programming.

3. Uniform identification procedures will be used to identify students for gifted educational programming options.
4. Evaluation of the appropriateness of a student's placement in gifted educational programming will be ongoing.
5. Strict confidentiality procedures will be followed.
6. The identification and placement process includes parental involvement. Parents must give written permission for **individual** testing.

### **III. Identification**

Identification of gifted students is an ongoing process extending from school entry through grade twelve. Once identified, students will be provided an appropriate differentiated education within three weeks. The building principal is ultimately responsible for the differentiation of the educational program at his/her school. The professional staff of each site will provide opportunities and services which differentiate, supplement and support the regular educational program in order to meet the special needs of students identified as gifted and talented.

Parents will be given written notice that their child has been identified for placement in gifted educational programming. Parents will be provided a summary of the gifted programming options available to their child. Gifted and talented identification is valid for the student's entire educational experience.

### **IV. Placement**

After data has been analyzed, the site committee will select the appropriate programming options based on students' educational needs, interests, and/or ability and will make placement decisions. Parent and student will be involved in placement decisions. Parents may appeal a placement decision with:

- A. The site committee
- B. The site principal
- C. The district gifted program coordinator

Instructionally useful information about individual students obtained during the identification process is communicated to the appropriate members of the instructional staff regardless of final placement. A record of placement decisions and data on all nominated students will be maintained for a minimum of five years or for as long as needed for educational decisions for any student who was nominated, screened and who subsequently did not meet the requirements of the gifted and talented program. "NOT IDENTIFIED" will be clearly and appropriately noted on the Individual Programming Option Sheet. Record of nomination, to include the gifted nomination form, will be filed in the same location as the gifted folders. Record of nomination will not be placed on a student's permanent record, transcript or guidance folder. Strict rules of confidentiality must be observed. Students may be nominated again at any time. Transfer students who were identified as gifted and talented in another school district will be considered for gifted status by the site committee. Once a new student has met the requirements of the gifted program of the Lawton Public Schools, he/she will be placed in Lawton Public Schools gifted educational program within three weeks.

**V. Exit Procedures From The Gifted And Talented**

Students who have been identified as gifted or talented will be evaluated annually.

When considering the removal of a student from being identified as gifted, special attention will be given to the reasons for non-performance. Throughout the process, the focus will be on meeting the social, emotional, and academic needs of the student. A student will not be removed from being identified as gifted or talented based on poor academic performance or inappropriate behavior alone. Once a student has been identified as gifted he/she may remain as long as it is beneficial to the student.

A student may refuse gifted services, but remain identified as gifted. Also, a parent may request in writing that the student no longer be identified as gifted.

**Lawton Public Schools**

Student Placement Review Date \_\_\_\_\_

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Age \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Student's area(s) identified as gifted: \_\_\_\_\_

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

The following committee members have met regarding Gifted Education Options. The consensus of this committee is that the student named above:

- \_\_\_\_\_ 1. Shall be provided gifted services
- \_\_\_\_\_ 2. Shall not be provided gifted services
- \_\_\_\_\_ 3. Shall no longer be identified as gifted

Reason for decision:

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

Comments:

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

Signatures    Parent/Guardian \_\_\_\_\_  
                  Principal \_\_\_\_\_  
                  Classroom Teacher \_\_\_\_\_  
                  School Counselor \_\_\_\_\_  
                  GT Coordinator \_\_\_\_\_

## **E. English Language Learner Students**

English Language Learner Students enrolled in the English as a Second Language classrooms will be administered a nonverbal intelligence test by the ESL education faculty. Parental permission is required prior to testing. Students scoring in the top three percentile will qualify for gifted status.

## **F. Programming Options**

The professional staff of each school will provide programming which meets the special needs of students identified as gifted and talented in their building. The goal of comprehensive programming is to provide appropriate differentiated educational opportunities for all students modified in pace, breadth and depth that include multiple programming options and curriculum. The school site program may include any appropriate option but is not limited to any of the options. Appropriate programming for gifted students may include many options designed to meet the needs of the student. Some options are available only at particular grade levels. These programming options may also be appropriate for able learners who have not been identified as gifted.

Programming options will be coordinated by the site gifted education coordinator and committee to guide the development of gifted students from the time they are identified through graduation from high school. Students will be placed in programming options based on their abilities, needs and interests.

Gifted child educational programming is ongoing and a part of the school schedule. Differentiated education will be in place within three weeks of the beginning of the school term. Curriculum for the gifted extends or replaces the regular curriculum. Curriculum is differentiated in content, process and/or product. Content is differentiated in breadth, depth and/or pace. Processes for gifted students stress creativity and higher level thinking skills. Curriculum is planned to assure continuity. A parent conference must be held prior to a student's exit from a particular programming option or options.

**Academic and Creative Competitions** - Opportunities for students to enter local, regional, state or national contests in a variety of areas such as Duke Talent Search.

**Academic and Creative Thinking Skills (ACTS)** - Specialized optional pull-out program for fourth and fifth grade intellectually gifted students. Students attend one day each week, and are not required to make up work missed while at ACTS.

**Acceleration** - Students progress through the curriculum and/or grade levels at a rate faster than the average.

**Advanced Placement (A.P.)** - College-level courses available to senior high students meeting specific criteria of the individual department. Students may receive college credit by examination. Advanced content courses are noted on student transcripts.

**Cluster Grouping** - Any classroom with a group of identified able learners purposefully organized to provide planned differentiated instruction.

**Concurrent Enrollment** - Qualified students may enroll in college courses concurrently while in high school according to district and university guidelines.

**Correspondence Courses** - This option allows high school students to satisfy accredited goals through an approved university.

**Cross-Grade Grouping** - Opportunity for a student to work in advanced grade-level settings.

**Curriculum Compacting** - System designed to adapt the regular curriculum to meet the needs of above-average students by either eliminating previously mastered work or streamlining work that may be mastered at a faster pace. The time gained may be used to provide students with appropriate enrichment and/or acceleration experiences.

**Decathlon** - Academic competition for high school students.

**Differentiated Curriculum** - Curriculum designed to meet the needs of high-ability students which is differentiated according to content, process and product.

**Differentiated or Enriched Classes** - Differentiated curriculum and accelerated content designed for able students.

**Elective Courses** - Gifted students' needs in the areas of visual arts, performing arts and leadership are met through a variety of curricular offerings: band, orchestra, vocal music, art, leadership classes, etc.

**Enrichment in the Regular Classroom** - Experiences provided in regular classrooms that are supplemental to the established curriculum and which are purposefully planned with the needs, interests and capabilities of particular students in mind. This curriculum is made up of learning experiences with greater depth and/or breadth for the student who understands abstract ideas, enjoys complexity and has either a deep or a wide range of interests.

**Guidance and Counseling** - Assists students with information about entrance examination, scholarships and other options available in planning their academic careers. Addresses the specific social-emotional needs of the gifted to include under-achievement.

**Guided Research** - Students engage in guided research.

**Honors Classes** - Available to secondary students who are highly motivated and have the ability to perform successfully in an accelerated course.

**Independent Study** - Individually contracted in-depth study of a topic within the classroom.

**Interest-Based Independent Study** - Students are encouraged to pursue their own interests with support and guidance from the teacher.

**Learning Centers** - A designated area designed to enrich or accelerate students' interests in a given content area.

**Mentorship Program** - High school upperclassmen and the high school gifted and talented facilitator work with local professional people in order to expose students to high-level careers. The student receives high school credit.

**OSSM (Oklahoma School of Science and Mathematics)** - OSSM provides collegiate-level science and math curriculum for academically advanced high school students.

**Proficiency-Based Promotion Test** - Students advance through grade/level/subject by demonstrating proficiency at the ninety per cent level or higher. Contact District Testing Coordinator for information.

**Seminars (enrichment workshops, etc.)** - This option is made available on a limited basis to secondary students.

**Teacher Guided Research** - Classroom teacher assists student with research.

## **G. Gifted and Talented File Folder**

The site coordinator will maintain an individual file for each identified student enrolled in his/her school. The “Gifted and Talented File Folder” must be maintained throughout the child’s school career and must move with the child from grade to grade. The Gifted and Talented Folder must be filed separately from other records and must contain:

- A. The Individual Programming Option Sheet (I.P.O.S.)
- B. A copy of the Letter to Parents notifying them of their child’s gifted placement
- C. A copy of the test results that resulted in gifted and talented placement  
(only if placed by test score)
- D. Evidence of the method of placement if other than test scores
- E. LPS Gifted Program Matrix
- F. Classroom Enrichment Calendar

The Gifted and Talented File Folder could also contain:

- A. Contests entered
- B. Contest results
- C. Field trips for gifted and talented students
- D. Other evidence of participation in gifted and talented activities

## H. Roles and Responsibilities of Staff

**Board of Education** - Elected representatives of the community.

**Superintendent** - Works with the advisory committee, oversees the district coordinator who files reports and information as required by the State Department of Education relative to gifted educational programming.

**Gifted and Talented District Coordinator** - Works with the advisory committee. Files the district report on gifted programming. Submits information as required by the State Department of Education, including the yearly gifted child count. Prepares the district gifted and talented budget in conjunction with the gifted advisory committee and the superintendent. Files other reports and information as are required by the State Department of Education relative to gifted educational programming.

**Gifted Advisory Committee** - Assists in the formulation of district goals and the district gifted educational plan in conjunction with the gifted and talented coordinator and superintendent. Performs other duties as requested by the Board of Education.

**Site Principal** - Coordinates gifted educational programming. Insures that the teaching staff understands that the responsibility to provide differentiated programming for gifted students lies with the classroom teacher. Works with the site committee coordinating gifted educational programming and completes such reports and information as required by the district coordinator for gifted educational programming. Assists the district coordinator with the yearly gifted child count.

**Gifted Site Coordinator** - Works with the site committee. Assists the principal in coordinating the site programming options and with reports and information as required by the district coordinator. Assists the district coordinator with the yearly gifted child count.

**Gifted Site Committee** - Works with the site principal and site coordinator to screen and identify gifted students. Assists in coordinating gifted educational programming and with reports and information as required by the principal and site coordinator.

**Teaching Staff** - Responsible for providing differentiated programming for gifted students. Implements appropriate programming options. Teachers with direct involvement with gifted and talented students will participate in training to assist them in gifted education.

## I. Qualifications of Gifted Educational Program Staff

Teachers hold a valid Oklahoma teaching certificate appropriate to the grade levels included in the program.

Gifted educational program coordinators hold a valid Oklahoma teaching certificate, and will participate in inservice or college training designed to educate and assist them in the area of gifted education.

Teachers whose duties include direct involvement with gifted and talented students shall participate in inservice training or college training designed to educate and assist them in the area of gifted education.

Administrators responsible for gifted educational programming will attend professional development related to the educational needs of gifted students.

## J. Expenditures Report

A report of district gifted and talented expenditures will be submitted to the State Department of Education by August 1 of each year. Expenditures will be coded to the gifted program using the Oklahoma Cost Accounting System Coding Methods and Procedures.

## K. Evaluation

The Gifted Education Advisory Committee will set aside one meeting a year at which parents and other community members may speak and express themselves concerning gifted educational programming. Data for evaluation are obtained from a random sample taken from district personnel and the community. Evaluation findings are communicated to appropriate audiences.

Student process is accessed with attention to mastery of content, higher level thinking skills, and creativity. The evaluation process provides accurate, timely and relevant information to decision-makers for improving programming options to gifted students. Programming options are evaluated whenever programming options are planned. Identification, staff development, programming options, curriculum and community involvement are evaluated.

## L. Definition of Terms

**Visual and Performing Arts Ability** - The ability to excel in any imaginative art form, including, but not limited to, drawing, painting, printmaking, sculpture, jewelry-making, music, speech, debate or drama. The site staff is encouraged to develop methods of identifying students with Artistic Ability.

**Confidentiality** - All student information will be maintained in accordance with the strict rules and regulations provided by law and the district.

**Creative Thinking Ability** - Refers to students who show imagination or inventiveness. Students with creative ability can discover new solutions to problems, see new relationships, find new modes of artistic expression, or new and better ways of achieving goals. The site staff is encouraged to develop methods of identifying students with Creative Ability.

**Gifted Programming Options** - Special instructional programs, supportive services, unique educational materials, learning settings and other educational services which differentiate, supplement and support the regular program in meeting the needs of the gifted child.

**Gifted and Talented Children** - Students identified at the elementary and secondary level as having demonstrated high-performance capabilities and who need differentiated or accelerated education or services.

**Identification** - The process through which students qualify for the gifted program.

**Individual Programming Option Sheet (I.P.O.S.)** - Form used to record a student's area of giftedness, test scores and program options. The school will mail a copy of the I.P.O.S. to the parents of all identified students at the beginning of each year.

**Intellectual Ability** - Students who at any time scored at or above the 97th percentile on a nationally standardized test of intellectual ability. Students scoring at or above the 97th percentile qualify for automatic placement in gifted programming regardless of other factors.

**Leadership Ability** - Refers to students who show the ability to lead. Leadership may be displayed in a variety of ways: academics, behavior, athletics, student council, civic responsibility. The site staff is encouraged to develop methods of identifying students with Leadership Ability.

**Nomination** - Any teacher, parent, student or community member may nominate any student for the gifted educational program. Once nominated, the student's records will be screened for evidence of giftedness.

**Parent** - A parent, legal guardian or person legally responsible for the child's welfare.

**Placement** - The process of selecting the appropriate programming options for each identified student. Appropriate placement for each gifted and talented student will be determined by the site committee and the student's parent.

**Screening** - The process by which students are evaluated to determine giftedness as defined by state law.

**Site Committee on Gifted Education** - Will consist of the site principal or designee, the site gifted and talented coordinator and a teacher who is a "specialist" in the area of giftedness to be determined. The site committee may also include the parent of the student, counselor, librarian, student and other certified staff. The site committee will have no fewer than three members. The site committee coordinates and uniformly implements the process for identification and communicates these procedures to the entire school staff consistent with the gifted educational plan, State Board of Education regulations and state statutes.

**Site Coordinator for Gifted Education** - Site principal or designee charged with the ongoing process of screening, identification and placement of students in gifted educational programs.

**Specialist** - Educational professional, usually a teacher, with specialized training or expertise in a specific area. This person is an advisor in regard to the student's potential ability and placement in the gifted program in the specialist's area of expertise; for example: specific academic area, visual art or performing arts.

**Specific Academic Ability** - Students who excel in one or more academic areas, such as math, English, etc. High achievement test sub test scores and/or high grades in specific subject areas.

# M. Academic Nomination Form

The Nomination Form must be kept on file in the identified student's Gifted and Talented File Folder. Nomination forms for students nominated and not identified will be filed near the Gifted and Talented Folders.

Lawton Public Schools  
**GIFTED PROGRAM NOMINATION INVENTORY**

Name of Student \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
 Person completing this form: \_\_\_\_\_ Teacher \_\_\_\_\_ Parent \_\_\_\_\_ Other? \_\_\_\_\_  
 Disregarding test results, would you rank this pupil in the upper 3 percent of his class in academic performance? Yes \_\_\_\_\_ No \_\_\_\_\_  
 In your opinion, is this child gifted? Yes \_\_\_\_\_ No \_\_\_\_\_ Is performance consistent with results of standardized tests? Yes \_\_\_\_\_ No \_\_\_\_\_

ITEMS TO BE EVALUATED	Rating Scale				ITEMS TO BE EVALUATED	Rating Scale			
	Seldom 1	Occasionally 2	Often 3	Almost always 4		Seldom 1	Occasionally 2	Often 3	Almost always 4
Possesses a comfortable knowledge of basic skills and factual information					Flexibility (Is able to approach ideas and problems from a number of perspectives; adaptable; able to find alternative ways of solving problems)				
Enjoys learning; learns rapidly					Sensitivity to problems (Perceives and is aware of problems that others may not see; is ready to question or change existing situations and suggest improvements)				
Persistence (Has the ability and desire to follow through on work; concerned with competition; able to see a problem through):					Originality (Often uses original methods of solving problems, is able to combine ideas and materials in a number of ways, or creates products of unusual character or quality)				
In own interest					Fluency of ideas (Produces a large number of ideas or products, often very quickly)				
In assigned tasks					Reasoning (Is logical, often generalizes or applies understanding in new situations, expands concepts into broader relationships, or sees parts in relation to the whole)				
Intellectual curiosity (Pursues interests primarily to understand or satisfy curiosity; questions the common, ordinary, or the unusual; wants to know how and why; generates questions of his own, in connection with personal interests or group concerns)					Scientific method (Can define problems, formulate hypotheses, test ideas, and arrive at valid conclusions)				
Enjoys the challenge of difficult problems, issues, and materials					Independence (Inclined to follow his organization and ideas rather than the structuring of others)				
Is alert, perceptive, and observant beyond his years; aware of many stimuli					Elaboration (Concerned with detail and complexity; often involved with a variety of implications and consequences)				
Has advanced vocabulary for age or grade level									
<b>Total each column</b>					<b>Total each column</b>				

Total points \_\_\_\_\_ divided by 16 = \_\_\_\_\_ Average of column totals

## LAWTON PUBLIC SCHOOLS ELEMENTARY GIFTED PROGRAM MATRIX

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

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

ABILITY TEST	0 pts 0-79%ile	2 pts 80-85%ile	4 pts 86-90%ile	6 pts 91-92%ile	8 pts 93-94%ile	10 pts 95-96%ile	12 pts 97-99%ile
Test Name:							Automatic Placement
Date:                      Score:	Category 2	Category 2	Category 2	Category 2	Category 2	Category 2	Category 1
***Ability Tests measure general intelligence, as well as such factors as language, memory, conceptual thinking, and reasoning Ability tests are referred to as nationally standardized tests of							
*** Examples of Ability Tests: The Cognitive Abilities Test (CogAT), Naglieri Nonverbal Ability Test (NNAT), The Otis-Lennon School Ability Test, Raven's Progressive Matrices, etc.							

OKLAHOMA STATE TEST	0 pts	0 pts	2 pts	4 pts
OSTP (3rd-8th grade) (only 2 section scores allowed)	Below Basic	Basic	Proficient	Advanced
Math	--	--		
ELA	--	--		
Science/ Social Studies	--	--		

ACHIEVEMENT TEST	0 pts	1 pt	2 pts	3 pts
Test Name:				
Date:                      Score:	0-90% ile	91-93% ile	94 - 96% ile	97 - 99% ile
Math				
Reading / Verbal				
Other:				

\*\*\* Achievement tests determine what the students already have learned and if they are more advanced than their grade level peers. They may be academic specific (i.e. Math or Language Arts) or

\*\*\*Examples include but are not limited to: STAR, PSAT, Pre ACT, Iowa Tests of Basic Skills, Stanford Achievement Test, Woodcock-Johnson Tests of Achievement, ACT (if not used as a state test)

RECOMMENDATIONS:	0 pts 0 - 2.4 avg	1 pt 2.5 - 3.4 avg	2 pts 3.5 - 4.0 avg
Total Average of all recommendations received	--		

\*\*\*Recommendations can be completed by the student, a peer, parent, or teacher. Two of the nomination forms must be completed by teachers. All nomination forms collected will be **AVERAGED** to

TOTAL MATRIX POINTS EARNED & PLACEMENT			
TOTAL POINTS EARNED:	DESCRIPTION	Please check the appropriate box:	
0-11 pts :	Does not qualify for services at this time	DNQ: _____	
equal to or 12+ points:	0-96%ile scored on ability test	Category 2: _____	
equal to or 12+ points:	12 points earned (97+%ile) on ability test	Category 1: _____	

Overall total of 12 points or greater recommends placement for GT services.

**\*\*\* OFFICIAL TEST SCORES USED ON THE MATRIX MUST BE ATTACHED**

**LAWTON PUBLIC SCHOOLS  
SECONDARY GIFTED PROGRAM MATRIX**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

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

ABILITY TEST	0 pts 0-79%ile	2 pts 80-85%ile	4 pts 86-90%ile	6 pts 91-92%ile	8 pts 93-94%ile	10 pts 95-96%ile	12 pts 97-99%ile
Test Name: _____							Automatic Placement
Date: _____ Score: _____	Category 2	Category 2	Category 2	Category 2	Category 2	Category 2	Category 1

\*\*\*Ability Tests measure general intelligence, as well as such factors as language, memory, conceptual thinking, and reasoning Ability tests are referred to as nationally standardized tests of

\*\*\* Examples of Ability Tests: The Cognitive Abilities Test (CogAT), Naglieri Nonverbal Ability Test (NNAT), The Otis-Lennon School Ability Test, Raven's Progressive Martrices, etc.

