

AGENDA FOR BOARD OF EDUCATION REGULAR MEETING

Bartlesville Public Schools

Bartlesville High School - Fine Arts Center Auditorium, 1700 Hillcrest Drive, Bartlesville, Oklahoma 74003

Monday, August 17, 2020 at 5:30 PM

I. Call Meeting to Order

The Board can discuss, make motions, and vote on any matter appearing on the agenda. Such motions and votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda item.

II. Flag Salute

III. Spotlight

A. Bartlesville Public Schools Foundation for PPE Fundraising

IV. Public Comment

The Board of Education invites public comment at this point in the regular meeting ONLY for items on tonight's agenda. Please sign up on the form provided prior to the meeting. Please Keep Comments to Five Minutes. Board members and administrative staff will not respond to questions from the public at the Board meeting. The Board will not be able to vote on matters brought forward by the public during participation time if such matters are not specific agenda items (Board Policy BDC).

- Bartlesville Education Association Representative
- Bartlesville Education Classified Personnel Organization Representative

V. Superintendent's Report

A. Financial Report

B. Cenergistic Update

C. Return to School Update

D. Upcoming Board of Education Meetings (all in Board of Education Meeting Room)

- Regular Meeting - Monday, September 21, 2020; 5:30 p.m.

VI. Consent Agenda

All the following items which concern reports and items of a routine nature normally approved at Board meetings will be approved by one vote unless

any Board member desires to have a separate vote on any or all items. The Consent Agenda consists of the discussion, consideration, and vote on items A through M.

A. Approval of Minutes as set out on Attachment "A"

- July 20, 2020 (Regular Meeting)

B. Approval of Purchase Orders and Change Orders to date as set out on Attachment "B"

C. Acceptance of Financial Reports for July 2020 as set out on Attachment "C"

D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"

E. Acceptance of Donations as set out on Attachment "E"

F. Acceptance of Treasurer's Report as set out on Attachments "F"

G. Acceptance of Activity Fund Report as set out on Attachment "G"

H. Approval of Activity Fund Sanctioning Applications as set out on Attachment "H"

I. Approval of Lease Purchase Items as set out on Attachment "I"

J. Approval of Oklahoma Department of Career and Technology Education Contract for Secondary STEM and AG Programs as set out on Attachment "J"

K. Approval of the Days to Hours Worksheet adjustment regarding Instructional Year Calendar providing that the 2020-2021 school year shall consist of not fewer than 1,080 hours of classroom instruction as set out on Attachment "K"

L. Approval of revised Policy EF - Online Instruction and Distance Learning Plan as set out on Attachment "L"

M. Approval to delete Policy EFF - Supplemental Online Course Procedures as set out on Attachment "M"

VII. Action Topics

A. Consideration and vote to accept the 2020-2021 Negotiated Agreement with the Bartlesville Education Association as set out on Attachment "A"

- B. Consideration and vote to accept the 2020-2021 Bartlesville Education Classified Personnel Organization Meet and Confer Items as set out on Attachment "B"

VIII. Public Comment

The Board of Education invites public comment at this point in the regular meeting for items NOT on tonight's agenda. Please sign up on the form provided prior to the meeting. Please Keep Comments to Five Minutes. Board members and administrative staff will not respond to questions from the public at the Board meeting. The Board will not be able to vote on matters brought forward by the public during participation time if such matters are not specific agenda items (Board Policy BDC).

IX. New Business

Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.