OKLAHOMA STATE TEST	0 pts	0 pts	2 pts	4 pts
OSTP (3rd-8th grade) (only 2 section scores allowed)	Below Basic	Basic	Proficient	Advanced
Math	--	--		
ELA	--	--		
Science/ Social Studies	--	--		

-- (or) --

ACT (grades 9-12) (only 2 section scores allowed)	0 pts Score 0-20	1 pts Score 21-22	2 pts Score 23-24	3 pts Score 25-27	4 pts Score 28+
English	--				
Math	--				
Reading	--				
Science	--				
ELA/ Writing	--				

MULTICRITERIA CHECKSHEETS	10 pts					
3.6+ average required receive points						
Checksheet Used: _____	--	--	--	--	--	--
Recommended by: _____	--	--	--	--	--	--

\*\*\* While intelligence quotient (IQ) or cognitive abilities test scores are used to identify gifted and talented students by providing information for the intellectual domain, these tests are not as helpful in

ACHIEVEMENT TEST	0 pts	1 pt	2 pts	3 pts	4 pts	5 pts
Test Name: _____	0-84 ile	85-87 ile	88-90 ile	91-93 ile	94-96 ile	97-99 ile
Date: _____ Score: _____						
Math						
Reading / Verbal						
Other:						

\*\*\* Achievement tests determine what the students already have learned and if they are more advanced than their grade level peers. They may be academic specific (i.e. Math or Language Arts) or

\*\*\*Examples include but are not limited to: STAR, PSAT, Pre ACT, Iowa Tests of Basic Skills, Stanford Achievement Test, Woodcock-Johnson Tests of Achievement, ACT (if not used as a state test)

RECOMMENDATIONS:	0 pts 0 - 2.4 avg	1 pt 2.5 - 3.4 avg	2 pts 3.5 - 4.0 avg
Total Average of all recommendations received	--		

\*\*\*Recommendations can be completed by the student, a peer, parent, or teacher. Two nomination forms must be completed. All nomination forms collected will be averaged to determine the number of

TOTAL MATRIX POINTS EARNED & PLACEMENT			
TOTAL POINTS EARNED:	DESCRIPTION	Please check the appropriate box:	
0-11 pts :	Does not qualify for services at this time	DNQ: _____	
equal to or 12+ points:	0-96%ile scored on ability test	Category 2: _____	
equal to or 12+ points:	12 points earned (97+%ile) on ability test	Category 1: _____	

Overall total of 12 points or greater recommends placement for GT services.

\*\*\* OFFICIAL TEST SCORES USED ON THE MATRIX MUST BE ATTACHED

## N. Parental Notification

Each year the school site will notify in writing the parent of new students identified as gifted and talented. A parent conference may be held with the parent of a student identified for the first time. The Individual Programming Option Sheet and the Parent Letter will be used as written notification and will serve as a description of the program to be offered the student. At the elementary level the Individual Programming Option Sheet will be updated annually.

A copy of the Parent Letter and the Individual Programming Option Sheet must be in the student's gifted file to serve as documentation of parental notification.

The school site may use the following sample notification letter:

## O. Letter to Parent

(School Letterhead)

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Dear Parent:

We are pleased to inform you that your child has been identified as eligible to participate in the Lawton Public Schools' Gifted and Talented Program. The mission of the gifted program of the Lawton Public Schools is to develop and challenge gifted students. Students are identified on the basis of several different criteria.

"Gifted education" means those special instructional programs, honors and advanced placement classes, supportive services, unique educational materials, learning settings and other educational services which differentiate, supplement and support the regular program in meeting the needs of the gifted child. See the enclosed Individual Programming Option Sheet for additional information about Lawton Public Schools gifted program.

Parents are an integral part of their child's educational program, and we welcome your support. For additional information concerning your child's placement and programming options in the gifted program, contact your child's principal, \_\_\_\_\_, at (school name and telephone number).

Thank you.

Sincerely,

Principal  
School

and/or

Gifted and Talented Coordinator  
School

# P. Individual Programming Option Sheet

LAWTON PUBLIC SCHOOLS  
GIFTED & TALENTED PROGRAM

## ELEMENTARY INDIVIDUAL PROGRAMMING OPTION SHEET (I.P.O.S.)

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

[ ] Student **did not meet** criteria for admission to Gifted and Talented Program.

[ ] Student **did meet** the criteria for admission to Gifted and Talented Program.

Category I. a. Intellectual (at or above 97<sup>th</sup> percentile)

Category II. b. Creative Thinking Ability  
c. Leadership Ability  
d. Visual and Performing Arts Ability  
e. Specific Academic Ability

\_\_\_\_\_  
Name of test \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_  
Name of test \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_  
Name of test \_\_\_\_\_ date \_\_\_\_\_

### Options for student's gifted educational program

Academic competitions	Differentiated Curriculum	Instrumental Music
Acceleration of content	Elective Courses	Learning Centers
ACTS (4th & 5th Grade)	Enrichment in Regular Class	Proficiency-Based Promotion
Cluster Grouping	Foreign Language	Teacher-Guided Research
Computer Lab	General Music	Workshops, Enrichment
Cross-Grade-Grouping	Guidance and Counseling	Duke 4th-6th Grade Talent Search
Curriculum Compacting	Guided Research	Other _____

### Additional Comments

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Home School Teacher

\_\_\_\_\_  
Site Gifted & Talented Coordinator  
(principal or designee)

Signature confirms that parent has been notified and that all G/T procedures have been properly followed.

# Q. Individual Programming Option Sheet

## LAWTON PUBLIC SCHOOLS GIFTED & TALENTED PROGRAM

### MIDDLE SCHOOL INDIVIDUAL PROGRAMMING OPTION SHEET (I.P.O.S.)

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

[ ] Student **did not meet** criteria for admission to Gifted and Talented Program.

[ ] Student **did meet** the criteria for admission to Gifted and Talented Program.

Category: I. a. Intellectual (at or above 97<sup>th</sup> percentile)

Category: II. b. Creative Thinking Ability  
c. Leadership Ability  
d. Visual and Performing Arts Ability  
e. Specific Academic Ability

\_\_\_\_\_  
Name of test

\_\_\_\_\_  
date

\_\_\_\_\_  
Name of test

\_\_\_\_\_  
date

\_\_\_\_\_  
Name of test

\_\_\_\_\_  
date

### Options for student's gifted educational program:

Academic Competitions  
 Academic Teams  
 Acceleration of Content  
 Honor's Courses  
 Explorations Class (6th Grade)  
 Cross-Grade Grouping  
 Curriculum Compacting  
 Differentiated Curriculum  
 Enrichment in Reg. Class  
 Independent Studies  
 Guided Research  
 Pull Outs

Cluster Grouping  
 Learning Centers  
 Computer Labs  
 Foreign Language  
 Creative Writing  
 Elective Courses  
 Instrumental Music  
 Vocal Music  
 Visual Art  
 Speech, Drama, Debate  
 Yearbook

Guidance and Counseling  
 Enrichment Field Trips  
 Organization, Clubs  
 Student Government  
 Seminars/Workshops/Enrichment  
 Summer Enrichment  
 Proficiency-based Promotion  
 Duke 4th-6th Grade Talent Search  
 Duke 7th Grade Talent Search  
 Other: \_\_\_\_\_

[ ] Student's current class schedule

**Additional Comments:**

\_\_\_\_\_  
Site Gifted & Talented Coordinator  
(principal or designee)

Signature confirms that parent has been notified and that all G/T procedures have been properly followed.

# R. Individual Programming Option Sheet

LAWTON PUBLIC SCHOOLS  
GIFTED & TALENTED PROGRAM

## HIGH SCHOOL INDIVIDUAL PROGRAMMING OPTION SHEET (I.P.O.S.)

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

[ ] Student **did not meet** criteria for admission to Gifted and Talented Program.

[ ] Student **did meet** the criteria for admission to Gifted and Talented Program.

Category: I. a. Intellectual (at or above 97<sup>th</sup> percentile)

Category: II. b. Creative Thinking Ability  
c. Leadership Ability  
d. Visual and Performing Arts Ability  
e. Specific Academic Ability

\_\_\_\_\_  
Name of test \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_  
Name of test \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_  
Name of test \_\_\_\_\_ date \_\_\_\_\_

### Options for student's gifted educational program:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Academic Competitions       | <input type="checkbox"/> Curriculum Compacting         | <input type="checkbox"/> Visual Art                           |
| <input type="checkbox"/> Academic Teams              | <input type="checkbox"/> Guided Research               | <input type="checkbox"/> Speech, Drama, Debate                |
| <input type="checkbox"/> Quiz Bowl                   | <input type="checkbox"/> Differentiated Curriculum     | <input type="checkbox"/> Yearbook                             |
| <input type="checkbox"/> Acceleration of Content     | <input type="checkbox"/> Elective Courses              | <input type="checkbox"/> Foreign Language                     |
| <input type="checkbox"/> Advanced Placement (AP)     | <input type="checkbox"/> Enrichment in regular classes | <input type="checkbox"/> Journalism                           |
| <input type="checkbox"/> Concurrent Enrollment       | <input type="checkbox"/> Cluster Grouping              | <input type="checkbox"/> Creative Writing                     |
| <input type="checkbox"/> Cross-Grade Grouping        | <input type="checkbox"/> Learning Centers              | <input type="checkbox"/> Student Government                   |
| <input type="checkbox"/> Honor's Courses             | <input type="checkbox"/> Computer Lab                  | <input type="checkbox"/> Organizations, Clubs                 |
| <input type="checkbox"/> Correspondence Courses      | <input type="checkbox"/> Counseling and Guidance       | <input type="checkbox"/> Seminars/Workshops/Summer Enrichment |
| <input type="checkbox"/> Proficiency-Based Promotion | <input type="checkbox"/> Vocal Music                   | <input type="checkbox"/> Other                                |
| <input type="checkbox"/> Independent Studies         | <input type="checkbox"/> Instrumental music            |   |

**Course Schedule**

**Additional Comments:**

\_\_\_\_\_  
Site Gifted & Talented Coordinator  
(principal or designee)

Signature confirms that parent has been notified and that all G/T procedures have been properly followed.

## **S. Annual Deadlines**

August 1	Expenditures Report due to State Department of Education
September 15	Board of Education approves membership of Gifted Education Advisory Committee
October 1	Superintendent calls first meeting of the Gifted Advisory Committee on or before this date each year  Chair and Vice-Chair elected
October 15	Updated Gifted Education Plan due to State Department of Education  Updated Budget due to State Department of Education
October 15	Gifted Child Count due to the State Department of Education

## **T. Program Monitoring**

The State Department of Education will monitor twenty-five randomly selected districts, as well as districts with extraordinary numbers of identified students, identified students who as a group are not representative of racial and socioeconomic demographics, unusual budget reports, inappropriate implementation policies or questionable gifted child programming.

## **U. Budget**

The district coordinator will prepare, in conjunction with the superintendent and the gifted advisory committee, a district budget for gifted educational programming.

The district budget for gifted educational programming will be prepared and submitted on the forms required by the State Department of Education.

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**LAWTON PUBLIC SCHOOLS  
GIFTED CREATIVE THINKING NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_  
 School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

"Children are gifted when their ability is significantly above the norm for their age." National Association for Gifted Children

Multiple-criteria identification is the national standard for recognizing gifted potential (McClain & Pfeiffer, 2012.) The scorer takes all of the observations and categories into consideration but aggregates them to make an overall quality judgement (Popham, 1997).

<b>KOI Holistic Rubric</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Average</b>	<b>Above Average</b>	<b>Well Above Average</b>	<b>High</b>
Typical; does not exceed grade level expectations	Strong, above average responses on many tasks	Consistently exceeds grade level standards and expectations	Exceptional responses; substantially exceeds expectations
Appropriate responses to the core curriculum standards	Occasional sparks of advanced capabilities	Heightened abilities and insights; responds positively to complexity and challenge	Performance typical of students with high ability or gifted potential
Performance typical of average or below-average students.	Performance typical of high-achieving students or students with emerging talents.	Performance typical of students with high ability or gifted potential	Performance typical of gifted students.
<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>
Participation in the core curriculum; continued classroom enrichment when appropriate.	Participation in advanced content in class when appropriate; continued observation and challenge in classroom; support high expectations.	Continued observation, curriculum modifications, and high-level challenge in classroom; further assessment of gifted potential for programs beyond class placement.	Curriculum modifications including curriculum compacting and access to intellectual peers in class; gifted programs and services beyond current class placement.
<i>Kingore, B. (2016). The Kingore Observation Inventory (3rd ed.). Austin, TX: PA Publishing</i>			

Please utilize the KOI Holistic Rubric when rating the statements below:

**Intellectual playfulness: Makes unusual associations between remote ideas. May produce unexpected, silly responses. Can have an adventurous spirit (or) Is uninhibited in expression, sometimes radical.**

1	2	3	4
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**Ability to see humor in instances that may not seem humorous to anyone else. A non-conforming attitude. Does not fear being different.**

1	2	3	4
---	---	---	---

**Provides multiple or unique solutions or responses to solve problems. Attracted to cognitive complexity and enjoys solving complex problems. Readily guesses and makes hypotheses.**

1	2	3	4
---	---	---	---

**Is fluent in producing and elaborating on ideas. Can show unusual degrees of originality, concentration and persistent hard work on projects that capture their interest and imagination.**

1	2	3	4
---	---	---	---

**Asks provocative questions that can be construed as challenging ideas or authority figures.**

1	2	3	4
---	---	---	---

**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

\*All decisions regarding identification are subject to the Lawton Public Schools Gifted and Talented Advisory Committee.

Updated: 2019

**SUPPORTING EVIDENCE**

The following portfolio items are acceptable for supplemental review in addition to ability and achievement score:

	Included
Creative Writing (prose, poetry, fiction, nonfiction, graphic novels, etc.)	
Visual or Performing Arts, links or portfolio	
Links to digital student presentations	
Research Projects	
Projects or products showing creative problem solving above age	
Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES:**

**SUPPORTING EVIDENCE OF PLACEMENT FOR CREATIVE THINKING:**

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**LAWTON PUBLIC SCHOOLS  
GIFTED CREATIVE WRITING NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_  
 School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Average</b>	<b>Above Average</b>	<b>Well Above Average</b>	<b>High</b>
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<i>Kingore, B. (2016). The Kingore Observation Inventory (3rd ed.). Austin, TX: PA Publishing</i>			

Please utilize the KOI Holistic Rubric when rating the statements below:

**Shows initiative; is a self-starter. Spends leisure time writing and composing in various genres**

1	2	3	4
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**Demonstrates proper structure in written work. Uses a large vocabulary with accuracy. Employs fresh and appropriate language. Creates organized, logical, and sequential elements into their writing.**

1	2	3	4
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**Understands abstract ideas readily. Recognizes relationships and implications. Uses literary conventions accurately**

1	2	3	4
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**Is original in approach to a topic or subject. Exhibits a sense of humor and/or imagination effectively.**

1	2	3	4
---	---	---	---

**Shows deep appreciation for published written works. References other published works ideas/ themes naturally in writing (and/ or) Is able to redefine and analyze their writing.**

1	2	3	4
---	---	---	---

**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

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Updated: 2019

**SUPPORTING EVIDENCE**

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	Included
Creative Writing (prose, poetry, fiction, nonfiction, graphic novels, etc.)	
Visual or Performing Arts, links or portfolio	
Links to digital student presentations	
Research Projects	
Projects or products showing creative problem solving above age	
Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES:**

**SUPPORTING EVIDENCE OF PLACEMENT FOR CREATIVE WRITING/EXPRESSION:**

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**LAWTON PUBLIC SCHOOLS  
GIFTED DEBATE NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_  
 School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>KOI Holistic Rubric</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Average</b>	<b>Above Average</b>	<b>Well Above Average</b>	<b>High</b>
Typical; does not exceed grade level expectations	Strong, above average responses on many tasks	Consistently exceeds grade level standards and expectations	Exceptional responses; substantially exceeds expectations
Appropriate responses to the core curriculum standards	Occasional sparks of advanced capabilities	Heightened abilities and insights; responds positively to complexity and challenge	Performance typical of students with high ability or gifted potential
Performance typical of average or below-average students.	Performance typical of high-achieving students or students with emerging talents.	Performance typical of students with high ability or gifted potential	Performance typical of gifted students.
<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>
Participation in the core curriculum; continued classroom enrichment when appropriate.	Participation in advanced content in class when appropriate; continued observation and challenge in classroom; support high expectations.	Continued observation, curriculum modifications, and high-level challenge in classroom; further assessment of gifted potential for programs beyond class placement.	Curriculum modifications including curriculum compacting and access to intellectual peers in class; gifted programs and services beyond current class placement.
<i>Kingore, B. (2016). The Kingore Observation Inventory (3rd ed.). Austin, TX: PA Publishing</i>			

Please utilize the KOI Holistic Rubric when rating the statements below:

**Demonstrates holistic, metaphorical, or metacognitive thinking, values, or other perspectives. Understands and demonstrates proper use of heuristic techniques. Has a highly developed sense of humor or irony**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Demonstrates a clear sense of logic and reasoning in speaking and working. Demonstrates a sense of maturity and self-confidence in their work.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Is able to move a conversation or production forward under duress; improvisation. Can elaborate clearly on ideas personal or otherwise through speaking fluently.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Can understand and integrate a larger world view into their work.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Can effectively evaluate performances and arguments, both to self and others.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

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Updated: 2019

**SUPPORTING EVIDENCE for DEBATE**

The following portfolio items are acceptable for supplemental review in addition to ability and achievement score:

	Included
Creative Writing (prose, poetry, fiction, nonfiction, graphic novels, etc.)	
Visual or Performing Arts, links or portfolio	
Links to digital student presentations	
Research Projects	
Projects or products showing creative problem solving above age	
Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES: SUPPORTING EVIDENCE OF PLACEMENT FOR DEBATE:**

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**LAWTON PUBLIC SCHOOLS  
GIFTED SPEECH/ DRAMA/ THEATER NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_  
 School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>KOI Holistic Rubric</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Average</b>	<b>Above Average</b>	<b>Well Above Average</b>	<b>High</b>
Typical; does not exceed grade level expectations	Strong, above average responses on many tasks	Consistently exceeds grade level standards and expectations	Exceptional responses; substantially exceeds expectations
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<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>
Participation in the core curriculum; continued classroom enrichment when appropriate.	Participation in advanced content in class when appropriate; continued observation and challenge in classroom; support high expectations.	Continued observation, curriculum modifications, and high-level challenge in classroom; further assessment of gifted potential for programs beyond class placement.	Curriculum modifications including curriculum compacting and access to intellectual peers in class; gifted programs and services beyond current class placement.
<i>Kingore, B. (2016). The Kingore Observation Inventory (3rd ed.). Austin, TX: PA Publishing</i>			

Please utilize the KOI Holistic Rubric when rating the statements below:

**Learns lines rapidly (and/or) Demonstrates interest and enjoyment in dramatic activities**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Shows insight into character. Readily shifts into role of another character, animal or object (and/or) Adapts to different forms of drama readily**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Communicates feelings/mood through facial expressions, gestures, voice inflection, and movement**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Uses originality in interpretations. (and/or) Demonstrates understanding of conflict when acting out a dramatic event (and/or) brings a dramatic situation to a climax with a well-timed ending when telling a story**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Enjoys evoking emotional responses from listeners (and/or) Ability to dramatize feelings and experiences**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

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Updated: 2019

**SUPPORTING EVIDENCE**

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	Included
Creative Writing (prose, poetry, fiction, nonfiction, graphic novels, etc.)	
Visual or Performing Arts, links or portfolio	
Links to digital student presentations	
Research Projects	
Projects or products showing creative problem solving above age	
Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES:**

**SUPPORTING EVIDENCE OF PLACEMENT SPEECH/ DRAMA/ THEATER:**

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**LAWTON PUBLIC SCHOOLS  
GIFTED INSTRUMENTAL MUSIC NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_  
 School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Average</b>	<b>Above Average</b>	<b>Well Above Average</b>	<b>High</b>
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Please utilize the KOI Holistic Rubric when rating the statements below:

**Has good sense of rhythm (and/or) Enjoys musical activities and demonstrates musical feeling  
 Responds readily to rhythm, melody and harmony vocally or with body movements.**

1	2	3	4
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**Picks up a musical instrument extremely quickly (and/or) may play several musical instruments.  
 Plays expressively, with accurate pitch (and/or) Uses creative ability in the elements of music**

1	2	3	4
---	---	---	---

**Understands musical relationships (and/or) Easily remembers melodies. Can produce them accurately**

1	2	3	4
---	---	---	---

**Shows tonal memory (and/or) Discriminates musical and other sounds well. Is aware of sounds heard at a given moment. Perceives fine differences in musical tone (pitch, loudness, timbre, duration)**

1	2	3	4
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**Makes up original tunes (and/or) Can improvise within a group. Uses music to express feeling or experience  
 Shows a sustained interest in music: Seeks out opportunities to hear and create music**

1	2	3	4
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**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

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Updated: 2019

**SUPPORTING EVIDENCE**

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	Included
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Visual or Performance Arts, links or portfolio	
Links to digital student presentations	
Research Projects	
Projects or products showing creative problem solving above age	
Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES:**

**SUPPORTING EVIDENCE OF PLACEMENT FOR INSTRUMENTAL MUSIC:**

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**LAWTON PUBLIC SCHOOLS  
GIFTED LEADERSHIP NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_  
 School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

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Please utilize the KOI Holistic Rubric when rating the statements below:

**Responsible behavior; can be counted on to follow through with activities. Exercises authority, reliability, and responsibility. Accepts the discipline and responsibility of leadership.**

1	2	3	4
---	---	---	---

**A tendency to direct activities (or) successfully coordinate the work of several individuals.**

1	2	3	4
---	---	---	---

**Interacts with others easily showing social skills (and/or) Can adapt readily to new situations and challenges.**

1	2	3	4
---	---	---	---

**Can articulate ideas (or) the goals of a group clearly.**

1	2	3	4
---	---	---	---

**Is looked to by others when something must be decided.**

1	2	3	4
---	---	---	---

**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

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Updated: 2019

**SUPPORTING EVIDENCE**

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Projects or products showing creative problem solving above age	
Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES:**

**SUPPORTING EVIDENCE OF PLACEMENT FOR LEADERSHIP:**

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**LAWTON PUBLIC SCHOOLS  
GIFTED VISUAL ARTS NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_

School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Performance typical of average or below-average students.	Performance typical of high-achieving students or students with emerging talents.	Performance typical of students with high ability or gifted potential	Performance typical of gifted students.
<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>
Participation in the core curriculum; continued classroom enrichment when appropriate.	Participation in advanced content in class when appropriate; continued observation and challenge in classroom; support high expectations.	Continued observation, curriculum modifications, and high-level challenge in classroom; further assessment of gifted potential for programs beyond class placement.	Curriculum modifications including curriculum compacting and access to intellectual peers in class; gifted programs and services beyond current class placement.
<i>Kingore, B. (2016). The Kingore Observation Inventory (3rd ed.). Austin, TX: PA Publishing</i>			

Please utilize the KOI Holistic Rubric when rating the statements below:

**Pursues art in spare time. Exhibits originality. Is willing to try out new materials and experiences in art. Follows own insight regarding artistic expression and treats art seriously while enjoying it.**

1	2	3	4
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**Identifies elements and materials in artwork and describes strengths or weaknesses in the way they were used. Is interested in and can evaluate own art work and works of others effectively.**

1	2	3	4
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**Extensive evidence of imagination or personal interpretation showing originality and inventiveness within principles of design (color, use of space, texture, lines, shapes, proportion, etc.).**

1	2	3	4
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**Elaborates on personal and artistic reasons for the artwork. Uses art to express feelings and experiences.**

1	2	3	4
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**Technical skills are clearly advanced when compared with children of the same age or experience. Handling of materials is advanced when compared with children of the same age or experience.**

1	2	3	4
---	---	---	---

**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

\*All decisions regarding identification are subject to the Lawton Public Schools Gifted and Talented Advisory Committee.

Updated: 2019

**SUPPORTING EVIDENCE**

The following portfolio items are acceptable for supplemental review in addition to ability and achievement score:

	Included
Creative Writing (prose, poetry, fiction, nonfiction, graphic novels, etc.)	
Visual or Performing Arts, links or portfolio	
Links to digital student presentations	
Research Projects	
Projects or products showing creative problem solving above age	
Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES:**

**SUPPORTING EVIDENCE OF PLACEMENT FOR VISUAL ARTS:**

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**LAWTON PUBLIC SCHOOLS  
GIFTED DANCE/ MOVEMENT NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Referring Teacher: \_\_\_\_\_  
 School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

"Children are gifted when their ability is significantly above the norm for their age." National Association for Gifted Children

Multiple-criteria identification is the national standard for recognizing gifted potential (McClain & Pfeiffer, 2012.) The scorer takes all of the observations and categories into consideration but aggregates them to make an overall quality judgement (Popham, 1997).

<b>KOI Holistic Rubric</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Average</b>	<b>Above Average</b>	<b>Well Above Average</b>	<b>High</b>
Typical; does not exceed grade level expectations	Strong, above average responses on many tasks	Consistently exceeds grade level standards and expectations	Exceptional responses; substantially exceeds expectations
Appropriate responses to the core curriculum standards	Occasional sparks of advanced capabilities	Heightened abilities and insights; responds positively to complexity and challenge	Performance typical of students with high ability or gifted potential
Performance typical of average or below-average students.	Performance typical of high-achieving students or students with emerging talents.	Performance typical of students with high ability or gifted potential	Performance typical of gifted students.
<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>
Participation in the core curriculum; continued classroom enrichment when appropriate.	Participation in advanced content in class when appropriate; continued observation and challenge in classroom; support high expectations.	Continued observation, curriculum modifications, and high-level challenge in classroom; further assessment of gifted potential for programs beyond class placement.	Curriculum modifications including curriculum compacting and access to intellectual peers in class; gifted programs and services beyond current class placement.
<i>Kingore, B. (2016). The Kingore Observation Inventory (3rd ed.). Austin, TX: PA Publishing</i>			

Please utilize the KOI Holistic Rubric when rating the statements below:

**Spends school time and leisure time in movement such as Native American pow wows or dance activities.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Organizes creative ideas into movement patterns, themes, and compositions through the mode of dance. Recognizes the multicultural dimension of dance as cultural expression. Incorporates aesthetic elements into his/her own choreography and performances**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Sets high standards for self and others. Demonstrates sustained concentration for long periods of time.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Learns an 8 count quickly, easily, and retains what is learned to build upon. Quickly picks up on dance positioning, even when unfamiliar with the dance style. Shows high degree of bodily awareness and control.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Responds freely through movement to stories, poems, music, prompts, and cues. Adapts to various beats, pulses, and tempos. Develops creative works to express thoughts, theme, or a reaction to a stimulus.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

\*All decisions regarding identification are subject to the Lawton Public Schools Gifted and Talented Advisory Committee.

Updated: 2019

**SUPPORTING EVIDENCE**

The following portfolio items are acceptable for supplemental review in addition to ability and achievement score:

	Included
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Visual or Performing Arts, links or portfolio	
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Projects or products showing creative problem solving above age	
Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES:**

**SUPPORTING EVIDENCE OF PLACEMENT FOR DANCE:**

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**LAWTON PUBLIC SCHOOLS  
GIFTED VOCAL MUSIC NOMINATION CHECKLIST**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID #: \_\_\_\_\_  
 School: \_\_\_\_\_ Male / Female Ethnicity: \_\_\_\_\_ Date: \_\_\_\_\_

“Children are gifted when their ability is significantly above the norm for their age.” National Association for Gifted Children

Multiple-criteria identification is the national standard for recognizing gifted potential (McClain & Pfeiffer, 2012.) The scorer takes all of the observations and categories into consideration but aggregates them to make an overall quality judgement (Popham, 1997).

<b>KOI Holistic Rubric</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Average</b>	<b>Above Average</b>	<b>Well Above Average</b>	<b>High</b>
Typical; does not exceed grade level expectations	Strong, above average responses on many tasks	Consistently exceeds grade level standards and expectations	Exceptional responses; substantially exceeds expectations
Appropriate responses to the core curriculum standards	Occasional sparks of advanced capabilities	Heightened abilities and insights; responds positively to complexity and challenge	Performance typical of students with high ability or gifted potential
Performance typical of average or below-average students.	Performance typical of high-achieving students or students with emerging talents.	Performance typical of students with high ability or gifted potential	Performance typical of gifted students.
<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>	<b>RECOMMENDATION:</b>
Participation in the core curriculum; continued classroom enrichment when appropriate.	Participation in advanced content in class when appropriate; continued observation and challenge in classroom; support high expectations.	Continued observation, curriculum modifications, and high-level challenge in classroom; further assessment of gifted potential for programs beyond class placement.	Curriculum modifications including curriculum compacting and access to intellectual peers in class; gifted programs and services beyond current class placement.
<i>Kingore, B. (2016). The Kingore Observation Inventory (3rd ed.). Austin, TX: PA Publishing</i>			

Please utilize the KOI Holistic Rubric when rating the statements below:

**Enjoys musical activities, dance and dramatic activities with musical elements. Seeks out opportunities to hear and create music. Responds readily to rhythm, melody and harmony vocally or with body movements.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Easily remembers melodies and can produce them accurately. Sings expressively, with accurate pitch. Honor choir (and/or) Superior ratings. Participates in professional or amateur community musical performances**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Understands musical relationships (and/or) Sees many alternatives to musical questions.**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Shows tonal memory. Perceives fine differences in musical tone (pitch, loudness, timbre, duration, chords that accompany a melody, or different sounds of singers/ instrumentalists in a performance).**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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**Can effectively improvise within an ensemble. Plays a musical instrument (or has a strong desire to). Uses creative ability in the elements of music (melody, rhythm, harmony, form)**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
----------	----------	----------	----------

**Total Points divided by 5 = \_\_\_\_\_ 3.6 Average required for consideration of placement.**

\*All decisions regarding identification are subject to the Lawton Public Schools Gifted and Talented Advisory Committee.

Updated: 2019

**SUPPORTING EVIDENCE**

The following portfolio items are acceptable for supplemental review in addition to ability and achievement score:

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Parent information and completion of rating scales	
Student interviews	
Awards and competition results	
Documented participation in student-led business or community ventures	
Documented participation in areas of social-service	
Leadership awards or involvements	

**TEACHER/ COUNSELOR NOTES:**

**SUPPORTING EVIDENCE OF PLACEMENT FOR VOCAL MUSIC:**

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## Assessment Letter to Stakeholders

Dear Parents and Community Members,

In 2016, Oklahoma began teaching more comprehensive standards directly tied to college career readiness. In order to meet the prerequisites for state and federal expectations/requirements, the Oklahoma School Testing Program (OSTP) began and continues to measure student growth regarding the Oklahoma Academic Standards in grades 3-8 and 11.

In grades 3-8, student measurement includes OSTP assessments in English, Math, and Science. In grade 11, College and Career Readiness Assessments (CCRA) are given to students in English, math, science, and US History. In order to measure college career standards in English and math, grade 11 students take a national assessment that aligns with those content areas and standards: ACT/SAT.

Therefore to stay in compliance with state and federal law, school districts must administer the above mentioned, required assessments to all students and must measure the achievement of no less than 95% of all students, as well as each subgroup of students enrolled. Thus, each school district will determine assessment requirements for students based on state and federal guidelines. For grades 3-8, those assessments are the OSTP state assessments. For 11<sup>th</sup> grade Lawton Public Schools will choose either the ACT or SAT for English and math and administer the state CCRA Science and US History.

Over the past two years, Lawton Public Schools chose to administer the ACT for the English and math requirement. Again, it is time to choose either the ACT or SAT for part of the 11 grade state assessment requirements. Lawton Public Schools would like to provide you with an opportunity to provide meaningful insight and input regarding our district's intent to request permission to administer the ACT in lieu of a statewide test in English and math, again this year.

Please, click on the link below to provide your input regarding this important decision.  
<https://forms.gle/fLSpVHCLa3p7QBJ48>

Thank you for everything you do to make our school district successful!

Regards,

Joan E. Gabelmann  
Director of Assessment and Accountability  
Lawton Public Schools

## **RESOLUTION**

**A RESOLUTION IN RECOGNITION OF INDIGENOUS PEOPLE'S DAY ON THE SECOND MONDAY OF OCTOBER EACH YEAR TO PROMOTE POLICIES TO HONOR OUR NATION'S INDIGENOUS HISTORY AND LEGACY**

WHEREAS, the Lawton Public Schools recognizes that the Indigenous Peoples of the land that would later become known as the Americas have occupied these lands since time immemorial; and were the traditional homelands, villages and use areas of the Comanche, Kiowa and Apache of this region, without whom the building of the city would not be possible;

WHEREAS, Indigenous Peoples hand down oral histories, science, governance, a distinct relationship with water, land, rocks, native plants, birds, fish and animals, and invaluable cultural knowledge and rich traditions that continue to thrive in Lawton; and

WHEREAS, Indigenous Peoples who have been here since time immemorial continue to contribute immeasurably to our country, state and city's heritage, distinguishing themselves as scholars, veterans, teachers, athletes, artists, entrepreneurs and community leaders;

WHEREAS, the Lawton Public Schools promotes and works in collaboration with Indigenous Peoples through good policies, culturally responsive practices and investments that reflect the experiences of Indigenous Peoples, ensuring greater access and opportunity, and honoring our nation's Indigenous history and contributions; and

WHEREAS, the Lawton Public Schools continues to promote the prosperity, well-being, and self-determination of the American Indian, Alaska Native, and Indigenous community.

WHEREAS, on September 19, 2019, the Lawton Public Schools Board of Education passed a resolution resolving that the Lawton Public Schools shall recognize Indigenous Peoples' Day on the second Monday of October each year.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 8 OF COMANCHE COUNTY, OKLAHOMA DOES HEREBY PROCLAIM THE SECOND MONDAY OF OCTOBER EACH YEAR TO BE INDIGENOUS PEOPLES' DAY AT LAWTON PUBLIC SCHOOLS, AND ENCOURAGES ALL LAWTON PUBLIC SCHOOLS' STAFF AND STUDENTS TO OBSERVE THIS DAY BY REFLECTING UPON THE ONGOING STRUGGLES OF INDIGENOUS PEOPLES ON THIS LAND, AND TO CELEBRATE THE THRIVING CULTURE AND VALUE THAT INDIGENOUS PEOPLES ADD TO OUR SCHOOLS.**

APPROVED by the Lawton Public Schools Board of Education this 19<sup>th</sup> day of September, 2019.

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Carla Clodfelter, President

ATTEST:

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Kathy Bentley, Clerk of the Board



**Minutes of the Lawton Public Schools  
Board of Education Regular Meeting  
Held on Tuesday, September 3, 2019**

The Board of Education of Independent School District I-8, Comanche County, Oklahoma, met on Tuesday, September 3, 2019 at 5:00 PM in Shoemaker Center Auditorium, 753 NW Fort Sill Blvd, Lawton, Oklahoma.

**CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

Carla Clodfelter, President, called the meeting to order. Superintendent Thomas led the flag salute. Roll call indicated the following board members were present:

Carla Clodfelter, President  
Patty Neuwirth, Vice-President  
Mary Bradley  
Kent Jester  
Col. Don King, Ex-Officio

\*Kelly Edwards, was absent

**SPECIAL GUESTS/SPECIAL RECOGNITION**

A handful of band members from all three high schools along with their band directors showcased and demonstrated their newly purchased band uniforms, thanks to the citizens of Lawton as they were purchased with district bond funds.

**ARCHITECT AND CONSTRUCTION MANAGER AT RISK UPDATE**

Architect Cory Miller of Architects in Partnership, presented updates on the Eisenhower Middle School and other miscellaneous construction projects:

- Adams reroof – final application for payment submitted
- EMS – Change Order #5 on the agenda for approval of several items he reviewed at the last board meeting, total use of contingency for these items: \$129,307.22, remaining contingency \$780,637.00.
- Whittier safe room – Change Order #1 on the agenda - design change, replacing the tornado-rated windows with regular thermal windows covered by an interior tornado-rated shutter door inside the classroom, less expensive to replace. (Recent vandalism of Almor West and Woodland Hills tornado windows). Shutter doors will normally be held open to allow daylight into the space and only be closed during a storm event. He noted a recent cost increase for tornado windows and that this change will provide a substantial credit back to the contingency in the amount of \$27,085.00. The change order also included an addition of washer/dryer hookups in the janitor's closet in the amount of \$4,966.27.
- EMS furniture – bid packets to go out to preferred vendors September 12, with bid opening scheduled for October 3, 2019.
- MHS HVAC for auditorium, gymnasium, and admin - possible special board meeting to approve bids after bid opening October 10, 2019 to expedite work (auditorium to be base bid, alternate bid packages for other two areas)

Project Manager Joshua Jacox of the Crossland Construction Company also presented a status report on the Eisenhower Middle School project (*See Exhibit A*) as well as the Whittier and various safe room projects.

## DEPARTMENTAL REPORTS

As an information item, updated reports from Business Operations and Educational Services were provided to the board, sharing both recent and pending activities in their departments to ensure the board members stay informed about the district functions and initiatives. There were no questions or comments on the reports.

Chief Financial Officer, **Elizabeth Brown-Hill**, provided an overview of the Statement of Financial Condition as of June 30, 2019, part of the 2019-2020 Estimate of Needs document provided by the Sanders, Bledsoe & Hewett auditing firm. She noted a carry-over for the year of \$14,603,145.69, a decrease from the previous year of \$17,994,433.37, a difference of \$3.3 million. She added that raises last year cost the district close to \$2 million and warned that the district should spend conservatively going forward and that funds should only be used as a cushion when the economy declines, not for adding positions that are not needed. She added that the district is currently top heavy when it comes to administrator positions in the midst of decreasing student population. The document noted a total estimated revenue of \$103,181,572.27 and total sinking fund balance to raise of \$7,584,863.17.

**Motion Passed:** Approval of the district's Estimate of Needs passed with a motion by Patty Neuwirth and a second by Kent Jester. Roll call was:

Mary Bradley	Yes
Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kent Jester	Yes

## REPORT OF THE SUPERINTENDENT

Interim Superintendent Thomas recommended that the board act to approve the implementation of a \$1,220 pay raise for eligible certified staff, as approved by the Legislature through HB 2765 and SB 1048. He noted SB 1048 authorizes the raise for certified personnel as defined in state law to include certified employees working full time as a teacher, principal, supervisor, administrator, counselor, librarian, or certified or registered nurse), effective July 1, 2019. He noted paychecks will reflect the raises for July on the October 1 paycheck and supplemental paychecks will be provided October 10 for August, broken down into two checks to help with federal withholding obligations for employees.

**Motion Passed:** Approval to implement the pay raise passed with a motion by Mary Bradley and a second by Patty Neuwirth. Roll call was:

Mary Bradley	Yes
Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kent Jester	Yes

Interim Superintendent Thomas recommended that the board act to approve the following LPS Certified Salary Schedules for 2019 - 2020, \*reflecting the \$1,220 pay raises approved by the Legislature through HB 2765 and SB 1048:

- Certified Salary Schedule
- OK Teacher Certified Salary Schedule \*
- Teacher (SPED) Education Salary Schedule (reg.+ .5%) \*

- Teacher (Vocational Agriculture) Education Salary Schedule (reg + 20% +\$2400) \*
- Teacher (Vocational Education) Education Salary Schedule (reg + \$2000) \*
- Teacher (NBPST) Education Salary Schedule\*

He made note of a “revised” copy of the Extra Duty Salary Schedule provided to the board under separate cover with two new entries added, Virtual Academy Teacher and Character Ed Sponsor. *(See Exhibit B)*  
 He added that those not eligible for these raises will still receive their longevity and step increases.

**Motion Passed:** Approval of the 2019-2020 certified salary schedules passed with a motion by Kent Jester and a second by Mary Bradley. Roll call was:

Mary Bradley	Yes
Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kent Jester	Yes

Interim Superintendent Thomas also recommended that the board act to approve the following LPS Salary Schedules for 2019-2020:

Support Salary Schedule  
 Journeyman Salary Schedule  
 Deaf Interpreter Salary Schedule  
 Extra Duty Salary Schedule (revised presented under separate cover)

**Motion Passed:** Approval of all aforementioned 2019-2020 Salary Schedules passed with a motion by Kent Jester and a second by Patty Neuwirth. Roll call was:

Mary Bradley	Yes
Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kent Jester	Yes

Interim Superintendent Thomas recommended that the board act to approve extending the \$250 stipend for driver safety to the following personnel as the same was board approved August 5, 2019 for LPS bus drivers (No at-fault accidents for the school calendar year = \$250):

Distribution Delivery Drivers  
 Food Services Delivery Drivers  
 Custodial Warehouse Drivers  
 Lawton Transitional Program Drivers

**Motion Passed:** Approval to extend the stipend passed with a motion by Patty Neuwirth and a second by Mary Bradley. Roll call was:

Mary Bradley	Yes
Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kent Jester	Yes

Interim Superintendent Thomas recommended that the board act to approve a contract provided under separate cover with Workman Forensics to conduct an audit of the district's Xcel copier contract. He stated that legal counsel has recommended the district go with Option 3, a less expensive option, a Full-Service

Retainer Deposit in the amount of \$5,000.00 wherein hourly rates are billed monthly, and not a fixed fee. (See Exhibit C)

**Motion Passed:** Approval of Option 3 with Workman Forensics to conduct an audit of the district's Xcel copier contract passed with a motion by Kent Jester and a second by Patty Neuwirth. Roll call was:

Mary Bradley	Yes
Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kent Jester	Yes

**SUPERINTENDENT'S ANNOUNCEMENT(S)**

- The LPS Police Department gained seven new officers as cadets graduated from the Basic Reserve Law Enforcement Academy recently, allowing all LPS sites to have a full-time school officer on duty.
- TMS Science Teacher, Jan Thomas, was featured in the latest edition of 580 Magazine. He also noted that her mother was the first PE teacher at TMS.
- Attorney General Mike Hunter and the Oklahoma Press Association will hold Open Meetings and Records Seminars at no cost designed to deal directly with questions and concerns about Oklahoma's Open Meeting and Records Acts – December 12, 2019 at Great Plains Technology Center, 1:00 PM – 4:00 PM.