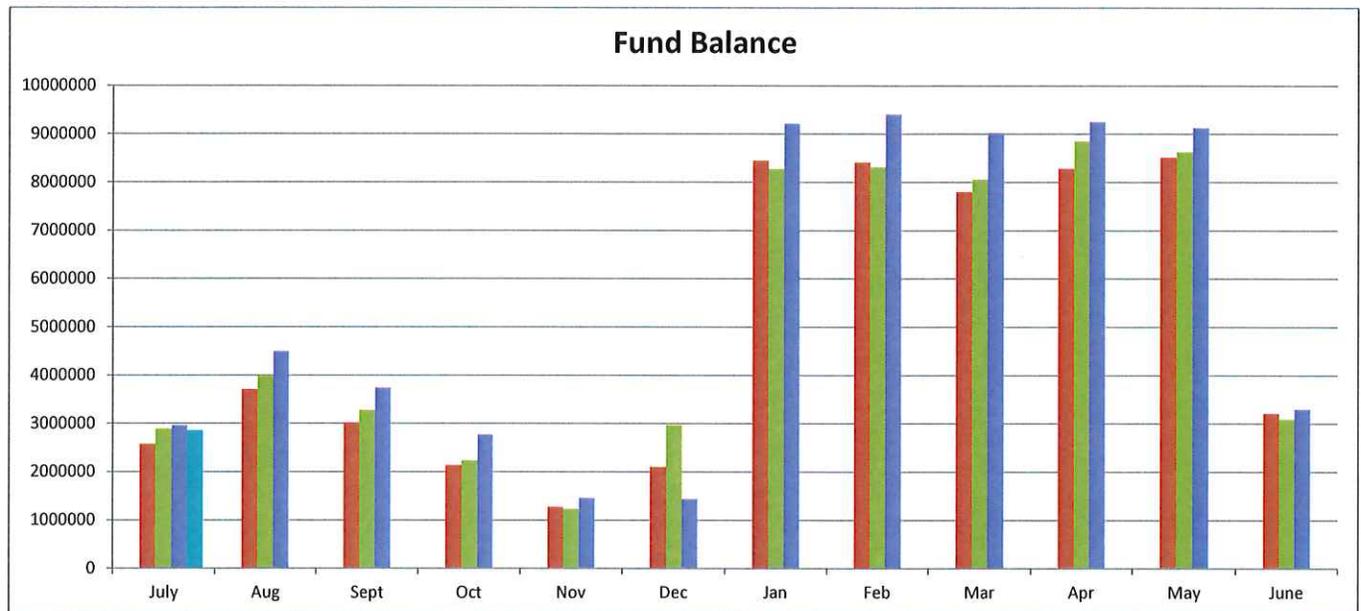
X. Adjournment

If you need an interpreter or special accommodations for this meeting, please contact Ms. Laci Harris at (918) 336-8600 x 3522 to make such arrangements.

POSTED on the bulletin board by the reception desk and at the front door of the Education Service Center, 1100 South Jennings Avenue, Bartlesville, Oklahoma, at 5:30 p.m., August 14, 2020, by Laci L. Harris, Minutes Clerk of the Board.

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2018-2021

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 18	2,570,540	3,706,115	3,014,720	2,132,477	1,268,916	2,101,192	8,450,085	8,406,116	7,796,416	8,278,289	8,504,375	3,204,230
FY 19	2,890,607	3,976,395	3,277,405	2,234,762	1,231,621	2,965,714	8,275,893	8,317,878	8,061,282	8,848,145	8,627,565	3,093,101
FY 20	2,958,917	4,501,529	3,739,634	2,767,640	1,461,034	1,436,214	9,216,612	9,408,239	9,028,227	9,249,665	9,125,141	3,297,997
FY 21	2,866,022											
FY21-FY20	(92,895)											