**CONSENT AGENDA**

**Motion Passed:** Approval of the consent agenda as presented passed with a motion by Patty Neuwirth and a second by Kent Jester. Roll call was:

Mary Bradley	Yes
Carla Clodfelter	Yes
Patty Neuwirth	Yes
Kent Jester	Yes

**EXECUTIVE SESSION**

**Motion Passed:** Motion to convene in executive session to discuss the following items passed with a motion by Kent Jester and a second by Mary Bradley:

- The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Certified and Support Personnel Reports posted with the Agenda.
- Executive Director of Secondary Education
- Interim Comptroller
- Proposed Change in Contract and Job Title for Sheila Relf, Purchasing Manager

The time was 5:30 pm. Ms. Clodfelter invited Attorney Chuck Wade and CFO Elizabeth Brown-Hill to join the executive session. Roll call was:

Mary Bradley	Yes
Carla Clodfelter	Yes

Patty Neuwirth            Yes  
Kent Jester                Yes

**Motion Passed:** Motion to acknowledge return to open session passed with a motion by Patty Neuwirth and a second by Mary Bradley. The time was 6:30 pm. Roll call was:

Mary Bradley            Yes  
Carla Clodfelter        Yes  
Patty Neuwirth         Yes  
Kent Jester              Yes

**STATEMENT OF EXECUTIVE SESSION MINUTES**

Statement of Executive Session Minutes

The Board of Education went into executive session at 5:30 p.m.

Members present included:

Carla Clodfelter, President  
Patty Neuwirth, Vice-President  
Mary Bradley  
Kent Jester

Others present included:

Dr. Tom Thomas, Interim Superintendent  
Chuck Wade, LPS School Attorney  
Dr. Ken Baden, Interim Chief Operating Officer  
Elizabeth Brown-Hill, Chief Financial Officer, entered at 5:30 p.m., left at 5:40 p.m.

Items discussed included:

The employing, promoting, or receiving resignation(s) of individual certified and support salaried personnel as listed on the Certified and Support Personnel Reports  
Executive Director of Secondary Education  
Interim Comptroller  
Proposed Change in Contract and Job Title for Sheila Relf, Purchasing Manager

During the executive session, the board discussed these items and no other items, and no action was taken. The board returned to open session at 6:30 p.m.

This constitutes the minutes of the executive session.

**SUPERINTENDENT'S PERSONNEL REPORT / ITEMS DISCUSSED IN EXECUTIVE SESSION**

**Motion Passed:** Approval of the Certified and Support Personnel Reports passed with a motion by Patty Neuwirth and a second by Kent Jester. Roll call was:

Mary Bradley            Yes  
Carla Clodfelter        Yes  
Patty Neuwirth         Yes  
Kent Jester              Yes

**Motion Passed:** Approval of the employment of Rick Owens for Executive Director of Secondary Education passed with a motion by Kent Jester and a second by Mary Bradley. Roll call was:

Mary Bradley            Yes  
Carla Clodfelter        Yes  
Patty Neuwirth         Yes  
Kent Jester              Yes

**Motion Passed:** Approval of the employment of Lance Gibbs as Interim Comptroller passed with a motion by Patty Neuwirth and a second by Mary Bradley. Roll call was:

Mary Bradley            Yes  
Carla Clodfelter        Yes  
Patty Neuwirth         Yes  
Kent Jester              Yes

**Motion Tabled:** Motion to table the proposed change in contract and job title for Sheila Relf, Purchasing Manager pending further information passed with a motion by Kent Jester and a second by Patty Neuwirth.

Mary Bradley            Yes  
Carla Clodfelter        Yes  
Patty Neuwirth         Yes  
Kent Jester              Yes

**NEW BUSINESS**

There was no new business.

**FUTURE BOARD MEETING DATES**

The next regular board meeting date is Thursday, September 19, 2019, at 5:00 p.m., in the Shoemaker Center Auditorium. There were no other board meeting dates set.

**BOARD ANNOUNCEMENTS**

Mary Bradley thanked Brenda Hatch and her team for the great job they did in organizing the district-wide Trauma and SIOP (Sheltered Instruction Observation Protocol) Summit that took place at Lawton High School as part of the August 30, 2019 professional development day.

**ADJOURNMENT**

**Motion Passed:** Motion to adjourn the meeting passed with a motion by Kent Jester and a second by Patty Neuwirth. Roll call was:

Mary Bradley            Yes  
Carla Clodfelter        Yes  
Patty Neuwirth         Yes  
Kent Jester              Yes

I, the undersigned clerk of the Board of Education of Lawton Public Schools, District I-8, Comanche County, Oklahoma, do hereby certify that prior notice of this meeting was given to the County Clerk of Comanche

County, Oklahoma, listing the time, place, and date of the meeting. I also certify that at least 24 hours prior to the meeting, notice of the time and place and the agenda were posted in prominent view of the location of the meeting and in all respects Title 25, O.S. (Supp.) both inclusive, have been complied with fully.

Witness my hand and seal of the school district this \_\_\_\_ day of \_\_\_\_\_, 2019.

School Seal:

\_\_\_\_\_  
Kathy Bentley, Clerk of the Board

\_\_\_\_\_  
Denise Duffy, Minutes Clerk

\_\_\_\_\_  
Carla Clodfelter, President







# CROSSLAND CONSTRUCTION COMPANY, INC.

Published Monthly

## STATUS REPORT

Eisenhower Middle School

September 03, 2019

Executive Summary	Financial Status	Safety	Construction Schedule																		
<p><b>Project Highlights</b></p> <ul style="list-style-type: none"> <li>• Brick veneer is finishing on South side of building this week.</li> <li>• Cafeteria slab is placed</li> <li>• Steel is progressing in Auditorium</li> <li>• Painting walls and ceilings in Gymnasium</li> <li>• Interior wall framing</li> </ul>	<p><b>GMP</b> \$37,973,519</p> <p><b>Owner Change Orders</b> 3</p> <p><b>Contract Amount</b> \$37,973,519</p> <p><b>Original Contingency</b> \$888,050</p> <p><b>Current Contingency</b> \$809,944</p>	<p><b>Hours worked since Lost Time</b> 3,703,292</p> <p><b>Days Without Lost Time</b> 559</p> <p><b>Hours Without an Accident</b> 334,505</p> <p><b>Previous Record Without Lost Time</b> 1578 Days</p>	<p><b>Overall</b> Start 9/17/2018 Completion 8/25/2020</p> <p>• Overall behind schedule 17 days</p>																		
<p><b>Targeted Milestone Dates</b></p> <ul style="list-style-type: none"> <li>• Complete Concrete 09/23/2019</li> <li>• Steel Complete 10/04/2019</li> <li>• Building Dry In 12/15/2019</li> <li>• Substantial Completion</li> </ul>	<p><b>Percent Complete (Dollars)</b></p> <p><b>Current GMP</b> \$ 37,973,519.00</p> <p><b>Billed to Date</b> \$ 15,611,036.25</p> <p><b>Percent Complete</b> 41%</p>	<p><b>Weather Days</b></p> <table border="1"> <tr><td>2018</td><td>24</td></tr> <tr><td>Jan-19</td><td>6</td></tr> <tr><td>Feb-19</td><td>2</td></tr> <tr><td>Mar-19</td><td>4</td></tr> <tr><td>Apr-19</td><td>8</td></tr> <tr><td>May-19</td><td>14</td></tr> <tr><td>Jun-19</td><td>6</td></tr> <tr><td>Aug-19</td><td>2</td></tr> <tr><td><b>Total Job</b></td><td><b>66</b></td></tr> </table>	2018	24	Jan-19	6	Feb-19	2	Mar-19	4	Apr-19	8	May-19	14	Jun-19	6	Aug-19	2	<b>Total Job</b>	<b>66</b>	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• Upcoming work</li> <li>• Starting EIFS on 09/16/19</li> <li>• Continuing Roof placement on 09/09/19</li> <li>• Auditorium slab 09/16/19</li> <li>• Kitchen slab 09/09/19</li> <li>• Window placement 09/03/19</li> </ul>
2018	24																				
Jan-19	6																				
Feb-19	2																				
Mar-19	4																				
Apr-19	8																				
May-19	14																				
Jun-19	6																				
Aug-19	2																				
<b>Total Job</b>	<b>66</b>																				
<p><b>Project Photos</b></p> 	<p><b>Project Photos</b></p> 	<p><b>Project Photos</b></p> 	<p><b>Project Photos</b></p> 																		

## Extra Duties Salary Schedule for FY20

Reviewed by Board 9-3-19  
Sal Code Earn Code/Sport

Description

Factor

Base/34560

### Central Office Staff and Administrators

EX	Sal Code Earn Code/Sport	Description	Factor	Base/34560
EX0327	5302/5303/5304/ 5306/5328	Admin Asst Support	0.127	\$ 4,389.00
EX0253	0015	Asst Director	0.444	\$ 15,345.00
EX0102	0003	Asst Superintendent	0.911	\$ 31,484.00
EX0108	0031	Chief Financial Officer	0.804	\$ 27,786.00
EX0106	0011	Coordinator	0.313	\$ 10,817.00
EX0164	0064/0068/0069	Database Admin/Student Data Admin/Info Tech Asst	0.228	\$ 7,880.00
EX0101	0002	Deputy Superintendent	1.122	\$ 38,776.00
EX0104	0005	Director	0.505	\$ 17,453.00
EX0336	1572	Dist. Algebra I Tchr Facilitator	0.023	\$ 795.00
EX0103	0004	Executive Director	0.697	\$ 24,088.00
TBD	TBD	Comptroller	0.697	\$ 24,088.00
EX0112	5131	K9 Officer	0.072	\$ 2,400.00
EX0154	5326/5323	Lead Computer Tech, Network Tech	0.104	\$ 3,600.00
EX0113	0024	Programmer	0.173	\$ 5,979.00
EX0113	0032	Software Support Specialist	0.173	\$ 5,979.00
EX0105	0006/0012	Specialist	0.383	\$ 13,236.00
EX0107	0009/0018/5309	System,Network,Hardware Analyst,Ex Asst/Supt.	0.284	\$ 9,815.00
EX0252	0052	Video Technician	0.116	\$ 4,000.00

### Building Administrators

EX0119	2042	Alt School Principal + 5%	0.479	\$ 16,554.00
EX0259	0010	Dean of Students/High Sch	0.250	\$ 8,640.00
EX0258	0010	Dean of Students/Jr High	0.175	\$ 6,048.00
EX0260	1052	Elementary Asst. Principal	0.176	\$ 6,083.00
EX0121	1050	Elementary Principal	0.300	\$ 10,368.00
EX0159	1054	Elementary Training Assistant Principal	0.079	\$ 2,730.00
EX0116	3032	HS Asst Principal, 10 mon	0.297	\$ 10,264.00
EX0115	3031	HS Asst Principal, 12 mon	0.416	\$ 14,377.00
EX0114	3030/2045	HS Principal/SAC Principal	0.638	\$ 22,049.00
EX0124	2043	MS Asst Principal 10 mon	0.291	\$ 10,057.00
EX0118	2041	MS Asst Principal 12 mon	0.343	\$ 11,854.00
EX0117	2040	MS Principal	0.479	\$ 16,554.00

### Special Education Extra Duty

EX0128	0029/0030	Licensed Behavioral/Professional Counselor	0.124	\$ 4,285.00
EX0109	0020	Psychologist + 5%	0.195	\$ 6,739.00
EX0110	0021	Psychometrist + 5%	0.108	\$ 3,732.00
EX0324	0026 PT 0094 OT	PT / OT + 5%	0.195	\$ 6,739.00
EX0111	0022	School Nurse + 5%	0.067	\$ 2,316.00
EX0330	0019	Special Ed Compliance Officer	0.159	\$ 5,495.00
EX0254	0081	Speech Pathologist B + 16	0.018	\$ 622.00
EX0257	0081	Speech Pathologist CCC	0.234	\$ 8,087.00
EX0256	0081	Speech Pathologist CFY	0.141	\$ 4,873.00
EX0255	0081	Speech Pathologist Masters	0.035	\$ 1,210.00

### Other District Positions

EX0331	5911	ABE Teacher (Full-time + 5%)	0.088	\$ 3,041.00
EX0248	2152	Alt Ed/Sac tchr	0.600	\$ 20,736.00
EX0202	0093	Attend Officer/Visiting Counselor	0.167	\$ 5,772.00

## Extra Duties Salary Schedule for FY20

EX0311	3334	Carl Perkins Grant Coord	0.088	\$ 3,041.00
EX0332	3125	District Music Supervisor	0.053	\$ 1,832.00
EX0316	1567	District Title I Coordinator (not in use)	0.214	\$ 7,396.00
EX0310	3333	Grant Facilitator	0.035	\$ 1,210.00
EX0343	5545	Head Grounds	0.094	\$ 3,249.00
EX0337	5810	Head Mechanic	0.150	\$ 5,184.00
EX0305	1566	Reading Recovery Teacher (not in use)	0.113	\$ 3,905.00
EX0262	1573	Title I/IX Facilitator - 15 days contract extension	0.096	\$ 4,117.00
EX0261	1571	EL Facilitator - 10 days contract extension	0.081	\$ 2,557.00
EX0122	5333/5334	Board Clerk/Minutes Clerk	0.116	\$ 4,000.00
EX0164	2105	Gifted/Talented Coordinator	0.081	\$ 2,800.00
EX1625	1106	HS Assessment Coordinator	0.078	\$ 2,700.00
EX0137	5116	FT Music Accompanist	0.088	\$ 3,041.00
EX0330	1577/1578	Title I PD/PI and Compliance Facilitators	0.159	\$ 5,495.00
EX0330	TBD	EL Facilitator	0.159	\$ 5,495.00
EX0330	TBD	Title I/IX Facilitator	0.159	\$ 5,495.00
EX0263	5142	Johnson-O'Malley Coordinator	0.174	\$ 6,000.00
EX0262	1579	McKinney-Vento Liaison (not in use)	0.096	\$ 3,320.00
TBD	TBD	Virtual Academy Teacher (pay per semester)	0.145	\$ 2,500.00

### High School Extra Duty

EX0139	3103	Academic Coaching	0.080	\$ 2,765.00
EX0130	3130	Activities Director	0.088	\$ 3,041.00
EX0329	1560	Asst. Band Director-High Schl	0.085	\$ 2,938.00
EX0126	3123	Band Director	0.158	\$ 5,460.00
TBD	3131	Character Ed Sponsor	0.088	\$ 3,041.00
EX0138	3101	Department Chair	0.031	\$ 1,071.00
EX0127	3124	District Strings	0.061	\$ 2,108.00
EX0132	3136	Drill Team Director	0.088	\$ 3,041.00
EX0153	3137	JROTC Certified Drill Team	0.116	\$ 4,000.00
EX0123	5135	JROTC Non-Cert Drill Team	0.036	\$ 1,250.00
EX0129	3117	Lead Counselor	0.143	\$ 4,942.00
TBD	TBD	HS Counselor - 10 day Summer Schedule Clean-up	0.083	\$ 2,861.70
EX0131	3121	Librarian	0.124	\$ 4,285.00
EX0128	0029/0030/3120	Licensed Behavioral/Professional Counselor/ HS Counselor	0.124	\$ 4,285.00
EX0133	3128	Newspaper Sponsor	0.062	\$ 2,143.00
EX0134	3126	Stage Production	0.075	\$ 2,592.00
EX0247	3119	Voc Counselor/Career Advisor	0.124	\$ 4,285.00
EX0135	3122	Vocal Music	0.088	\$ 3,041.00
EX0136	3127	Year Book Sponsor	0.062	\$ 2,143.00

### Middle School Extra Duty

EX0152	2103	Academic Coach	0.080	\$ 2,765.00
EX0150	2130	Activities Director	0.022	\$ 760.00
EX0329	1562	Asst. Band Director	0.085	\$ 2,938.00
EX0141	2123	Band Director	0.107	\$ 3,698.00
EX0151	2129	Cheerleader/Pep Club	0.060	\$ 2,074.00
EX0143	2120	Counselor	0.121	\$ 4,182.00
EX0146	2124	District Strings	0.061	\$ 2,108.00
EX0144	2121	Librarian	0.121	\$ 4,182.00
EX0148	2126	Stage Production	0.038	\$ 1,313.00
EX0145	2122	Vocal Music	0.061	\$ 2,108.00

## Extra Duties Salary Schedule for FY20

EX0149	2127	Year Book Sponsor	0.044	\$ 1,521.00
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### Elementary Extra Duty

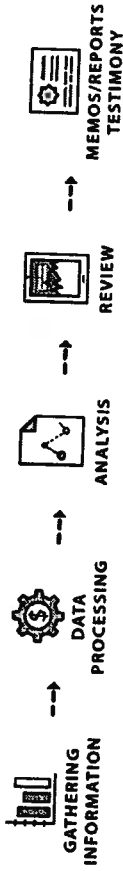
EX0156	1520	Elementary Counselor	0.079	\$ 2,730.00
EX0157	1521	Elementary Librarian	0.079	\$ 2,730.00
EX0329	1562	Extended Day Band	0.085	\$ 2,938.00

### High School Athletics

EX0212	3312/805(B) 806(G)	Assist Baseball/Softball High Schl (2 each b/g 9-12)	0.087	\$ 3,007.00
EX0306	3329/815(B) 820(G)	Assistant Soccer High Schl	0.054	\$ 1,866.00
EX0318	3338/816	Assistant Volleyball High Schl	0.065	\$ 2,246.00
EX0208	3308/802(B) 803(G)	Asst Basketball High Schl (2 each b/g 9-12)	0.095	\$ 3,283.00
EX0206	3306/801	Asst Football High School (6)	0.132	\$ 4,562.00
EX0214	3314/811(B) 812(G)	Asst Track High Schl- (3 each high school (9-12)	0.087	\$ 3,007.00
EX0217	3317/807	Asst Wrestling High Schl	0.095	\$ 3,283.00
EX0219	3319/814(B) 822(G)	Cross Country High Schl	0.053	\$ 1,832.00
EX0223	3323/804(B) 810(G)	District Assistant Swimming	0.095	\$ 3,283.00
EX0222	3322/804(B) 810(G)	District Swimming	0.169	\$ 5,841.00
EX0205	3305/801	Football Coord High School (2)	0.140	\$ 4,838.00
EX0220	3320/813(B) 814(G)	Golf High School - (3 each high school (9-12)	0.053	\$ 1,832.00
EX0211	3311/805(B) 806(G)	Head Baseball/Softball High Schl	0.136	\$ 4,700.00
EX0207	3307/802(B) 803(G)	Head Basketball High Schl	0.169	\$ 5,841.00
EX0204	3304/801	Head Football High School (1)	0.261	\$ 9,020.00
EX0227	3327/815(B) 820(G)	Head Soccer High Schl	0.103	\$ 3,560.00
EX0218	3318/808(B) 809(G)	Head Tennis HS	0.072	\$ 2,488.00
EX0213	3313/811(B) 812(G)	Head Track High Schl	0.136	\$ 4,700.00
EX0317	3337/816	Head Volleyball High Schl	0.102	\$ 3,525.00
EX0216	3316/807	Head Wrestling High Schl	0.169	\$ 5,841.00
EX0226	3326/819	School Athletic Coord High Schl	0.103	\$ 3,560.00

### Middle School Athletics

EX0237	2337/805(B) 806(G)2347	Asst Baseball/Softball Middle Schl	0.042	\$ 1,452.00
EX0233	2333/802(B) 803(G)2335	Asst Basketball Middle School	0.064	\$ 2,212.00
EX0231	2331/801	Asst Football Middle School (3)	0.074	\$ 2,557.00
EX0239	2339/811(B) 812(G)2340	Asst Track Middle School	0.042	\$ 1,452.00
EX0320	2349/816	Asst Volleyball Middle School	0.031	\$ 1,071.00
EX0242	2342/807	Asst Wrestling Middle School	0.051	\$ 1,763.00
EX0244	2344/813(B) 821(G)	Golf Middle School	0.046	\$ 1,590.00
EX0236	2336/805(B) 806(G)2345	Head Baseball/Softball Middle Schl	0.062	\$ 2,143.00
EX0232	2332/802(B) 803(G)2334	Head Basketball Middle School	0.089	\$ 3,076.00
EX0229	2329/801	Head Football Middle School (1)	0.118	\$ 4,078.00
EX0238	2338/811(B) 812(G)2350	Head Track Middle School	0.062	\$ 2,143.00
EX0319	2348/816	Head Volleyball Middle School	0.046	\$ 1,590.00
EX0241	2341/807	Head Wrestling Middle School	0.076	\$ 2,627.00
EX0246	2346	School Athletic Coord Middle Schl	0.050	\$ 1,728.00
EX0243	2343/808(B) 809(G)	Tennis Middle School	0.046	\$ 1,590.00



## CASE PLAN FOR: Lawton Public Schools

Relevant Period: 01/01/13 - 06/30/19

Concern No.	Client Concerns / Goals	Related Analysis	Data / Information Required
1	Evaluate competitor contention that Xcel contract pricing significantly exceeds approved statewide contract pricing to which LPS is entitled.	Compare Xcel-LPS contract pricing to approved statewide contract pricing.	Contracts between LPS and Xcel; approved statewide contract pricing <sup>1</sup>
2	Evaluate competitor contention that refinancing and early upgrading of contracts has resulted in exorbitant and unnecessary costs to LPS.	Quantify refinancing and upgrade costs; compare to competitor's analysis.	Contracts between LPS and Xcel; refinancing and upgrade costs alleged in competitor's complaint
3	Evaluate competitor contention that Xcel has charged LPS for equipment/features that are unnecessary and/or unusable.	Individually quantify costs of equipment/features alleged by competitor to be unnecessary or unusable (e.g. staplers, fax lines).	Contracts between LPS and Xcel; list of equipment identified as unnecessary/unusable by competitor's complaint
	Official report of findings		
	Case Management throughout Scope		

1. DIR TSO-3043, the statewide Xerox contract used for comparison purposes by Dr. Deighan in his May 2018 Xerox Copy/Print Report, is currently inactive and no longer available for download from the state website. If client can provide a copy of this contract, it will be used for comparison. As an alternative or additional comparable, DIR TSO-3082 is a current statewide contract for apparently similar services with Konica Minolta.

Note regarding service options, excluding Full Service Retainer: All of the findings derived from the above case plan will be provided in a summary format with supporting tables and documentation upon completion. A separate formal report will be provided upon client request for an additional fee. Any additional items discovered for which additional analysis is requested, a separate case plan fee proposal will be provided by Workman Forensics. This case plan and scope are limited to the relevant period and data sources as stated above.

CASE PLAN SERVICE OPTIONS	
Option 1: DIY Analysis	Not applicable to matter
Option 2: WF Assisted Fixed Fee	\$7,900.00
Option 3: Full Service Retainer Deposit	\$5,000.00
<i>hourly rates billed monthly, not a fixed fee</i>	

Comptroller Report to the Board of Education: 9/19/2019

**Clarification on statements made at 9/3/2019 board meeting**

<u>District Enrollment</u>	<u>Weighted Average Daily Attendance (WADM)</u>
2017-2018 = 14,068	2017-2018 = 23,004.81
2018-2019 = 13,799	2018-2019 = 22,583.40
2019-2020 = 13,739	2019-2020 = (not calculated at this time)

As of 9/6/2019; a decrease of 60, not ~1000

**State Aid will NOT be impacted negatively this year by a decrease in enrollment**

- State Aid Allocation is based on Weighted Average Daily Attendance (WADM)
- The Allocation uses a district’s HIGHEST WADM over three years. Therefore, Lawton will use its 2018 (FY18) WADM of 23,004.81
- This number is populated in all of our districts State Aid Allocation documents provided by the State Department of Education

**Decrease in carryover due to Pay Raises**

- State Aid Allocations has a line for “Salary Incentive Aid”
- This line added new revenue to districts to offset the cost of state mandated raises
- The “Salary Incentive Aid Factor” is multiplied by the WADM
- Since Lawton’s aid was based on a WADM from a previous year when enrollment was higher and we have not refilled all positions, it appears that we NETTED money from this line
- *The decrease in carryover appears to be due to the one-time purchase of textbooks*

CoDist Code: 161008  
LAWTON

Oklahoma State Department of Education  
Financial Accounting

9/12/2019 10:09:49 AM

**OCAS Compared To State Aid Allocation ( Year: 2019)**

Project Code	Source Code	State Aid		OCAS Reporting		SALARY AID REVENUE LESS EXPENSES
		Allocations	Payments	Revenue	Expense	
000 NON-CATEGORICAL EXP	3210 FNDTN & SAL INC AID	58,243,028.00	58,243,028.00	58,243,028.00	0.00	
312 NAT BRD CERT BONUS	3412 Nat Brd Cert Bonus	0.00	0.00	133,000.00	132,732.36	+ 267.64
331 ED. FLEX. CERT.	3250 ED FLEX BEN ALLOW	165,630.96	165,630.96	165,630.96	131,758.88	+ 33,872.08
332 ED FLEX NONCERT	3250 ED FLEX BEN ALLOW	799,353.66	799,353.66	799,353.66	730,857.47	+ 68,496.19
333 STATE TEXTBOOK	3420 STATE TEXTBOOK	650,860.80	650,860.80	650,860.80	0.00	Non-salary funds
334 ED FLEX BEN - CERT	3250 ED FLEX BEN ALLOW	6,483,220.20	6,483,220.20	6,483,220.20	6,471,951.86	+ 11,268.34
335 ED FLEX BEN - NONCER	3250 ED FLEX BEN ALLOW	4,304,696.40	4,304,696.40	4,304,696.40	4,135,610.63	+ 169,085.77
361 ACE TECHNOLOGY	3690 OTH MISC STATE REV	65,150.30	65,150.30	65,150.30	0.00	Non-salary funds
367 READ SUFF ACT	3415 READING SUFF FUNDS	188,206.59	188,206.59	188,206.59	100,768.66	+ 87,437.93
385 CHILD NUTR PROGRAM	3720 STATE MATCHING	0.00	0.00	58,183.73	0.00	Non-salary funds
388 ALTERNATIVE ED	3310 ALTN/HIGH CHLG EDU	385,929.33	385,929.33	385,929.33	429,013.83	Non-salary funds
						<b>TOTAL EXCESS: \$370,427.95</b>

## **Clarification on statements made at 9/3/2019 board meeting**

**Sinking Fund money does NOT come from the general fund/carryover.** Sinking Fund dollars come from property taxes and are utilized strictly for debt service and judgements against the district.

### **CONCERNS:**

#### **Concern: Bond Expenditures made from wrong account**

- Bank of Oklahoma account holds our Lease Purchase Dollars for the Bond
- We started the account with approximately \$54 Million.
- The account still has \$54 Million in it.
- This raised concern, so I began investigating.
- Lawton Public Schools has coded all Bond expenditures to Bond Fund 33. Lease Purchase Expenditures (EMS and Safe Room Construction Projects) should be coded to Bond 34.
- Lawton Public Schools has paid all Bond expenditures out of our Liberty Bank account. All Lease Purchase Expenditures (EMS and Safe Room Construction Projects) should have been invoiced to or claimed against the Bank of Oklahoma Lease Purchase Account.
- I have Kathy Bentley and Michelle assisting in making these corrections.

Concern: The Final OCAS (Oklahoma Cost Accounting System) District Revenue and Expenditure Report was Due to the State Department of Education no later than September 3, 2019. The deadline was not met. The penalty for missing the deadline is 1% of State Aid for the first month, 2% second month, 3% third month, 4% fourth month, then 5% in subsequent months. There are over 1400 errors on the document as the time of this letter. The department is working on the error corrections. Carla has been especially helpful in these corrections this week. A large number of errors are attributed to "payroll", however, they appear to be due to duplication of purchase orders and is not necessarily a "payroll" department error.

Concern: The Initial OCAS District Revenue and Expenditure Report indicates that the district has a negative fund balance of -\$598,522.51. This is due to no carryover balances being entered into the OCAS report.

Concern: There are errors in the Estimate of Needs due to data delivered to the Auditor. At this point, the errors do not impact our "Bottom-Line" on the Estimate of Needs. I spoke with the Auditor about my concerns and he concurs. He indicated that he had to do a lot of work that was not his job, including the "reconciliation" of many of the department's financial numbers to be able to complete the EON.

Concern: The Sinking Fund (41) has a balance in excess of \$5 Million. This money should have been spent on debt service. I believe the payment was coded to the wrong fund (I will research this and fix it.)

Concern: Our CASH position is a MAJOR CONCERN. We have money, but it is NOT where it should be.

- 1) The Lease Purchase Bond Money is in a Bank of Oklahoma account waiting for us to claim it. Approximately 18.9 Million will be claimed as and reclaimed to our Liberty/OLAP accounts as we clean up the account positions.
- 2) Our cash in the bank Liberty was \$5,953,030.80 and \$5,166,145.55 in OLAP for a total cash balance of \$11,119,176.40 as of 9/10/2019.  
One month of payroll is approximately \$4,748,536.49 and an additional \$1,463,326.82 in benefits totaling \$6,211,863.31
- 3) This cash balance of \$11 Million and a single payroll totaling \$6 Million should be a major red flag. This cash balance includes ALL FUNDS (General Fund, Activity Fund, Building Fund, etc...). The issue is EMS and Safe Room expenditures being taken from this cash instead of being charged to our Bank of Oklahoma Lease Purchase Account.
- 4) Correcting the errors in Lease Purchase Bond Expenditures and recouping that money into our Liberty account will be a big step.

Respectfully,

Lance Gibbs  
Interim Comptroller

Lawton Public Schools  
Lawton, Oklahoma

Administrative Services Division  
Purchasing Department

**PURCHASING SECTION**

September 19, 2019

- I. Request permission to increase, issue purchase orders, and to make related encumbrances.
- II. Gasoline Tabulation.
- III. Encumbrance Approval/Partial Payment.

Lawton Public Schools  
Lawton, Oklahoma

Administrative Services Division  
Purchasing Department

**Request to Increase Purchase Orders**

September 19, 2019

Request permission to increase the following purchase orders:

Kenny Products Inc \$3,000.00 to \$5,000.00	Shoemaker - <b>McDermott</b> Acct. #0-11-118	#20000442
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An increase on standing purchase order of \$2,000.00 is due to more basement supplies needed than originally estimated.

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Symbolic \$25,000.00 to \$50,000.00	Shoemaker - <b>Watson</b> Acct. #0-11-107	#20000508
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An increase on standing purchase order of \$25,000.00 is due to more computer repair parts and technology equipment needed than originally estimated.

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Pearson Clinical Assessment \$578.10 to \$899.59	Special Services - <b>Sharkey</b> Acct. #0-11-621	#20000300
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An increase of \$321.49 is due to a price increase on the items.

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Lawton Public Schools  
Lawton, Oklahoma

Administrative Services Division  
Purchasing Department

**Request to Issue Purchase Orders and Make Related Encumbrances**

September 19, 2019

<b>Shoemaker - Baden</b> (Bond Fund) 0-33-162	Digi Security Systems
Labor and mats to install door access for safe rooms at eight (8) sites. Sole Source.	\$28,273.47
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<b>Shoemaker - Donahue</b> (General Fund) 0-11-511	Trinity 3 Technology
60 Chromebooks with licenses for Eisen Elem Title I.	\$17,400.00
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<b>Shoemaker - Donahue</b> (General Fund) 0-11-511	Trinity 3 Technology
50 Chromebooks with licenses for LHS Title I.	\$15,898.00
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<b>Shoemaker - Donahue</b> (General Fund) 0-11-511	Piraino
Eight (8) TruTouch computers for Eisen ElemTitle I. Quotes taken.	\$28,624.00
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<b>Shoemaker - Donahue</b> (General Fund) 0-11-515	Character Education Partnership
Registration for 14 participants to attend the Natl Forum & Character Awards in Washington DC, Oct 24-26, 2019.	\$12,236.00
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**Shoemaker - Gibbs** Achieve Education Solutions  
(General Fund) 0-11-775

Subscription for Reading Plus for  
10 elementary schools. \$54,900.00

---

**Shoemaker - Havron** Achieve Education Solutions  
(General Fund) 0-11-367

Subscription for Reading Plus for  
four (4) elementary schools. \$18,950.00

---

**Shoemaker - Watson** Piraino  
(Bond Fund) 0-33-163

Labor to install 127 interactive  
screens for 11 elementary schools.  
Sole source. \$44,025.00

---

**Shoemaker - Watson** Vic's Telecommunications  
(General Fund) 0-11-100

FY20 standing purchase order for  
telephones for FY20 school year. \$10,000.00

---

**MacArthur High - Puccino** Phillips Music  
(Bond Fund) 0-33-166

Misc band instruments. Quotes. \$7,641.00

---

**Student Services - M. Mattingly** Merrifield Office  
(Bond Fund) 0-33-162  
0-33-165

70 markerboards and installation of 138  
markerboards. \$26,981.36

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**LAWTON PUBLIC SCHOOLS  
LAWTON, OKLAHOMA  
ADMINISTRATIVE SERVICES DIVISION**

**DIESEL / GASOLINE TABULATION  
ALL OR NONE**

<b>Fuel Type:</b>	<b>Quantity Bid:</b>
#2 Ultra Low Sulfur Diesel	7500
Unleaded Gasoline	0
<b>BID DATE:</b>	<b>DELIVERY DATE:</b>
8/30/2019	8/30/2019

VENDOR	TIME/DATE	DIESEL	UNLEADED
Glenn Oil Lawton, OK	no response		
Clark Oil Co. Ada, OK			
Carey Johnson Oil Co. Lawton, Ok	8/30/19	\$ 1.9000	
Hooten Oil Co Seminole, Ok			

\*\*\*\*

TABULATION OF ACCEPTED BID			
VENDOR SELECTED - <u>Carey Johnson Oil Co.</u>			
FUEL	BID PRICE	GALLONS	TOTAL
DIESEL	\$ 1.9000	7344	\$13,953.60
UNLEADED	\$ -	0	\$0.00
<b>GRAND TOTAL</b>			<b>\$13,953.60</b>

Lawton Public Schools  
Lawton, Oklahoma

Administrative Services Division  
Purchasing Department

PURCHASING SECTION

September 19, 2019

- I. Request permission to increase, issue purchase orders, and to make related encumbrances.
- II. Gasoline Tabulation.
- III. Encumbrance Approval/Partial Payment.

Lawton Public Schools  
Lawton, Oklahoma

Administrative Services Division  
Purchasing Department

**Request to Increase Purchase Orders**

September 19, 2019

Request permission to increase the following purchase orders:

Kenny Products Inc \$3,000.00 to \$5,000.00	Shoemaker - <b>McDermott</b> Acct. #0-11-118	#20000442
--	---	-----------

An increase on standing purchase order of \$2,000.00 is due to more basement supplies needed than originally estimated.

---

Symbolic \$25,000.00 to \$50,000.00	Shoemaker - <b>Watson</b> Acct. #0-11-107	#20000508
--	--	-----------

An increase on standing purchase order of \$25,000.00 is due to more computer repair parts and technology equipment needed than originally estimated.

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Pearson Clinical Assessment \$578.10 to \$899.59	Special Services - <b>Sharkey</b> Acct. #0-11-621	#20000300
---	--	-----------

An increase of \$321.49 is due to a price increase on the items.

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Lawton Public Schools  
Lawton, Oklahoma

Administrative Services Division  
Purchasing Department

**Request to Issue Purchase Orders and Make Related Encumbrances**

September 19, 2019

<b>Shoemaker - Baden</b> (Bond Fund) 0-33-162	Digi Security Systems
Labor and mats to install door access for safe rooms at eight (8) sites. Sole Source.	\$28,273.47
-----	
<b>Shoemaker - Donahue</b> (General Fund) 0-11-511	Trinity 3 Technology
60 Chromebooks with licenses for Eisen Elem Title I.	\$17,400.00
-----	
<b>Shoemaker - Donahue</b> (General Fund) 0-11-511	Trinity 3 Technology
50 Chromebooks with licenses for LHS Title I.	\$15,898.00
-----	
<b>Shoemaker - Donahue</b> (General Fund) 0-11-511	Piraino
Eight (8) TruTouch computers for Eisen ElemTitle I.. Quotes taken.	\$28,624.00
-----	
<b>Shoemaker - Donahue</b> (General Fund) 0-11-515	Character Education Partnership
Registration for 14 participants to attend the Natl Forum & Character Awards in Washington DC, Oct 24-26, 2019.	\$12,236.00
-----	

**Shoemaker - Gibbs** Achieve Education Solutions  
(General Fund) 0-11-775

Subscription for Reading Plus for  
10 elementary schools. \$54,900.00

---

**Shoemaker - Havron** Achieve Education Solutions  
(General Fund) 0-11-367

Subscription for Reading Plus for  
four (4) elementary schools. \$18,950.00

---

**Shoemaker - Watson** Piraino  
(Bond Fund) 0-33-163

Labor to install 127 interactive  
screens for 11 elementary schools.  
Sole source. \$44,025.00

---

**Shoemaker - Watson** Vic's Telecommunications  
(General Fund) 0-11-100

FY20 standing purchase order for  
telephones for FY20 school year. \$10,000.00

---

**MacArthur High - Puccino** Phillips Music  
(Bond Fund) 0-33-166

Misc band instruments. Quotes. \$7,641.00

---

**Lawton Public Schools  
Business Operations**

**Report of Activity Fund Custodian  
September 19, 2019**

**REQUEST PERMISSION TO MAKE THE FOLLOWING ACTIVITY FUND TRANSFERS:**

	<u>Account Credited</u>	<u>Account Debited</u>	<u>Purpose</u>	<u>Amount</u>
1	CMS Academic Team	CMS Concessions	Worked concession stand 9/10/19	\$221.00
2	TMS Softball	MMS Softball	Tournament 8/16-17/19	\$175.00
3	EHS B Basketball	EHS All Sports	Help with expenses	\$450.00
4	EHS G Basketball	EHS All Sports	Help with expenses	\$450.00
5	MHS Vocal Music	Homeless Title 1	All-Region/All-State Fees (student ES)	\$142.50
6	EHS Commission	District Commission	August Commission	\$728.00
7	LHS Commission	District Commission	August Commission	\$838.00
8	MHS Commission	District Commission	August Commission	\$891.00
9	CMS Commission	District Commission	August Commission	\$460.00
10	EMS Commission	District Commission	August Commission	\$700.00
11	MMS Commission	District Commission	August Commission	\$545.00
12	TMS Commission	District Commission	August Commission	\$419.00
13	Gateway Success Center	District Commission	August Commission	\$50.00
14	Transportation Commission	District Commission	August Commission	\$26.00

**Lawton Public Schools  
Business Operations**

**Report of Activity Fund Custodian  
September 19, 2019**

**REQUEST APPROVAL OF THE FOLLOWING OUT-OF-TOWN TRIP FOR STUDENTS:**

(per attached letter)

MacArthur High School  
New York City

Vocal Music

March 21 - 25, 2020



**MHS Choir**

**4400 E Gore Blvd**

**Lawton, OK 73501**

**mhively@lawtonps.org**



7/29/2019

To Whom It May Concern:

The M.H.S choral program would like to take the Varsity and Women's Choir on a trip to New York City, New York. This trip would start March 21 and end on March 25<sup>th</sup>. This trip will give them an opportunity to work and perform with a professional singing group which would cover the state music teaching standards. We will also have the opportunity to sit and watch a show that allows us to critic and review a live performance. The students will be raising funds to help pay for this trip. We are seeking approval from the Board of Education of Lawton Public Schools.

Please feel free to contact me with any questions or concerns that you may have. My number is 580-355-5230. We sincerely appreciate your consideration of this trip.

Thank you,  
Misti Hively  
M.H.S. Choir Director

**Lawton Public Schools  
Business Operations**

**Report of Activity Fund Custodian  
September 19, 2019**

**REQUEST APPROVAL OF ACCOUNTS FOR THE  
ADMINISTRATIVE PROCEDURES FOR SCHOOL ACTIVITY FUNDS**

(the manual was approved June 27, 2019 but one account was not included for Communications Dept)

<u>Account Name</u>	<u>Source of Revenue</u>	<u>Approved Expenditures</u>
ACE - 858	<ol style="list-style-type: none"> <li>1. Donations</li> <li>2. Transfer of funds</li> </ol>	<ol style="list-style-type: none"> <li>1. Recognition items</li> <li>2. Awards</li> <li>3. Champions for Children expenses</li> <li>4. Community-school relations/improvements expenses</li> </ol>
LPS NEWS WORKS - 996	<ol style="list-style-type: none"> <li>1. Fundraisers</li> <li>2. Advertisements</li> <li>3. Donations</li> <li>4. Funds transferred</li> </ol>	<ol style="list-style-type: none"> <li>1. Fundraising expenses</li> <li>2. Instructional/non-instructional supplies, materials, equipment and furniture</li> <li>3. Dues/fees</li> <li>4. Refreshments/supplies</li> <li>5. Funds transferred</li> <li>6. Refreshments/supplies</li> <li>7. Funds transferred</li> <li>8. Reimbursement of expenses</li> </ol>

**Lawton Public Schools  
Business Operations**

**Report of the Clerk  
September 19, 2019**

**REQUEST APPROVAL OF THE FOLLOWING CONSTRUCTION-RELATED AGREEMENTS/CONTRACTS:**

Crossland Construction Co, Inc EMS Construction	Change Order #6 Use \$39,180.00 of Contingency	2017 Bond (33)
Crossland Construction Co, Inc Whittier Saferoom	Change Order #2 Use \$2,104.50 of Contingency	2017 Bond (33)

**REQUEST APPROVAL OF THE FOLLOWING AGREEMENTS/CONTRACTS:**

Jonathan Auxier Edison Elementary Library (and any other schools that want to participate)	Author and Book Signing October 1, 2019	Activity Fund (60)
Oklahoma State Department of Education Learning Tree Academy	Year 2 of 3 year contract Positive Behavioral Interventions and Supports (PBIS) model	
TESOL Trainers Inc Sheltered Instruction Observation Protocol Training		Title IV (552) March 13, 2020

## Kathy Bentley

---

**From:** Cory Miller <Cory.Miller@aipok.com>  
**Sent:** Friday, September 13, 2019 8:11 AM  
**To:** Kathy Bentley  
**Cc:** Jeremy Tanner; Don McCaig; Peggy Whittington; Elizabeth Brown-Hill; Joshua Jacox (jjacox@crossland.com); Tom Thomas  
**Subject:** LPS New EMS - Change Order #6  
**Attachments:** 1715A - Change Order 6.pdf

Kathy,

I am attaching Change Order #6 for the New EMS project for approval. I realize we are past the cutoff for the 9/19 Board meeting, but please, let me know if we are able to get this on the agenda or if it'll have to wait until October 14<sup>th</sup>.

This authorizes use of contingency for the following items.

**Building Fiber Connection: \$25,362.00**

This item includes the cost for the Owner's preferred vendor to bring the fiber communications line into the building. The original design includes the conduit pathway but had planned on re-use of a portion of the existing AT&T fiber line. AT&T is no longer the internet provider for LPS, so this line cannot be reused.