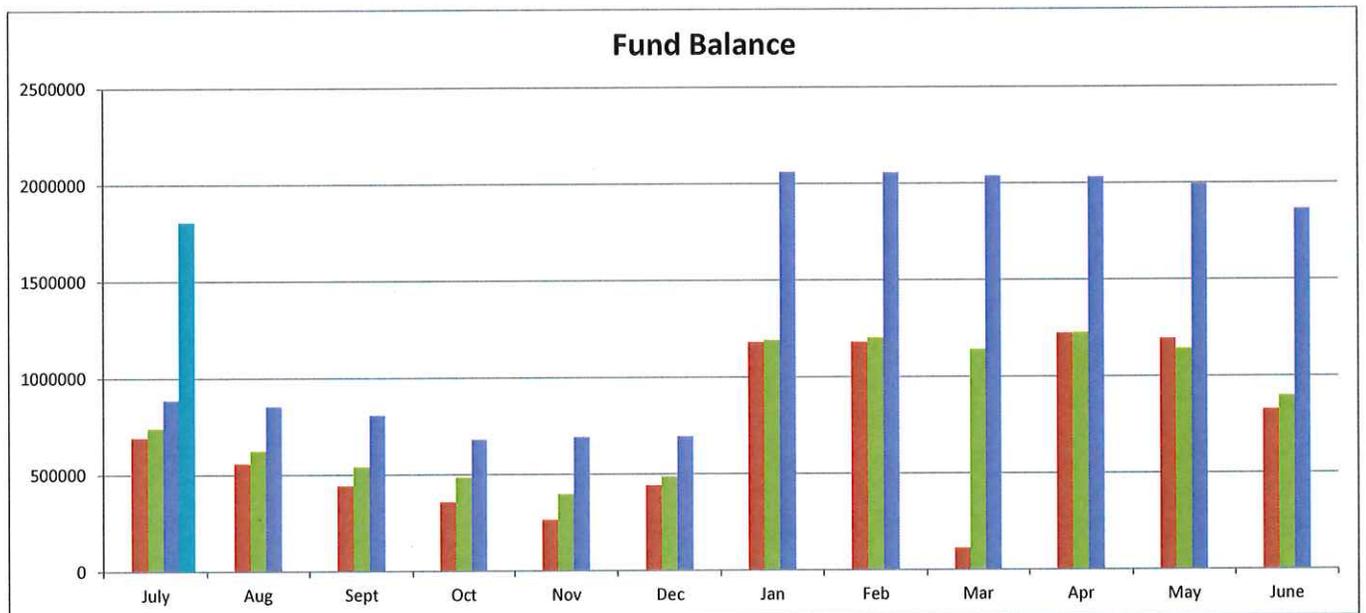


Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

	July	2019-20 Year to Date Total	Prior Year Year to Date Total
	<u> </u>	<u> </u>	<u> </u>
Beginning balance	\$ 3,297,997	\$ 3,297,997	\$ 3,093,101
	<u>Revenue:</u>		
Local	40,645	40,645	69,072
County	18,884	18,884	15,813
State	371,398	371,398	306,309
Federal	640,541	640,541	789,971
Other sources	-	-	-
	<u>1,071,468</u>	<u>1,071,468</u>	<u>1,181,165</u>
 Total cash available	 4,369,465	 4,369,465	 4,274,266
	<u>Requirements:</u>		
Salaries	336,612	336,612	342,231
Benefits	184,841	184,841	217,060
Professional services	7,526	7,526	26,069
Property services	206,560	206,560	448
Other purchased services	495,435	495,435	511,462
Supplies & materials	187,328	187,328	182,337
Property	83,245	83,245	25,056
Other uses	1,896	1,896	10,666
	<u>1,503,443</u>	<u>1,503,443</u>	<u>1,315,329</u>
 Ending balance	 <u><u>2,866,022</u></u>	 <u><u>2,866,022</u></u>	 <u><u>2,958,937</u></u>

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2018-2021

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 18	690,969	557,279	441,261	355,618	262,410	438,909	1,178,466	1,179,411	111,672	1,222,821	1,194,523	825,836
FY 19	740,048	624,113	541,648	485,451	397,618	486,040	1,190,675	1,201,836	1,141,753	1,227,520	1,143,492	899,450
FY 20	885,140	853,862	808,023	680,579	691,925	694,312	2,060,540	2,058,167	2,040,158	2,033,537	1,994,515	1,865,430
FY 21	1,807,129											
FY21-FY20	921,989											