**Median Paving Section: \$1,725.00**

This item includes changes to the median pavement section in the middle of Gore Blvd. required by City permit review comments.

**TrueTouch Coordination: \$2,398.00**

This item was requested by the Owner to provide additional power and data outlets for TrueTouch machines at Band, Vocal, and Orchestra.

**Flammable Storage Cabinets: \$1,845.00**

This item was requested by the Owner to provide one built-in flammable storage cabinet at each of the science labs in place of regular casework cabinets.

**Art & Testing Storage Cabinets: \$7,353.00**

This item was requested by the Owner to provide additional adjustable shelving at the Art Storage room and Testing Storage room.

**Additional Data Boxes: \$497.00**

This item provides additional data boxes where they were missing from rooms on the first and second floor.

**Total use of Contingency: \$39,180.00**

- Owner Requested Items: \$11,596
- Items Not Included in Original GMP: \$25,362.00
- Other Coordination Items: \$2,222.00

If you have any questions, feel free to give me a call.

Thank you,

**Cory S. Miller, NCARB**  
Sr. Project Manager/ Associate



**Architects in Partnership**


3220 Marshall Avenue | Norman, OK 73072

P: 405.360.1300 x215 | F: 405.360.1431 | C: 405.512.9662

[cory.miller@aipok.com](mailto:cory.miller@aipok.com)

[www.aipok.com](http://www.aipok.com)

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# AIA® Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Lawton Public Schools - New Eisenhower Middle School Lawton, Oklahoma	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: January 19, 2018	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 6  Date: September 12, 2019
<b>OWNER:</b> <i>(Name and address)</i> Lawton Public Schools 753 Ft. Sill Blvd. Lawton, Oklahoma 73502	<b>ARCHITECT:</b> <i>(Name and address)</i> Architects in Partnership, LLC 3220 Marshall Avenue Norman, Oklahoma 73072	<b>CONTRACTOR:</b> <i>(Name and address)</i> Crossland Construction Company 408 N.E. 145th Place Edmond, Oklahoma 73013

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Contingency Amount: \$780,637.00

Building Fiber Connection: \$25,362.00  
 Median Paving Section: \$1,725.00  
 TrueTouch Coordination: \$2,398.00  
 Flammable Storage Cabinets: \$1,845.00  
 Art & Testing Storage Cabinets: \$7,353.00  
 Additional Data Boxes: \$497.00

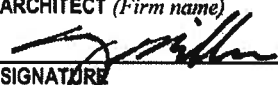
Remaining Contingency: \$741,457.00  
 Net change to Contract Sum: \$0.00


The original Contract Sum was	\$ 10,939,373.00
The net change by previously authorized Change Orders	\$ 27,034,146.00
The Contract Sum prior to this Change Order was	\$ 37,973,519.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 37,973,519.00


The Contract Time will be unchanged by Zero (0) days.  
 The new date of Substantial Completion will be May 11, 2020

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Architects in Partnership, LLC  
 ARCHITECT *(Firm name)*  
  
 SIGNATURE  
 Cory Miller, Senior Project  
 Manager/Associate  
 PRINTED NAME AND TITLE  
 September 12, 2019  
 DATE

Crossland Construction Company  
 CONTRACTOR *(Firm name)*  
  
 SIGNATURE  
 Josh Jacox, Project Manager  
 PRINTED NAME AND TITLE  
 September 12, 2019  
 DATE

Lawton Public Schools  
 OWNER *(Firm name)*  
  
 SIGNATURE  
 CARLA CLODFELTER, PRESIDENT  
 LAWTON BOARD OF EDUCATION  
 PRINTED NAME AND TITLE  
 DATE

**1715A - Lawton Public Schools New Eisenhower Middle School**  
Trend Log

Last Update: SEP 12, 2019

Closed Issue (Accepted/No)  
 Active Issue (Pending)  
 New Issue (More Info Needed)  
 Not Accepted



Original Contract Amount: \$10,939,373.00  
Construction Occupancy: 09/17/2018  
Original Completion Date: 05/11/2020

Items	ASI No.	Date	Description	Proposed	Acceptance Required Date	LPS Acceptance Date	Accepted Change Amount	Working Estimate	PCO No.	CO No.	CO Date	Comments
01			Original Contingency	(\$546,350.00)		2/21/2019	(\$546,350.00)	(\$546,350.00)				As of GMP #4
02	ASI-001	10/5/2018	Art Room & Vocal Windows	\$0.00			\$0.00	\$0.00				Concur
03	ASI-002	10/25/2018	Landing at Door B101	\$0.00		3/12/2019	\$0.00	\$0.00		3	3/1/2019	Concur - \$ included in Pier Log (Trend Log Item 15)
04	ASI-003	11/30/2018	Sanitary Sewer & Gas Utility	\$540.32		3/12/2019	\$540.32	\$540.32		3	3/1/2019	Concur
05	ASI-004	1/16/2019	Water Loop	\$51,541.11		2/21/2019	\$51,541.11	\$51,541.11		2	2/15/2019	Concur
06	Encl	12/14/2018	Non-proprietary Fire Alarm	\$1,859.00		1/17/2019	\$1,859.00	\$1,859.00		1	12/20/2018	Owner Requested - Concur
07	ASI-005	12/28/2018	Music Walls to Deck & Elevator Coordination	\$22,163.00		3/12/2019	\$22,163.00	\$22,163.00		3	3/1/2019	Concur
08	Submittal	1/4/2019	Additional Roller Shades	\$16,720.00		3/12/2019	\$16,720.00	\$16,720.00		3	3/1/2019	Concur
09	Submittal	12/20/2018	Door Hardware Coordination	\$5,400.00		3/12/2019	\$5,400.00	\$5,400.00		3	3/1/2019	Concur
10	Encl	1/21/2019	Motorized Small Gym Bleacher	\$3,662.00		3/12/2019	\$3,662.00	\$3,662.00		3	3/1/2019	Concur
11	ASI-006	1/25/2019	RCP Coordination with Mechanical	\$0.00			\$0.00	\$0.00				Clarification only
12	ASI-007	2/6/2019	FD-1 in RR C122 & C124	\$2,461.26		2/21/2019	\$2,461.26	\$2,461.26		2	2/15/2019	Concur
13	ASI-008	2/7/2019	Auditorium Ramp ADA Clearance	\$0.00			\$0.00	\$0.00				Clarification only
14	ASI-009	2/11/2019	Electrical Coordination	\$0.00			\$0.00	\$0.00				Clarification only
15	Pier Log	2/12/2019	Actual Pier Depths	\$0.00			\$0.00	\$0.00				Clarification only
16	ASI-010	5/3/2019	Kitchen Security Closure	(\$51,259.51)		3/12/2019	(\$51,259.51)	(\$51,259.51)		3	3/1/2019	Concur
17	ASI-011	3/6/2019	Fire Sprinkler Crossing at A131	\$10,995.00		6/27/2019	\$10,995.00	\$10,995.00		4	6/13/2019	Owner Requested - Concur
18	ASI-012	3/22/2019	Auditorium Aisle Demarcation	\$0.00			\$0.00	\$0.00				Clarification only
19	Encl	2/27/2019	Building Fiber Connection	\$25,362.00			\$25,362.00	\$25,362.00		6		Owner's Vendor - Omitted from GMP - Concur
20	Encl	5/1/2019	Rough-in to Exterior Cameras	\$6,047.00		9/3/2019	\$6,047.00	\$6,047.00		5		Owner Requested - Concur
21	Encl	5/3/2019	Access Control Hardware Coordination	\$234.00		6/27/2019	\$234.00	\$234.00		4	6/13/2019	Concur
22	ASI-013	5/9/2019	Gym Dimension Clarification	\$0.00			\$0.00	\$0.00				Clarification only
23	Encl	2/4/2019	Audio System Coordination	\$8,153.60		6/27/2019	\$8,153.60	\$8,153.60		4	6/13/2019	Concur
24	ASI-014 R2	5/24/2019	FACS & Career Tech Coordination	\$35,581.00		9/3/2019	\$35,581.00	\$35,581.00		5		Owner Requested - Concur
25	Submittal	3/21/2019	Omit Motorized Controls for Light Fixture M2	(\$1,996.00)								Fixture deduct CK, need controls deduct
26	PFI #082	4/10/2019	Translucent Panel Steel Angle	\$0.00			\$0.00	\$0.00				Use S-000 of allowance per S-000 Structural Steel Note 6
27	Encl	6/12/2019	Additional Slab Reinforcement for Terrazzo Area	\$4,016.00		6/27/2019	\$4,016.00	\$4,016.00		4	6/13/2019	Concur - Uses reinforcing allowance from Bid Form
28	Encl	6/12/2019	Hook-up Commercial Washer & Dryer in Existing Cafeteria Dabroom	\$0.00			\$0.00	\$0.00				Owner Requested - Awaiting CMA Pricing
29	Encl	6/12/2019	Irrigation for Football Practice Field	\$20,034.41		9/3/2019	\$20,034.41	\$20,034.41		5		Owner Requested - Concur
30	Encl	6/21/2019	Substitute DecoFloor for Pneumcoat Resinous Flooring	(\$1,909.50)		9/3/2019	(\$1,909.50)	(\$1,909.50)		5		Concur
31	ASI-015 R1	6/25/2019	Media Center Coordination	\$9,368.30		9/3/2019	\$9,368.30	\$9,368.30		5		Owner Requested - Concur
32	RFI #190	6/7/2019	Add 4 Floor Drains to Second Floor at Restrooms	\$4,426.09		9/3/2019	\$4,426.09	\$4,426.09		5		Concur
33	ASI-016 R1	6/28/2019	Median Paving Section	\$1,725.00		9/3/2019	\$1,725.00	\$1,725.00		6		Concur
34	Encl	7/2/2019	Omit FACS Teaching Station Sink	(\$761.23)		9/3/2019	(\$761.23)	(\$761.23)		5		Concur
35	Encl	6/5/2019	Custom Metal Coping Color	\$10,300.00		9/3/2019	\$10,300.00	\$10,300.00		5		Concur
36	ASI-017 R1	7/23/2019	Foundation Vapor Barrier Details & Stage Ramp Landing Dimension	\$0.00			\$0.00	\$0.00				Clarification only
37	ASI-018	7/23/2019	ID/ Mid MCD Electrical Receptacles	\$0.00			\$0.00	\$0.00				Clarification only
38	Encl	7/24/2019	Resinous Seamless Shower Wall System	\$28,964.10		9/3/2019	\$28,964.10	\$28,964.10		5		Omitted from GMP - Concur
39	Encl	3/8/2019	Irrigation for Soccer Practice Fields	\$18,367.55		9/3/2019	\$18,367.55	\$18,367.55		5		Owner Requested - Concur
40	ASI-019	8/9/2019	TrueTouch Coordination	\$2,396.00			\$2,396.00	\$2,396.00		6		Owner Requested - Concur
41	Encl	8/15/2019	Add one flammable storage cabinet at Science Lab C143 and C219	\$1,845.00			\$1,845.00	\$1,845.00		6		Owner Requested - Concur
42	ASI-020	8/20/2019	Art & Testing Storage Shelving	\$7,353.00			\$7,353.00	\$7,353.00		6		Owner Requested - Concur
43	RFI #108	8/20/2019	Additional Data Boxes	\$497.00			\$497.00	\$497.00		6		Concur
Totals To Date				(\$743,447.08)			(\$741,457.09)	(\$741,457.09)				Negative = Remaining Contingency Amount
				\$1,959.00	CO #1		\$1,959.00	\$1,959.00				Use of contingency; No Change to Contract Sum
				\$54,002.37	CO #2		\$54,002.37	\$54,002.37				Use of contingency; No Change to Contract Sum
				(\$1,754.14)	CO #3		(\$1,754.14)	(\$1,754.14)				Increases contingency; No Change to Contract Sum



## Cory Miller

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**From:** AJ Watson <aj.watson@lawtonps.org>  
**Sent:** Wednesday, February 27, 2019 2:11 PM  
**To:** Cory Miller  
**Subject:** Fwd: UPN Quote - Lawton PS - New Eisenhower Middle School

Cory,

I received this earlier from our Intranet provider. They had come out last fall to see about moving the fiber connection for the new EMS. I was told to send in along to you. Please let me know if I need to do anything else for this.

Thank you.

A.J. Watson  
Information Technology Director  
Eugene D. McMahon Media/Technology Center  
Lawton Public Schools - 753 NW Fort Sill Blvd - Lawton, OK 73507-5421  
(580) 713- 4207 ext. 2102  
[aj.watson@lawtonps.org](mailto:aj.watson@lawtonps.org)

----- Forwarded message -----

**From:** Kaitlyn Calloway <kaitlyn.calloway@upnfiber.com>  
**Date:** Feb 27, 2019 9:52 AM  
**Subject:** UPN Quote - Lawton PS - New Eisenhower Middle School  
**To:** AJ Watson <aj.watson@lawtonps.org>  
**Cc:** Strategic Account Coordinator Team <SAC@upnfiber.com>

Hey A.J!

As requested and shown below, UPN is pleased to provide a quote for the installation of a fiber circuit to the new Eisenhower Middle School @ [34.608459](tel:34.608459), [-98.459898](tel:-98.459898)

Quote:

Non-Recurring Charge **(NRC) \$25,362**

There are no additional monthly-recurring charges associated with this project.

Scope of Work:

Scope identified based on site walk performed by UPN Construction Manager, Brad Cain with Reggie Johnson on 10.8.2019 ---- From an existing aerial enclosure at W Gore Av and NW 57<sup>th</sup> st, we will build 924' of aerial 24ct fiber to a riser East of NW 55<sup>th</sup> St on W Gore Ave. We will riser down and bore across W Gore Av approximately 188' to a co-location vault provided by the school construction. Location of the vault TBD. We will pull through customer provided conduit into the building and route internally approximately 327' to the telco room. Location of the telco room TBD. UPN will disconnect circuit to existing Eisenhower Middle School within 30 days of written notification from the school district.

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Per my notes, you previously shared that the district will need this location's fiber installed and turned up sometime in late 2019/early 2020. *If you will, please confirm the timeline expectations for our fiber install to the new location as well as when you will want us to disconnect the circuit to the old location.*

Please let me know if you have any questions and/or if this is something that you would like to move forward with now and I will have my legal team prepare a document for signature.

Thanks, and have a great day!

*Kaitlyn*

---

**From:** AJ Watson <[aj.watson@lawtonps.org](mailto:aj.watson@lawtonps.org)>  
**Sent:** Thursday, October 4, 2018 1:40 PM  
**To:** Jennifer Dawson <[Jennifer.Dawson@upnfiber.com](mailto:Jennifer.Dawson@upnfiber.com)>  
**Subject:** Question

Jennifer,

We are building a new middle school and the construction company will need to reach out to UPN at some point. Who should I have them contact?

Thank you,

*A.J. Watson*

Information Technology Director

Eugene D. McMahon Media/Technology Center

Lawton Public Schools - 753 NW Fort Sill Blvd - Lawton, OK 73507-5421

(580) 713- 4207 ext. 2102

[aj.watson@lawtonps.org](mailto:aj.watson@lawtonps.org)



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**CROSSLAND**  
CONSTRUCTION COMPANY, INC.

408 NE 145th Place  
Oklahoma City, OK 73013  
tel 405.748.5043  
fax 405.748.7214

To: Architects in Partnership (AIP)  
Attn: Cory Miller

Subject: Pricing change on Gore Blvd median work

1. Per the revisions of the 1715A-ASI016-REV1, dated on 23 July 2019
2. Changes to the "typical concrete pavement section" include:
  - a. Placement of an additional 6 inches of Type A aggregate base.
  - b. Placement of 4 inches of Econo-Crete
  - c. Placement of 8 inches of PC Concrete with #4 bar on 16" C/C B/W, Includes all necessary dowels into existing concrete.
3. All work to be completed in accordance with the City of Lawton standards.

Direct cost for all changes: \$1,500.00  
Overhead and Profit (15%): \$225.00  
Total for revision: \$1,725.00

Should any questions arise regarding this letter, please contact me at (405) 748-5043 or by e-mail at [jjacox@crossland.com](mailto:jjacox@crossland.com).

Sincerely,

Joshua Jacox  
Project Manager  
Crossland Construction  
(405) 748-5043  
[jjacox@crossland.com](mailto:jjacox@crossland.com)

LPS New EMS  
ASI-019 Tabulation

Subcontractor	Price	Trade	Comments
DMG	\$ 1,628.00	Masonry	
Endex	\$ 750.00	Data	
Southern Plains	\$ 700.00	Electrical	
SW Drywall	\$ (680.00)	Acoustical Panel	
Total:	\$ 2,398.00		

Eisenhower  
CHANGE ORDER REQUEST

Contractor: Crossland  
Subcontractor: 0 Date: 9/10/2019  
Subcontractor COR Number: 0 Change Order Document / RFI: 0

Description of Change: Asi -019 Demo Cmu for Eletrical and reinstall

<b>Direct Labor Subtotal:</b>	<b>\$ 938.00</b>	Onsite Man-hours:	<u>20</u>
<b>Material Subtotal:</b>	<b>\$ 273.80</b>		
<b>Equipment Subtotal:</b>	<b>\$ 197.50</b>		
<b>Vendor/Subcontracts Subtotal:</b>	<b>\$ -</b>		
<b>Total Direct Cost:</b>	<b>\$ 1,409.30</b>		
<b>10% Overhead:</b>	<b>\$ 140.93</b>		
<b>Direct Cost &amp; Overhead:</b>	<b>\$ 1,550.23</b>		
<b>5% Profit:</b>	<b>\$ 77.51</b>		
<b>Total Change Amount:</b>	<b>\$ 1,628</b>		

Schedule Impact: \_\_\_\_\_ additional work days are requested.  
Schedule Impact Description:

Exclusions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you,

Estimator /PM  
Shawn Daffern  
817-748-0880

## Subcontractor Change Proposal / Cost Breakdown Form

Date : 9/10/2019

Architect Name: \_\_\_\_\_

Contractor Name: Crossland

Subcontractor Name: \_\_\_\_\_

Project Name: Eisenhower Middle School

(Check One)

Subcontractor COR : \_\_\_\_\_

Initiated By: Owner/Architect

GC Job Number: \_\_\_\_\_

GC

Reference Change Proposal Request Number: \_\_\_\_\_

Subcontractor

**Brief Description of Proposed Change:**

*Asi -019 Demo Cmu for Eletrical and reinstall*

Item/Description	Quantity	Unit	Unit Cost	Amount		
				Material	Labor	Equip/Sub
<b>Labor</b>						
Foreman	4	HR	\$60.00		\$240.00	
Bricklayer	6	HR	\$38.00		\$228.00	
Operator	2	HR	\$35.00		\$70.00	
Laborer	8	HR	\$30.00		\$240.00	
Safety Coordinator	0	HR	\$42.00		\$0.00	
per diem	20	HR	\$8.00		160	
<b>Material</b>						
Brick	0	EA	\$0.65	\$0.00		
8" cmu	16	EA	\$1.80	\$28.80		
CMU Mortar	0.5	YD	\$310.00	\$155.00		
Brick Mortar	0	YD	\$300.00	\$0.00		
Grout	0.5	YD	\$180.00	\$90.00		
Rebar	0	TON	\$900.00	\$0.00		
Reinforcing Wire	0	LF	\$0.50	\$0.00		
Wall Ties/Fasteners	0	EA	\$1.75	\$0.00		
Mortar Net/Weeps	0	LF	\$3.00	\$0.00		
Anchors/Fasteners	0	EA	\$7.50	\$0.00		
Cast Stone/GFRC Material	0	LS	\$0.00	\$0.00		
Granite Material	0	LS	\$0.00	\$0.00		
<b>Tools/Equipment</b>						
Forklift	1	DAY	\$150.00			\$150.00
Scaffold	10	SF	\$0.75			\$7.50
Misc. Equipment (ie. mixers, saws, etc.)	2	DAY	\$20.00			\$40.00
saw & mixer	0	DAY	\$150.00			\$0.00
hamer drill & bits	0	DAY	\$10.00			\$0.00
<b>Sub Contract</b>						
		LS				\$0.00
<b>Sub Totals:</b>				\$273.80	\$938.00	\$197.50
<b>Sales Tax:</b>					\$0.00	
<b>Sub Totals:</b>				\$273.80	\$938.00	\$197.50

# Endex OF OKLAHOMA, INC.

## SOUND/COMMUNICATIONS/FIRE ALARM

812 S.E. 83<sup>rd</sup> Street Oklahoma City, OK 73149 (405) 602-0001 FAX (405) 602-0006  
License No. 507

### Change Order #1 Proposal

DATE: September 5, 2019

REGARDING: Lawton Eisenhower Middle School- Change Order #1- 1715A-ASI-019  
Add Data Drops in Rooms B125, B134, and B120

TO: Matthew Henderson- Crossland Construction

FROM: Christine McCown

Scope of work: Furnish and Install a data drop for the True Touch Screens (owner provided) in Vocal B125, Band B134, and Orchestra B120. This is for data drop only, no power is included.

#### **Added Data Drops:**

Per 1715A-ASI-019: Provide a new data drop for owner provided True Touch Screens in Vocal B125, Band B134, and Orchestra B120. Power not included.

#### **Bill of Materials:**

(1) Lot Data Cabling	\$575.00
(1) Lot installation	<u>\$175.00</u>
	\$750.00

**Total: \$750.00**

**Respectfully Submitted:  
Christine McCown**

McCown

# **Southern Plains Electric, Inc.**

**2006 NW Williams Drive**

**Lawton, OK 73507**

**580-355-2517**

**License # 19913**

**Quote**

**September 9, 2019**

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**TO: Crossland  
Attn: Josh, Matt**

**Southern Plains Electric, Inc. is pleased to price ASI -019 for the new Eisenhower Middle School. This is to add power outlets in 2 location exposed on walls up high for Smart Boards and Data pipe in 3 locations. One of the Data outlets will be cut into the block wall. This cutting of block and fixing back of wall will be done by DMG.**

**If you have any questions, please call Dustin Self at 580-678-7467.**

**Total- \$700.00**

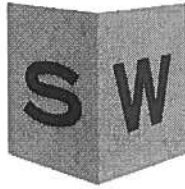
**Sincerely,**

*Dustin Self*

**VP**

Qty	Craft@Hours	Unit	Material	Labor	Equipment	Total
ASI-019. Adding power outlets in two locations and Data lines in the locations for smart boards.						
100' 1/2" EMT conduit, 2 set screw connectors, 9 set screw couplings and 9 one-hole straps						
3 #12THHN, solid						
0.50	L1@3.085	CLF	243.50	138.85	0.00	382.35
Handy boxes						
1-7/8" deep 1/2" KO						
2.00	L1@.3400	Ea	7.66	15.30	0.00	22.96
20 amp 125 volt, back & side wired, NEMA 5-15R						
Ivory						
2.00	L1@.4000	Ea	4.48	18.00	0.00	22.48
100' 1-1/4" EMT conduit, 2 set screw connectors, 9 set screw couplings and 9 one-hole straps						
Empty conduit						
0.30	L1@1.842	CLF	47.70	82.89	0.00	130.59
4" x 4" x 2-1/8" deep square boxes						
4-S 1 KO						
2.00	L1@.5400	Ea	15.46	24.30	0.00	39.76

Total Manhours, Material, Labor, and Equipment:						
	6.2		318.80	279.34	0.00	598.14
				Subtotal:		598.14
				10.00% Overhead:		59.81
				1.60% bond:		10.53
				5.00% Profit:		33.42
				Estimate Total:		701.90



# SOUTHWEST

DRYWALL

Phone: (405)463-7171. FAX: (405)463-7173. 13919 N. Harvey Ave, Edmond, OK 73013

## Request for Change Order

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<b>To:</b> Josh Jacox	<b>Project Manager:</b> Daniel Mendell	<b>Cell Phone:</b> (405)464-5737	<b>Email Address:</b> daniel@southwestdrywall.com
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<b>Firm:</b> Crossland Construction	<b>Project Name &amp; Location:</b> Eisenhower Middle School Lawton, OK	<b>Date Submitted:</b> August 23, 2019
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ASI #019 –Deduct acoustical panels.

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**Request for Change Order #004:**

Deduct acoustical panels.	Material: .....	-\$612.00
	Labor:.....	-\$68.00
	<b>Total:.....</b>	<b>-\$680.00</b>

---

Thank You,

Daniel Mendell  
Estimator



**BEST COMPANIES**  
SPECIALTY PRODUCTS SINCE 1971

## Change Order Request

<b>To:</b>	<b>Date</b>
Crossland Construction 408 NE 145th Place Edmond, OK 73013 405.748.5043	08/22/2019
<b>COR#</b>	001
<b>Job Name</b>	Lawton Eisenhower Middle School
<b>Reference</b>	Flammable Storage Cabinets
<b>Spec Reference</b>	123553.19 Wood Lab Casework
<b>Dwg Reference</b>	See Description Below

### Description of Change:

Casework revisions per owner/architect request;

1. Replace (1) E41W362236-5014 base cabinet with (1) G63W362236-5010 flammable storage cabinet; reference shop drawing sheet 149.1
2. Replace (1) E41W362248-5014 base cabinet with (1) G63W362248-5010 flammable storage cabinet; reference shop drawing sheet 221.1

E41W362236-5014	\$527.00 ea.
E41W362248-5014	\$578.00 ea.
G63W362236-5010	\$1,418.00 ea.
G63W362248-5010	\$1,532.00 ea.

### Justification of Change:

As requested.

<b>Additive Costs</b>	Units	Unit Cost	Ext Cost
Labor	0.00	\$0.00	\$0.00
Material	1.00	\$2,950.00	\$2,950.00
Equipment, Freight	0.00	\$0.00	\$0.00
<b>Subtotal of Additive Cost</b>			<b>\$2,950.00</b>
<b>Deductive Costs</b>	Units	Unit Cost	Ext Cost
Labor	0.00	\$0.00	\$0.00
Material	1.00	\$1,105.00	\$1,105.00
Equipment, Freight	0.00	\$0.00	\$0.00
<b>Subtotal of Deductive Cost</b>			<b>\$1,105.00</b>
<b>Total Change Order Request</b>			<b>\$1,845.00</b>

# Solvent Storage Base Cabinets

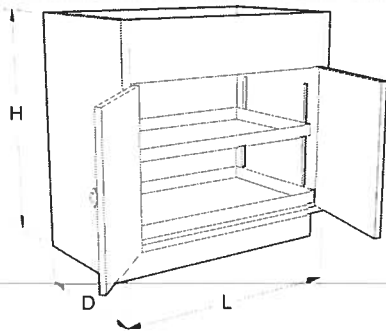
## Specifications:

Wood Solvent Storage Base Cabinets are 32½ or 35" high, and 22" deep. Lengths as shown. Solvent Storage Cabinets are specifically designed for the storage of flammable and combustible liquids. Construction meets the requirements listed by NFPA No. 30-1993 and are UL listed. The cabinet is constructed of 1" exterior grade plywood and is

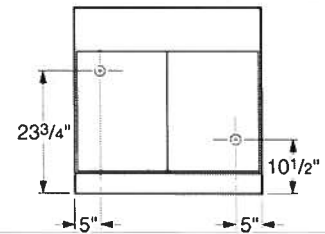
available in Style 1 and Style 5 only. (Doors on Style 1 are flush-inlay, doors on Style 5 are full-overlay. The right hand door is equipped with a three-point latch. A 2" deep liquid-tight pan covers the entire bottom of the cabinet to contain liquid leaks and spills, and similar pan acts as an adjustable shelf. Two diametrically opposed vents with spark screens

are available when required. The cabinet is labeled: CAUTION – FLAMMABLE – KEEP FIRE AWAY.

**Note:**  
Solvent Storage Cabinets may be locked, but can not be keyed or masterkeyed to match other locks in laboratory.



### Vent Locations



**Vent Outlets**  
1½" Male NPT

## Wood Solvent Storage Fume Hood Base Cabinets (available in Style 1 and Style 5 only)



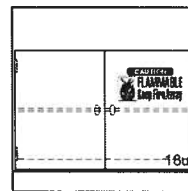
20" Deep

G68W362024L\_0\_0 24"L



20" Deep

G68W362024-\_0\_0 24"L



20" Deep

G68W362030-\_0\_0 30"L

G68W362036-\_0\_0 36"L

G68W362048-\_0\_0 48"L

22" Deep

G68W362224L\_0\_0 24"L

22" Deep

G68W362224-\_0\_0 24"L

22" Deep

G68W362230-\_0\_0 30"L

G68W362236-\_0\_0 36"L

G68W362248-\_0\_0 48"L

G68 Fume Hood Solvent Storage Cabinets are available as mobile. To add casters to the cabinets above, add **-B7** to the end of the part number.

Example: **G68W362024-1010-B7**  
Mobile – Style 1 – Oak cabinet  
20" deep by 24" long.

## Wood Solvent Storage Base Cabinets (available in Style 1 and Style 5 only)



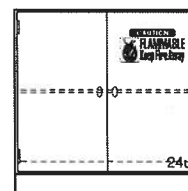
20" Deep

G63W362024L\_0\_0 24"L



20" Deep

G63W362024-\_0\_0 24"L



20" Deep

G63W362030-\_0\_0 30"L

G63W362036-\_0\_0 36"L

G63W362048-\_0\_0 48"L

22" Deep

G63W362224L\_0\_0 24"L

22" Deep

G63W362224-\_0\_0 24"L

22" Deep

G63W362230-\_0\_0 30"L

C149 G63W362236-\_0\_0 36"L

C221 G63W362248-\_0\_0 48"L

G63 Fume Hood Solvent Storage Cabinets are available as mobile. To add casters to the cabinets above, add **-B7** to the end of the part number.

Example: **G63W362224-5020-B7**  
Mobile – Style 5 – Maple cabinet  
22" deep by 24" long.



601 N Miller Blvd, OKC, OK 73107  
 (405) 943-0900 phone (405) 943-0944 fax



## Change Request

## 8106 - Eisenhower Middle School

8/20/2019

Crossland Construction - OK  
 408 NE 145th Place  
 Edmond OK 73013

Phone: (405) 748-5043

FAX:

Attention: Matthew Henderson

### SECTIONS:

AWI Grade:

Plans Specifications Dated:

Addenda Included:

Pages Including Cover:

ASI 020 - Add shelving in rooms B118 & B212 \$7,353.00

Material	\$6,004.55
Labor	\$680.00
OH&P 10%	\$668.45

EXCLUSIONS: Paint, Stain, and Transparent Finishes. Premium Colors and Finishes. In-wall Blocking and Support Brackets. Glass, Glass Hardware, and Associated Installation. Signage and Lighting. Caulking Millwork to Finished Walls. Payment and Performance Bonds. Any item or room not specified in the attached scope of work. See Scope of Work for details.

EGR Incorporated is a manufacturer of euro style commercial cabinets. EGR adheres strictly to the guidelines outlined by Architectural Woodwork Institute (AWI). The Architectural Woodwork Standards 1st Edition, October 1, 2009, will be used as a reference guide for this Project. This Project has been priced to meet AWI's Grade standard referenced above as per Contract Documents. EGR's Millwork Proposal and Scope of Work will become additions to the Contract. Items not specified in the attached Scope of Work are excluded. EGR will provide detailed Shop Drawings. Installation is detailed in our Proposal. The standards set by AWI (Section 1700) will be followed. Blocking is to be the responsibility of the General Contractor. Following these requirements help to assure a successful Installation. Overtime pay is NOT included in our Proposal. Delays beyond the control of EGR do not warrant overtime.

Respectfully submitted,

Kathy Wilson



# Scope of Work

Date 08/20/19

To: Crossland Construction - OK  
408 NE 145th Place  
Edmond, OK 73013

Phone (405) 748-5043

Attention	: n/a	Project Id	: 8106
Project Desc.	: Eisenhower Middle School	Ship Via	: Our Truck
Terms	: n/a	P.O. Number	: n/a
Date of Install	: n/a	Salesperson	: Dylan Lister

Line Item		Qty	Agg Qty UOM
Room #	Description		

### CO - ASI 020

A101b  
04/A101c

### B118 Storage

Wall Adj Shelves & Standards	1	1 ea
Wall Adj Shelves & Standards	1	1 ea
Wall Adj Shelves & Standards	1	1 ea
Wall Adj Shelves & Standards	1	1 ea
B118 Storage		

### B212 Storage

A-102b  
04/A101c

Wall Adj Shelves & Standards North Wall	1	1 ea
Wall Adj Shelves & Standards South wall	1	1 ea
Wall Adj Shelves & Standards North/West wall	1	1 ea
Wall Adj Shelves & Standards South/West wall	1	1 ea
B212 Storage		

CO - ASI 020	1	1
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Please Note: Prices valid for 30 days.

# **Southern Plains Electric, Inc.**

**2006 NW Williams Drive**

**Lawton, OK 73507**

**580-355-2517**

**License # 19913**

**Quote**

**July 23, 2019**

**TO: Crossland**

**Attn: Josh**

**Southern Plains Electric, Inc. is pleased to price the adding of data outlets on the 1<sup>st</sup> floor and 2<sup>nd</sup> floor at The New Eisenhower Middle School. As per the answer to RFI 108 Safe Room Boxes- Cory sent new drawings asking to move some data drops and move some power outlets to other locations in the building. As for the power outlets these can be moved with no added cost. On the data some of the ones he is asking for have already been installed, but there is 8 in room B219 and B207 that can be relocated so that makes only 7 added data drops in this change order.**

**If you have any questions, please call Dustin Self at 580-678-7467.**

**Total- \$497.00**

**Sincerely,**

*Dustin Self*

**VP**

Qty	Craft@Hours	Unit	Material	Labor	Equipment	Total
-----	-------------	------	----------	-------	-----------	-------

Adding Data Drops on 1st and 2nd floor.

100' 1" EMT conduit, 2 set screw connectors, 9 set screw couplings and 9 one-hole straps

Empty conduit						
0.70	L1@3.731	CLF	72.10	179.06	0.00	251.16
Single gang 4" square switch rings						
4-S sw ring 5/8						
7.00	L1@.3500	Ea	10.71	16.80	0.00	27.51
4" x 4" x 2-1/8" deep square boxes						
4-S 1 KO						
7.00	L1@1.890	Ea	54.11	90.72	0.00	144.83

Total Manhours, Material, Labor, and Equipment:						
	6.0		136.92	286.58	0.00	423.50

Subtotal:	423.50
10.00% Overhead:	42.35
1.62% bond:	7.55
5.00% Profit:	23.67
Estimate Total:	497.07

## Kathy Bentley

---

**From:** Cory Miller <Cory.Miller@aipok.com>  
**Sent:** Friday, September 13, 2019 8:12 AM  
**To:** Kathy Bentley  
**Cc:** Don McCaig; Barbara Ellis; Peggy Whittington; Elizabeth Brown-Hill; Joshua Jacox (jjacox@crossland.com); Jeremy Tanner; Tom Thomas  
**Subject:** LPS Whittier Safe Room - Change Order #2  
**Attachments:** 1715C - Change Order 2.pdf

Kathy,

I am attaching Change Order #2 for the Whittier Safe Room project for approval. I realize we are past the cutoff for the 9/19 Board meeting, but please, let me know if we are able to get this on the agenda or if it'll have to wait until October 14<sup>th</sup>.

This authorizes use of contingency for the following item.

**Media Center Floor Boxes: \$2,104.50**

During construction, the Owner requested that power receptacles be removed from walls in the Media Center room in order to make space for full height bookshelves. The receptacles will be relocated to floor boxes in the center of the room.


If you have any questions, feel free to give me a call.

Thank you,  
**Cory S. Miller, NCARB**  
Sr. Project Manager/ Associate



**Architects in Partnership**  
3220 Marshall Avenue | Norman, OK 73072  
P: 405.360.1300 x215 | F: 405.360.1431 | C: 405.512.9662  
[cory.miller@aipok.com](mailto:cory.miller@aipok.com)  
[www.aipok.com](http://www.aipok.com)

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 Please consider the environment before printing this email



# AIA® Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Lawton Public Schools - Whittier Saferoom Lawton, Oklahoma	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: January 19, 2018	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 02  Date: September 12, 2019
<b>OWNER:</b> <i>(Name and address)</i> Lawton Public Schools 753 Ft. Sill Blvd. Lawton, Oklahoma 73502	<b>ARCHITECT:</b> <i>(Name and address)</i> Architects in Partnership, LLC 3220 Marshall Avenue Norman, Oklahoma 73072	<b>CONTRACTOR:</b> <i>(Name and address)</i> Crossland Construction Company 408 N.E. 145th Place Edmond, Oklahoma 73013

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Contingency Amount: \$58,138.73

Media Center Floor Boxes: \$2,104.50

Remaining Contingency Amount: \$56,034.23

Net change to Contract Sum: \$0.00

The original Contract Sum was	\$ 1,505,361.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,505,361.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 1,505,361.00

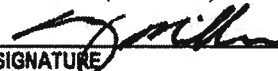
The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be December 9, 2019

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

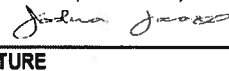
Architects in Partnership, LLC  
ARCHITECT *(Firm name)*

  
SIGNATURE

Cory Miller, Senior Project  
Manager/Associate  
PRINTED NAME AND TITLE

September 12, 2019  
DATE

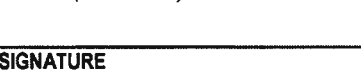
Crossland Construction Company  
CONTRACTOR *(Firm name)*

  
SIGNATURE

Josh Jacox, Project Manager  
PRINTED NAME AND TITLE

September 12, 2019  
DATE

Lawton Public Schools  
OWNER *(Firm name)*

  
SIGNATURE

CARLA CLODFELTER, PRESIDENT  
LAWTON BOARD OF EDUCATION  
PRINTED NAME AND TITLE

DATE

**1715C - Lawton Public Schools Whittier Elementary School Safe Room  
Trend Log**

Last Update: SEP 12, 2019

Closed Issue (Accepted / No)
Active Issue (Pending)
New Issue (More Info / Needs)
Not Accepted



Original Contract Amount: \$1,505,361.00  
Contract Date: 06/03/2019  
Original Completion Date: 12/09/2019

Item	AST No.	Date	Description	Proposed	Acceptance Required Date	LPS Acceptance Date	Accepted Change Amount	Working Estimate	PCO No.	CO No.	CO Date	Comments
01			Original Contingency Amount	(\$56,025.00)			(\$56,025.00)	(\$56,025.00)				Refer to GMP #2
02	ASI-001	6/26/2019	Tornado Windows	(\$27,035.00)		9/3/2019	(\$27,035.00)	(\$27,035.00)		1		Concur
03	ASI-002 R1	7/18/2019	Washer/Dryer Hookup	\$4,966.27		9/3/2019	\$4,966.27	\$4,966.27		1		Owner Requested - Concur
04	Email	8/15/2019	Media Center Floor Bores	\$2,104.50			\$2,104.50	\$2,104.50		2		Owner Requested - Concur
Totals To Date				(\$56,034.23)			(\$56,034.23)	(\$56,034.23)				Negative = Remaining Contingency Amount
				(\$22,118.75)		CO #1	(\$22,118.75)	(\$22,118.75)				Increased contingency; No Change to Contract Sum
				\$2,104.50		CO #2	\$2,104.50	\$2,104.50				Use of contingency; No Change to Contract Sum

Change Order Summary	Original Contract Amount	Date Executed	New Completion Date
Change Order No. 1	\$1,505,361.00	9/3/2019	12/9/2019
Change Order No. 2			
Change Order No. 3			
Change Order No. 4			
Change Order No. 5			
Change Order No. 6			
<b>SubTotals</b>	<b>\$0.00</b>		
<b>Revised Contract Sum</b>	<b>\$1,505,361.00</b>		



708 County Road 1600 Marlow, OK 73055  
 Ph 580.658.5346 \* Fax 580.658.6992  
 OK76649 TECL24475 AR M-6337

Change Request Proposal # 2 Date: 8/20/2019

CUSTOMER: Crossland Construction  
 JOB NAME: Whittier Safe Room  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE: Lawton OK

*Provide labor and materials to install 4 additional floor boxes in the Media Center.*

	Qty	Rate	Extended
Labor	14	\$ 45.00	\$ 630.00
Materials	1	\$ 1,200.00	\$ 1,200.00
Equipment	0	\$ -	\$ -
		OH&P	\$ 274.50

**Total \$ 2,104.50**

SDES Personnel: Justin Punneo Date: 8/20/2019

**The following change from the original scope of work is hereby authorized and approved:**

Authorized Rep. Signature: \_\_\_\_\_ Company: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 CHANGE ORDER # \_\_\_\_\_ Date: \_\_\_\_\_

**JONATHAN AUXIER**  
**APPEARANCE CONTRACT**

**To:** Edison Elementary Library  
**From:** Jonathan Auxier  
**Date:** 9-1-19

**Dear** Edison Elementary Library,

We are pleased to confirm Jonathan Auxier's upcoming appearance at Lawton Public Schools on October 1, 2019.

**Contact Name:** Edison Elementary Library/Allegra Robertson  
**Phone:** 580-591-3377  
**Email:** arobertson@lawtonps.org

**SCHOOL/ORGANIZATION INFORMATION & PROGRAM SCHEDULE**  
LHS Auditorium, 6pm-7:30pm

**TRAVEL AND LODGING ARRANGEMENTS**

**Travel and Lodging:** Jonathan will book his own airfare, hotel, and travel unless otherwise discussed. Edison Elementary School will (in conjunction with other hosting schools) provide travel and lodging.

**SET-UP REQUIREMENTS FOR PRESENTATION**

Edison Elementary Library shall provide a clean, well-lighted venue for the visit. All equipment, facilities, and accessories shall be in good working order.

**Set up:** For assemblies, Edison Elementary Library and LHS will provide a microphone (for groups over 100), a small table, and a jumbo sketch pad on an easel. Assembly times typically run between 45-60 minutes. A teacher or librarian is required to be present during the assembly.

**CANCELLATIONS**

Should the sponsoring organization have to cancel Jonathan's appearance as detailed above and confirmed by this letter less than 30 days in advance, Edison Elementary Library will be responsible for the entire visit fee in addition to any non-refundable travel costs, food, and lodging that has incurred.