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>July</u>	<u>2019-20 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,865,431	\$ 1,865,431	\$ 899,450
 <u>Revenue:</u>			
Local	3,331	3,331	4,539
County		-	
State	9	9	
Federal		-	
Other sources		-	
	<u>3,340</u>	<u>3,340</u>	<u>4,539</u>
 Total cash available	 1,868,771	 1,868,771	 903,989
 <u>Requirements:</u>			
Salaries			
Benefits			
Professional services		-	
Property services	58,965	58,965	15,518
Other purchased services		-	
Supplies & materials	2,677	2,677	3,331
Property		-	
Other uses		-	
	<u>61,642</u>	<u>61,642</u>	<u>18,849</u>
 Ending balance	 <u><u>1,807,129</u></u>	 <u><u>1,807,129</u></u>	 <u><u>885,140</u></u>



Return to School Update 2020-21

BARTLESVILLE PUBLIC SCHOOLS

August 17, 2020 Board of Education Update

3 Tracked Metrics

1. Student & staff absenteeism

- Having sufficient substitute teachers is critical for in-person instruction

2. District-wide contact tracing cases

- 19 out of 30 district contact tracers now certified by Johns Hopkins
- Safe & Health Schools Coordinator Kerry Ickleberry spearheads our contact tracing program, assisted by Nurse Lisa Foreman



3. County case alert levels

Pandemic Response Committee

Chaired by Granger Meador

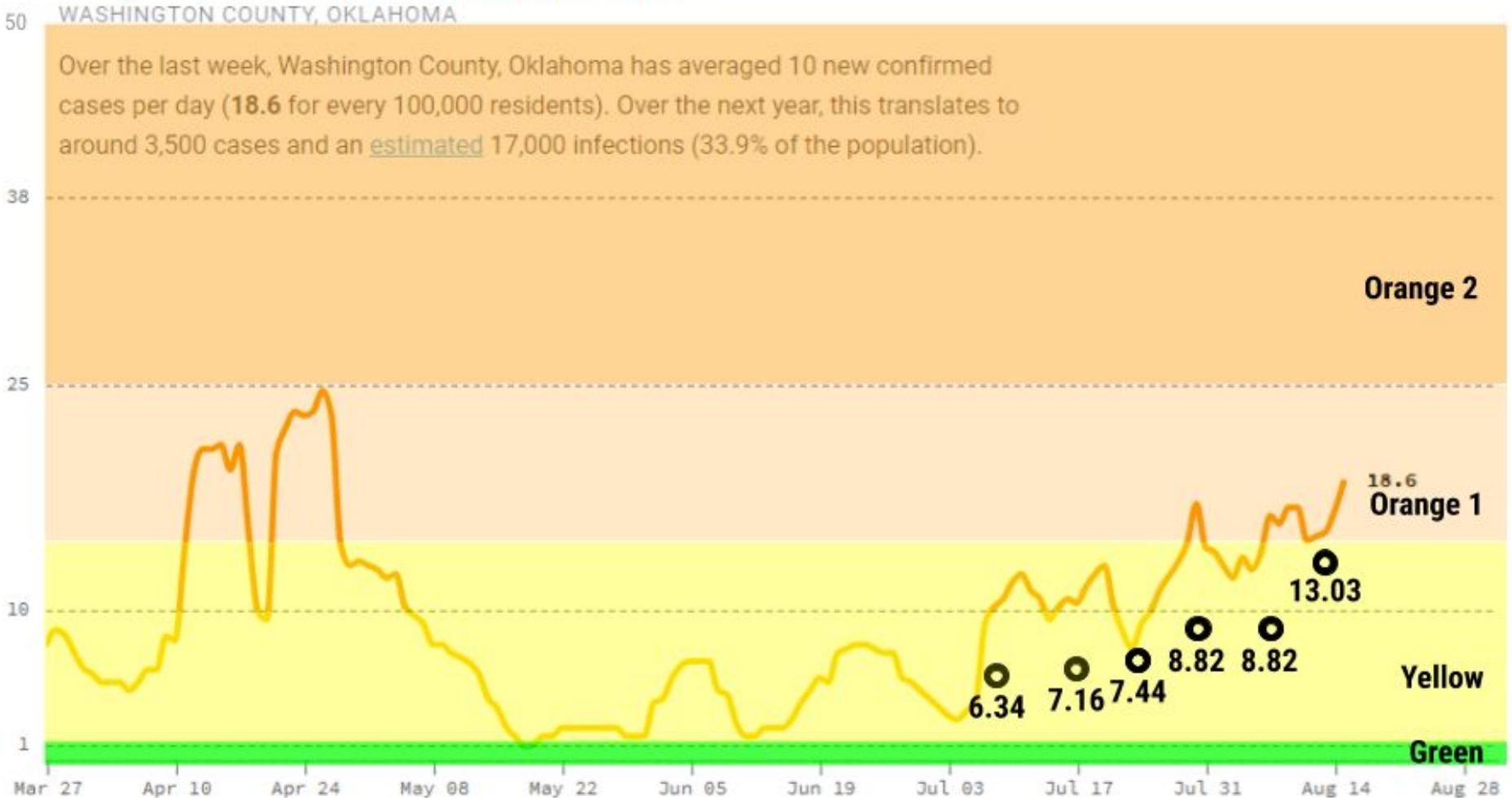


Washington County Alert Level

Daily new cases per 100k population

WASHINGTON COUNTY, OKLAHOMA

Over the last week, Washington County, Oklahoma has averaged 10 new confirmed cases per day (18.6 for every 100,000 residents). Over the next year, this translates to around 3,500 cases and an estimated 17,000 infections (33.9% of the population).