**BOOK ORDERING INSTRUCTIONS**

Please be aware that as a part of this agreement, you are expected to have Jonathan's books available for sale. We ask that you partner with a local brick-and-mortar book store so that there is someone on site to handle book sales.

Jonathan requests that pre-order forms (which he will provide) are printed and distributed *no later than two weeks before the event*. This will help ensure that the bookstore will have sufficient inventory for the event. It also ensures that the greatest number of children will be able to go home with a signed book on the day of the visit.

**HONORARIUM DUE: \$800**

This fee may be divided among schools hosting Jonathan on a single day. All checks must be made out to Jonathan Auxier and sent via traceable mail to Jonathan Auxier at:

115 Washington Street  
Pittsburgh, PA 15218

Please send an email to [Jonathan.auxier.books@gmail.com](mailto:Jonathan.auxier.books@gmail.com) with the tracking number once payment has been sent.

*By signing below, Edison Elementary Library agrees to pay the fees as detailed in the invoice within fourteen (30) days of receipt. Invoice will be sent within one week of Jonathan's visit.*

**CONTRACT INSTRUCTIONS**

Please keep a copy of this document for your files and **return a signed email copy to [jonathan.auxier.books@gmail.com](mailto:jonathan.auxier.books@gmail.com)** no later than 30 days prior to Jonathan's visit. Please do not hesitate to contact Athena if you have any questions.

**Jonathan looks forward to his visit!**

Sincerely,



9-1-19

**SIGNED**

**JONATHAN AUXIER**

**DATE**

**SIGNED**

**SPONSORING ORGANIZATION (printed)**

**DATE**

# OSDE CONTRACT

This contractual agreement is entered into between the State of Oklahoma *ex rel*, Oklahoma State Department of Education, 2500 N. Lincoln Boulevard, Oklahoma City, OK 73105, (hereafter "OSDE") and Learning Tree Academy, Lawton Public Schools, (hereafter "Vendor"), whose mailing address and contact information for the purpose of this contract is: Carla Clodfelter – School Board President, Lawton Public Schools, 753 Fort Sill Boulevard, Lawton, OK 73507.

## 1. PURPOSE

- 1.1. The purpose of this contract is: to implement a statewide Oklahoma School Climate Transformation (OKSCT) project that will provide training and technical assistance in the implementation of a multi-tiered behavioral framework to improve school climate. Training and technical assistance will be provided to selected school sites that will include information on how to transform school climate by building local capacity to implement a sustained, school-wide multi-tiered behavioral framework that integrates the Positive Behavioral Interventions and Supports (PBIS) model, a research-based program that incorporates a set of procedures designed to improve behavior by employing positive and systematic techniques.

The OSDE will not share student data with vendor for performance of this agreement.

- 1.2. To fulfill the purpose of this contract, Vendor hereby offers and agrees to perform and/or provide the following goods and/or services to OSDE:
- 1.2.1. The building administrator actively leading and supporting implementation of OK Transform-PBIS throughout the entirety of Cohort 1 timeline; which includes leadership input, meeting, and training attendance.
  - 1.2.2. School site will designate one or two internal site coordinator(s) to be paid with grant funds whose responsibilities include activities such as attend state and school wide PBIS trainings, direct communication with behavioral specialist, communication with external evaluators to analyze and review data, and coordinate monthly meetings.
  - 1.2.3. School site will designate a school team who should consist of school administrator, counselor, classroom teacher, parent, student, stakeholder, and representation or other that is committed to conducting ongoing and project meetings to plan for, monitor and assess project activities and will participate in required training and technical assistance associated with the implementation of OKTransform School Climate training starting in spring 2019 and continuing through 2019-20, 2020-21, and 2021-22 school years.
  - 1.2.4. Sharing data with the external evaluators and OSDE as needed (i.e., number of office discipline referrals, number of suspensions, attendance rate, graduation rate, screening and progress monitoring data, and perceptions of progress);
  - 1.2.5. Establishing, defining, teaching and reinforcing school-wide expectations using PBIS strategies;
  - 1.2.6. Providing resources, time, materials and personnel to support implementation of new practices/procedures;
  - 1.2.7. Team Participation in school implementation assessments, which may include the *School Climate Survey, Tiered Fidelity Inventory, Safety and Threat Assessments, Social Emotional Screeners* and other evidenced-based behavior screening tools.

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

## OSDE CONTRACT

- 1.2.8.** Team participation in the School Climate Showcase and Learning Event in May/June of each year beginning May 2020.

### **2. PAYMENT TERMS & CONTRACT DURATION**

In consideration of satisfactory performance of this contract, the OSDE agrees to pay Vendor a total amount of \$4,159.60 (includes travel expenses) payable in arrears. It is further agreed by both parties that this Agreement shall be in effect from the date of award and ending **September 30, 2020**.

### **3. INVOICING AND PAYMENT**

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

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

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

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

### **4. TAX EXEMPTION**

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

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

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

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

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

Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information Vendor submits as part of or in connection with a contract are public records and subject to disclosure. Vendors claiming any portion of their contract as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential

## OSDE CONTRACT

and identify applicable law supporting their claim of confidentiality. The Superintendent of OSDE shall make the final decision as to whether the documentation or information is confidential

### **7. CONTRACT MODIFICATION**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **OSDE CONTRACT**

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

### **13. INSURANCE**

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

### **14. TRAVEL EXPENSES**

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

### **15. EMPLOYMENT RELATIONSHIP**

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

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

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

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

The Vendor certifies to the best of their knowledge and belief, that they and their principals, and any subcontractors: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency; Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses aforementioned in this section; and Have not within a three-year period preceding this contract had one or more public (Federal, State or local) contracts terminated for cause or default.

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

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

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

## OSDE CONTRACT

### 19. UNAUTHORIZED OBLIGATIONS

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

### 20. ASSIGNMENT

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

### 21. EQUAL OPPORTUNITY AND DISCRIMINATION

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

### 22. LOBBYING

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

### 23. ENVIRONMENTAL PROTECTION

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

### 24. DRUG-FREE WORKPLACE

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

### 25. FORCE MAJEURE

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

## OSDE CONTRACT

that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

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

### 26. EXECUTION BY COUNTERPARTS

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

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

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

Vendor Name                      Lawton Public Schools

Vendor Address                 753 Fort Sill Boulevard, Lawton, OK 73507

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

Authorized Vendor Signature

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

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

Joy Hofmeister  
State Superintendent of Public Instruction

# OSDE CONTRACT

Revised: 01/08/2019



**OK Transform**  
SCHOOL CLIMATE TRANSFORMATION GRANT

**Appendix A**

<b>Personnel</b>		
	<b>Year 2</b>	<b>Justification</b>
Site Coordinator(s)	\$1,000.00	Stipends for 1-2 site coordinators at the district for extra duty stipend of \$1,000 to coordinate activities
Site Coordinator(s) Fringe Benefits	\$500.00	Fringe Benefits for full-time personnel and stipends at 50% of total personnel costs to include Insurance, Teacher Retirement, FICA, SS, and Workers Comp.
Training Stipened for Staff	\$1,600.00	Stipends for teachers to attend professional development in the summer for Tier 1, 2 & 3 training. Five teachers per school X 2 days ea.
Training Stipened for Staff- Fringe Benefits	\$800.00	Fringe Benefits for full-time personnel and stipends at 50% of total personnel costs to include Insurance, Teacher Retirement, FICA, SS, and Workers Comp.
<b>Total Personnel</b>	<b>\$3,900.00</b>	
<b>Travel</b>		
Travel for Staff to Attend Summer Training	\$259.60	Travel for SW-PBIS Teams to summer training held in June of each year. Two cars x _____ miles at \$0.50 per mile x two days.
<b>TOTAL TRAINING</b>	<b>\$259.60</b>	
<b>Total Direct Costs</b>	<b>\$4,159.60</b>	
<b>GRANT TOTAL COST</b>	<b>\$4,159.60</b>	



**Appendix B**

# Deliverables

<b>Activity</b>	<b>Person Responsible</b>	<b>Timeframe</b>
The building administrator actively leading and supporting implementation of OK Transform-PBIS throughout the entirety of Cohort 1 timeline; which includes leadership input, meeting, and training attendance.	Building administrator	Ongoing throughout the 2020-2021 School Year
School site will designate one or two internal site coordinator(s) whose responsibilities include activities such as attend state and school wide PBIS trainings, direct communication with behavioral specialist, communication with external evaluators to analyze and review data, and coordinate monthly meetings	Building administrator/ School site coordinator	Ongoing throughout the 2020-2021 School Year
School site will designate a school team who should consist of school administrator, counselor, classroom teacher, parent, student, stakeholder, and representation or other that is committed to conducting ongoing and project meetings to plan for, monitor and assess project activities and will participate in required training and technical assistance associated with the implementation of OKTransform School Climate training starting in spring 2019 and continuing through 2019-20, 2020-21, and 2021-22 school years.	Building administrator/ School site coordinator	Team selected by June 2019 Ongoing throughout the 2020-2021 School Year
Sharing data with the external evaluators and OSDE as needed (i.e.,	School site coordinator	Ongoing throughout the 2020-2021 School Year



**Appendix B**

**Deliverables**

number of office discipline referrals, number of suspensions, attendance rate, graduation rate, screening and progress monitoring data, and perceptions of progress);		
Establishing, defining, teaching and reinforcing school-wide expectations using PBIS strategies;	School-wide Team	Ongoing throughout the 2020-2021 School Year
Providing resources, time, materials and personnel to support implementation of new practices/procedures;	School-wide team School staff	Ongoing throughout the 2020-2021 School Year
Team Participation in school implementation assessments, which may include the <i>School Climate Survey, Tiered Fidelity Inventory, Safety and Threat Assessments, Social Emotional Screeners</i> and other evidenced-based behavior screening tools.	All school staff	Fall 2020 Spring 2021
Provide data from the district Student Information System including student service data for participation in grant project activities.	School site coordinator	Ongoing throughout the 2020-2021 School Year



**Certification for Competitive Bid and/or Contract (Non-Collusion Certification)**

**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Oklahoma State Department of Education Agency Number: 265

Solicitation or Purchase Order #: 2650007586

Supplier Legal Name: Lawton Public Schools

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
  - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

- the competitive bid attached herewith and contract, if awarded to said supplier;
- OR**
- the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

\_\_\_\_\_  
Supplier Authorized Signature

\_\_\_\_\_  
Carla Clodfelter  
Printed Name

\_\_\_\_\_  
580 - 357 -6900  
Phone Number

\_\_\_\_\_  
Certified This Date

\_\_\_\_\_  
Lawton Public Schools - School Board President  
Title

\_\_\_\_\_  
carla.clodfelter@lawtonps.org  
Email

---

Fax Number



# Supplier Contract Certification

Solicitation or Purchase Order #: 2650007586

Supplier name: Lawton Public Schools

Address: 753 Fort Sill Boulevard

City: Lawton State: OK Zip Code: 74447

Email address: carla.clodfelter@lawtonps.org

A. In accordance with 74 O.S. § 85.42, the supplier named herein certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

Supplier Authorized Representative Signature	Date
Carla Clodfelter	Lawton Public Schools - School Board President
Supplier Authorized Representative Printed Name	Title

B. In accordance with 74 O.S. § 85.41, if this contract is for professional services as defined in 74 O.S. § 85.2, and if the final product is a written proposal, report, or study, the supplier named herein further certifies that (s)he has not previously provided the state agency or any other state agency with a final product that is a substantial duplication of the final product of the proposed contract.



## Supplier Performance Evaluation

Complete this form in evaluating the level of performance of an awarded supplier when doing business with the State of Oklahoma. Please verify all information to ensure accuracy, as all necessary details must be furnished to ensure proper monitoring of supplier performance to achieve an informed and equitable evaluation of services provided. Performance evaluations become a permanent record of the supplier and to serve as a reference for a contractor's performance.

References related to performance evaluations are: Title 74 O.S. § 85.7.(C); 74 O.S. § 85.39.(C), 74 O.S. § 85.41.(B), and OAC 260:115-1-2, OAC 260:115-7-32.(g), OAC 260:115-9-1.(h)

### AGENCY INFORMATION

Name: Oklahoma State Department of Education Agency number: 265  
Address: 2500 N. Lincoln Blvd. City/State/Zip: Oklahoma City, Ok 73105  
Contact Person: Elizabeth Suddath, Project Director Email Address: Elizabeth.suddath@sde.ok.gov

### SUPPLIER INFORMATION

Name: Lawton Public Schools PeopleSoft ID number: \_\_\_\_\_  
Address: 753 Ft. Sill Boulevard City/State/Zip: Lawton, OK 73507  
Contact Person: Carla Clodfelter, School Board President Email Address: carla.clodfelter@lawtonps.org

### ORDER INFORMATION

Acquisition Type: Service(s)  Product(s)   
This evaluation covers the acquisition period from: 05 / 30 / 2019 to 09 / 30 / 2019  
Acquisition process:  Fixed Rate  Sole Source  Agency Bid  OMES Bid  Interagency  
 GSA  Statewide  
Statewide Contract #: \_\_\_\_\_ Item number: \_\_\_\_\_  
Delivery Date of Last Shipment: 09/30/19 Purchase Order # 2650007586

### LEVEL OF SERVICE (If "No" please explain in the comments section.)

- |   |   |  |
|---|---|--|
| 1. Did the deliverable meet the specifications? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 2. Was the deliverable on time?                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 3. Was the deliverable on budget?               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 4. Was the contractor responsive to your needs? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 5. Were there any issues after the fact?        | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 6. Would you use the contractor again?          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

Comments:

Lawton Public Schools (Learning Tree Academy) is a participating school site (Cohort 1) in the Oklahoma School Climate Transformation (OKTransform) grant and has met the deliverables of year 1 services as outlined in the contract deliverables.

Desired resolution and include any additional supporting data :

Submission of this form and questions shall be sent to: [CP.Feedback@omes.ok.gov](mailto:CP.Feedback@omes.ok.gov)

LAWTON PUBLIC SCHOOLS  
PO BOX 1009  
LAWTON, OKLAHOMA 73502

**CONTRACT FOR CONSULTANT SERVICES**

LAWTON PUBLIC SCHOOLS (LPS) HEREBY CONTRACTS WITH:

TESOL Trainers, Inc.

TO PROVIDE CONSULTANT SERVICES AS LISTED BELOW:

1 day PD on SIOP

CONSULTANT FEE (Fee should be ALL INCLUSIVE of all travel expenses) \$ \$2,800.00

DATE(S) OF SERVICE: 13-Mar-20

PLACE OF SERVICE: Lawton Public Schools

CONSULTANT'S SPECIAL TERMS OR CONDITIONS:

IN THE EVENT OF UNFORSEEN CIRCUMSTANCES, EVERY EFFORT WILL BE MADE TO RESCHEDULE WITHIN THE SAME FISCAL YEAR.

SPECIFIC CONDITIONS OR EQUIPMENT NEEDS WILL BE DISCUSSED WITH THE CONTACT PERSON BELOW.

LPS CONTACT PERSON

Teresa Donahue

PHONE 580-357-6900 x 2054

E-MAIL tdonahue@lawtonps.org

NAME (Print)

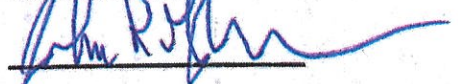
John Kongvik

PHONE 505-204-4361

EMAIL john@tesoltrainers.com

CONSULTANT

SIGNATURE



BOARD OF EDUCATION APPROVAL

PRESIDENT, LAWTON BOARD OF EDUCATION

DATE OF APPROVAL

**HUMAN RESOURCES**  
**Certified Personnel**  
**September 19, 2019**

**The following resignations are recommended:**

\*Notes Retirement

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>END DATE</b>
Brandenburg, Terry	Coach, Head Girls' Soccer Coach	09-03-2019
Romero, Ashley	Department Chair, LHS	10-01-2019

**The following employments are recommended for duration of need:**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>
Angell, Troy	Title I Certified Para, St. Mary's	09-03-2019
Baumann, Mary	DoDEA Tutoring Program, LHS	09-03-2019
Bayless, Laura	Title I Certified Para, Washington	09-11-2019
Bayouth, Joyce	Title I Certified Para, Pat Henry	08-12-2019
Chrisman, Joyce	DoDEA Tutoring Program, MMS	09-03-2019
Cook, Donna	DoDEA Tutoring Program, EMS	09-03-2019
Frazier, Erma	Title I Certified Para, Eisenhower	09-03-2019
Gilbert, Delia	Title I Teacher Trainer, TMS	08-07-2019
Harrington, Phillip	DoDEA Tutoring Program, MMS	09-03-2019
Hogan, Harolodean	Title I Certified Para, Pat Henry	09-09-2019
Howard, Aimee	DoDEA Tutoring Program, EMS	09-03-2019
Irizarry, Carlos	DoDEA Tutoring Program, MMS	09-03-2019
Johnson, Christy	DoDEA Tutoring Program, EMS	09-13-2019
King, Diana	Title I Certified Para, Pat Henry	09-09-2019
Koll, Sallie	Title I Certified Para, Eisenhower	09-03-2019
Landoll, Laura	Title I Certified Para, St. Mary's	09-03-2019
Mithlo, Taylor	DoDEA Tutoring Program, MMS	09-03-2019
Moser, Glenda	Title I Certified Para, Pat Henry	09-09-2019
Prestidge, Casey	DoDEA Tutoring Program, EMS	09-03-2019
Robles, Ileana	Title I Certified Para, Pat Henry	09-09-2019
Rosdahl, Sylvia E.	Title I Certified Para, Washington	09-12-2019
Siler, Christina	Title I Certified Para, Ridgecrest	09-03-2019
Smith, Scott	DoDEA Tutoring Program, LHS	09-03-2019
Ugiomoh, Emake	DoDEA Tutoring Program, MMS	09-03-2019
Underwood, Melissa	DoDEA Tutoring Program, EMS	09-03-2019
Wyatt, Perri Ann	Title I Tutor, Parker Point	08-12-2019
Youngman, Ruth	Title I Certified Para, Eisenhower	09-03-2019

**The following employees have been placed on leave of absence:**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>
Rodriguez, Pamela	Teacher, MMS	08-24-2019

**HUMAN RESOURCES**  
**Support Personnel**  
**September 19, 2019**

**The following resignations are recommended:**

\*Denotes retirement

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>STOP DATE</b>
Britton, James	Crossing Guard, EHS	08-21-2019
Hubbard, Amber	Secretary, MHS	08-27-2019
Martin, Michelle	Custodian, Woodland Hills	09-05-2019
Mercer, Monika	Personal Care Assistant, EHS	08-27-2019
Murphy, Sarah	Bus Monitor, Transportation	08-20-2019
Reynolds, Charlotte*	Library Assistant, Freedom	09-30-2019
Rhoads, Amy	Special Ed Class Assistant, Freedom	08-23-2019

**The following employment is recommended:**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>
Barnes, Demetria	Bus Monitor, Transportation	09-16-2019
Butler, Megan	Cook, LHS	09-03-2019
Cooper-Tidwell, Anna	Crossing Guard, Freedom	09-03-2019
Crimbley, Taneisha	Bus Monitor, Transportation	09-04-2019
Davis, Sonya	Cook, CMS	08-20-2019
Higgins, Denise	Supper Program Cook, Carriage Hills	09-09-2019
Hilterbrand, Jeremy	Special Ed Class Assistant, Freedom	08-27-2019
Jackson, Keith	Bus Monitor, Transportation	09-03-2019
Jordan, Candace	EL Teacher Assistant, EHS	08-27-2019
Kittle, Sylvia	Cook, EHS	09-23-2019
Lafferty, Katie	Personal Care Assistant, Freedom	09-03-2019
Lord, Brian	Custodian, MMS	09-05-2019
Nicholas, Matthew	Custodian, Carriage Hills	08-09-2019
Pollan, Cheryl	Personal Care Assistant, Carriage Hills	08-27-2019
Schmahl, Dana	Bus Driver, Transportation	08-22-2019
White, Taneshia	Cook, EHS	09-09-2019

**The following changes are recommended:**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>
Baggett, Allison	From: Manager in Training, MHS To: Cafeteria Manager, Lincoln	08-26-2019
Blakemore, Ashley	From: Title I Para, Eisenhower ES To: Class Size Assistant, Eisenhower ES	09-03-2019
Bostick, Quantesa	From: Cook, CMS To: Manager in training, MHS	09-03-2019
Clements, Lionel	From: Head Custodian, Douglass To: Kitchen Custodian, MHS	09-03-2019

Lopez, Andres	From: Crossing Guard, MMS To: Bus Driver, Transportation	08-22-2019
Martinelli, Francisco	From: Custodian, LHS To: Head Custodian, Douglass	09-09-2019
Ortiz, Efrain	From: Custodian, MMS To: Custodian, John Adams	08-23-2019
Porter, Johanna	From: Cook, LHS To: Cook, TMS	08-27-2019

**The following is recommended for leave of absence:**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>
Davis, Dale	Custodian, LHS	10-31-2019

**The following is recommended for return from leave of absence:**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>START DATE</b>
Jeffers, Loretta	Pre-K Assistant, Freedom	08-27-2019
Johnson, Latonya	Library Assistant, John Adams	09-03-2019
Normand, Michelle	Library Assistant, EHS	08-28-2019