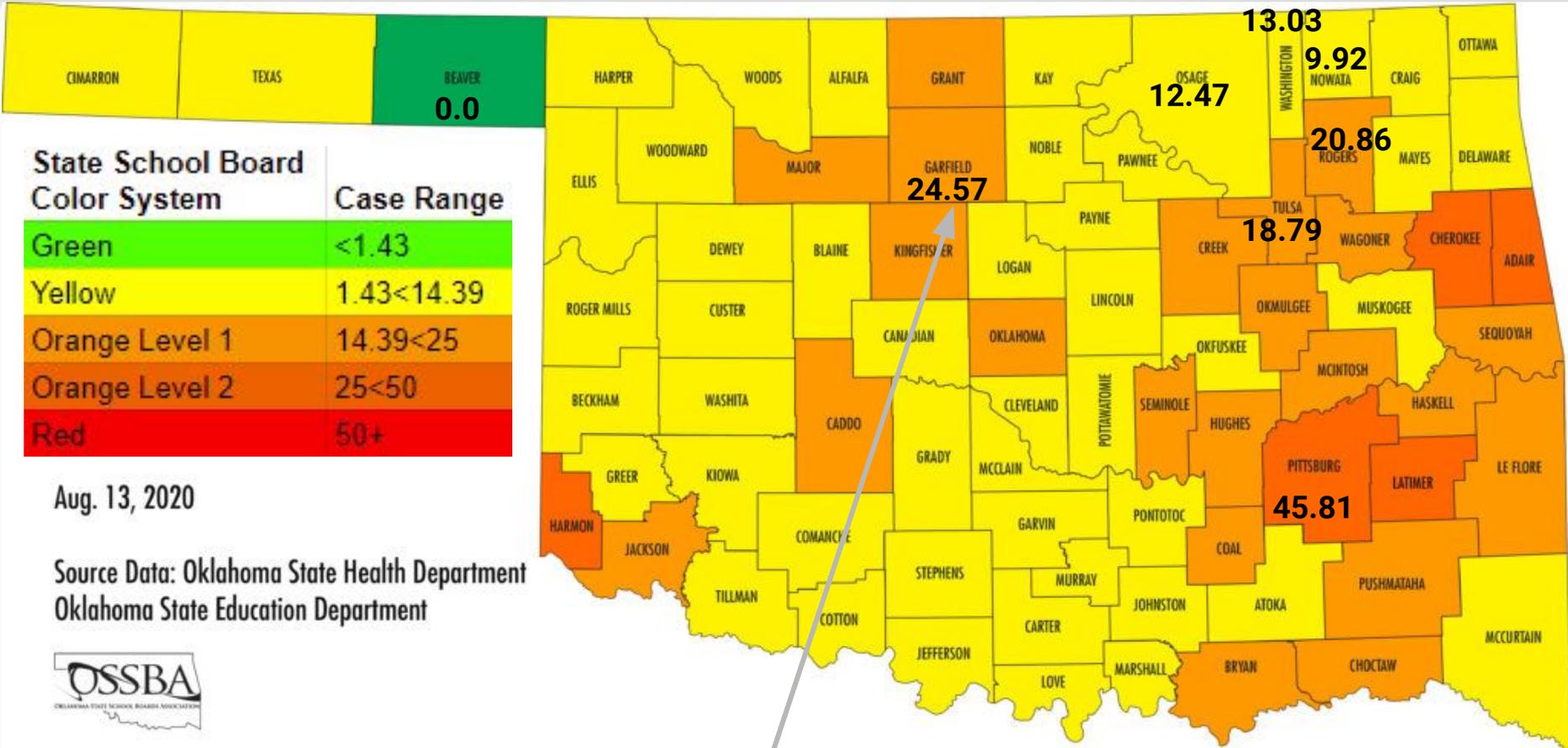


Adjustments Based on Alert Level

- **Yellow** - *current status*
- **Orange Level 1**
 - *Consider Distance Learning*
 - *Exceptions per Individualized Education Programs*
 - Face shields encouraged for PreK-3rd Grade students in classrooms
 - Staff must continually wear a face covering except when alone in a room
 - On-campus extracurricular activities suspended if physical distancing cannot be maintained; all 3rd-party activities suspended
- **Orange Level 2**
 - *Require Distance Learning*
 - *Exceptions per Individualized Education Programs*
 - Teachers may work on campus so long as face covering worn except when alone in a room & 6' physical distancing always maintained
 - All on-campus extracurricular activities suspended

Response to Alert Levels

Supt. McCauley



LOCATION	7/30	8/6	8/13	Prior Δ
Garfield County (Enid)	19.23	11.73	24.57	+12.84
Tulsa County (Tulsa, Owasso)	24.85	19.96	18.79	-1.17
Washington County (Bartlesville)	8.82	8.82	13.03	+4.21

PPE Committee (*Personal Protective Equipment*)

Chaired by Dr. Stephanie Curtis



- A face shield, cloth mask, and surgical mask have been distributed to every instructional employee.
- All staff members and students received a Bruin gaiter courtesy of the BPSF. Staff and students have been instructed to double gaiters for an additional layer of protection.
 - Switching our focus to cloth masks based on [Duke experiment](#).
- N95 masks have been distributed to high-risk employees as requested.
- Buses are equipped with disposable surgical masks for bus riders.
- Plexiglass barriers have been installed in reception, attendance and library areas.
- United Linen has donated 4000 microfiber towels for maintenance and band.
- The district purchased 20,000 microfiber towels for classrooms using federal funds.
- The Cherokee Nation has donated \$10,000 for PPE.
- The BPSF continues to receive monetary and in-kind donations for PPE.
- This district has not received Governor Stitt's PPE commitment.

Distance Learning Technology Update

Granger Meador



- **Chromebooks**

- Middle & High Schools

- 575 new devices prepared for 6th graders, while freshmen retained their devices from 8th grade
- Insurance renewals extended from 8/17 through 8/31

- Elementary Schools

- 2,800 Chromebooks prepared to support PreK-5th Full-Time Virtual students and 3rd-5th checkouts as needed for Distance Learning
- 2,200 touchscreen devices for PreK-2nd expected for 2nd quarter

- **Hotspots**

- 525 total, with about 90 in reserve at this time
- Continued checkouts after May: 41 at BHS, 37 at Central, 21 at Madison, 36 to staff
- 18 issued for Summer Boost
- 15 issued for JP Summer Academy
- 250 new devices from BRUW/P66 grant deployed across the sites for checkouts so each site had 20-50 available



Virtual Student Enrollment

686 Students Pre-K-5th Grade

23% of total elementary enrollment (2,953)

Virtual Teachers

20 Teachers PreK-5th (Target Student Ratio 1:40)

Timeline

Check out Chromebooks, sign on, Google Meet, review procedures

Curriculum and Instruction Roll out - Week One - reading and math, add one more subject each week (social studies, science, and specials)

Emphasis on social & emotional learning for students (virtual and in-person)

Return to Learn for Secondary Schools Update

Jason Langham



Secondary Virtual Student Enrollment

491 Full Time Virtual Students 6th-12th

232 Blended Students - 6th-12th

723 Full Time Virtual/Blended Secondary Students

17% of Total Secondary Enrollment (2,913) - Full Time Virtual

25% of Total Secondary Enrollment (2,913) - Full Time Virtual & Blended

Secondary Virtual Teachers

61 Secondary Teachers 6th-12th (Teacher/Student Ratio: **1:30**)

Secondary Virtual Instruction

All BPS virtual students are connected with a Bartlesville teacher that is certified in the appropriate subject area(s). This teacher serves as a resource for the student and their parents.

Athletics & Activities Update

Thad Dilbeck



The following are our event guidelines:

1. Masks or face coverings are required for all participants, coaches, workers, officials, patrons or anyone entering a Bartlesville Public Schools Facility. Refusal to wear a mask or face covering will prevent admittance into the facility.
2. Participants, officials, and coaches may remove their masks when they reach their respective playing field or court (ex: volleyball: on the court, softball: inside the playing field fence). Face coverings are encouraged but not required inside the playing field.
3. All non-participants will be required to wear masks/face coverings at all times and maintain social distance when possible.
4. Bartlesville ticket takers and sellers will be masked and gloved. We encourage all Bartlesville students, parents, and patrons to buy an all-sport pass to reduce contact with ticket takers/sellers at events.
5. At this time, we will recommend no pre-game or post-game hand shaking, high-fives, or fist bumps between opposing teams to reduce contact as much as possible.
6. At some of our venues, there will be seating areas marked off as unavailable. Please refrain from sitting in these areas to help us keep our student-athletes, coaches, officials, and fans as safe as possible.
7. For participants, officials and coaches, no shared towels, clothing, shoes, or water bottles.
8. For shared equipment such as bats, helmets, catchers gear, etc., sanitation should occur in between use when possible.
9. Locker rooms will be accessible to teams but we highly recommend, for both home and visiting teams and officials, to come dressed and ready to participate for the event. Masks will be required in locker rooms, athletic training rooms, and coaches' offices and any area considered outside of the playing field or court.
10. Only necessary/approved personnel will be allowed in the press box and at scorer's tables.
11. When trading team benches, such as in between volleyball sets, chairs should be sanitized.
12. When traveling to and from away events, all Bartlesville coaches and student-athletes will be required to wear face coverings.

MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING – July 20, 2020

The Board of Education of Independent School District No. 30 of Washington County, Bartlesville, Oklahoma met on Monday, July 20, 2020 at 5:30 PM.

Per SB 661 and in light of the COVID-19 pandemic, the Bartlesville Board of Education met virtually at zoom.us/j/364636512. This meeting was conducted entirely via videoconferencing.

Those present at remote locations were:

Scott Bilger, Board President
Rick Boswell, Board Vice President
Randy Herren, Board Clerk
Suzy Keirse, Board Member
Andrea Nightingale, Board Member
Kevin Sitton, Board Member
Tyler Vaclaw, Board Member

Present: 7.

Administrators and staff present at remote locations:

Chuck McCauley, Superintendent
Laci Harris, Executive Assistant to the Superintendent and Minute Clerk

I. Call Meeting to Order

II. Re-organization of the Board of Education:

II.A. New Terms of Office: District 3 Suzy Keirse, District 5 Tyler Vaclaw, District 6 Andrea Nightingale

II.B. Discuss and vote to approve or disapprove Annual Appointment of Officers for President, Vice President/Deputy Clerk, and Clerk of the Board of Education

Order #1.2020 - Motion Passed: Nominate Bilger for President. This motion, made by Rick Boswell and seconded by Randy Herren, Passed. Suzy Keirse: Yea, Kevin Sitton: Yea, Tyler Vaclaw: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

Order #2.2020 - Motion Passed: Nominate Boswell for Vice-President. This motion, made by Kevin Sitton and seconded by Tyler Vaclaw, Passed. Suzy Keirse: Yea, Kevin Sitton: Yea, Tyler Vaclaw: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

Order #3.2020 - Motion Passed: Nominate Nightingale for Clerk. This motion, made by Suzy Keirse and seconded by Rick Boswell, Passed. Suzy Keirse: Yea, Kevin Sitton: Yea, Tyler Vaclaw: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

III. Public Comment

Heather Davis reported that Heather Boyle stepped down as BEA President and Heather Davis is retaining the role as President-elect for one more year.

Christie Young, reported she is remaining the BEPCO President.

IV. Superintendent's Report

IV.A. 2020 Graduation

LaDonna Chancellor, BHS Principal, reviewed the no-touch ceremony details for the class of 2020.

IV.B. 2020-21 School Year Update

Executive Director of Technology and Communications Granger Meador, Executive Director of School Programs and Personnel, Executive Director of Elementary Dianne Martinez, Executive Director of Special Services and Secondary Schools Jason Langham, and Director of Athletics and Activities Thad Dilbeck reviewed the attached planning update for the 2020-2021 school year. There was a discussion regarding the process in the event of a positive COVID-19 case.

IV.C. Construction Update

Dan Keleher, Keleher Architects, reviewed the construction projects.

IV.D. Financial Report Mr. David Boggs

Chief Executive Officer David Boggs reviewed the financial report.

IV.E. Upcoming Board of Education Meetings (all in Board of Education Meeting Room)

- Virtual Meeting - Monday, August 17, 2020; 5:30 p.m.

This meeting may be moved to the BHS Fine Arts Center.

V. Consent Agenda

V.A. Approval of Minutes as set out on Attachment "A"

- June 15, 2020 (Regular Meeting)
- June 29, 2020 (Special Meeting)

V.B. Approval of Purchase Orders and Change Orders to date as set out on Attachment "B"

V.C. Acceptance of Financial Reports for June 2020 as set out on Attachment "C"

V.D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"

V.E. Acceptance of Donations as set out on Attachment "E"

V.F. Acceptance of Treasurer's Report as set out on Attachments "F"

V.G. Acceptance of Activity Fund Report as set out on Attachment "G"

V.H. Approval of Sanctioning Applications as set out on Attachment "H"

V.I. Approval of Lease Purchase Items as set out on Attachment "I"

V.J. Approval of revised Miscellaneous Pay Rates for 2020-2021 as set out on Attachment "J"

V.K. Approval of Athletic Cooperative Agreements with St. John Catholic School as set out on Attachment "L"

V.L. Approval of the Pepsi contract renewal for the 2020-2021 school year as set out on Attachment "M"

V.M. Approval of revised Child Nutrition and Physical Fitness Wellness Policy FEAA as set out on Attachment "N"

V.N. Approval to allow employee contributions to the Bartlesville Public Schools Foundation via payroll deductions

Order #4.2020 - Motion Passed: to approve items A through N. This motion, made by Rick Boswell and seconded by Andrea Nightingale, Passed. Suzy Keirse: Yea, Kevin Sitton: Yea, Tyler Vaclaw: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

VI. Action Topics

VI.A. Approval of revised Student Attendance Regulation FC-R as set out on Attachment "A"

Order #5.2020 - Motion Passed: to approve Action Topic A. This motion, made by Tyler Vaclaw and seconded by Rick Boswell, Passed. Suzy Keirse: Yea, Kevin Sitton: Yea, Tyler Vaclaw: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

VII. Public Comment

There were no public comments.

VIII. New Business

There was no new business.

IX. Adjournment

There being no further business, this meeting adjourned at 7:26 p.m.

REGULAR MEETING)
STATE OF OKLAHOMA) SS
COUNTY OF WASHINGTON)

I, the undersigned Minutes Clerk of the Board of Education of Independent School District No. 30 of Washington County, Oklahoma, certify that notice of the time, date, and place of this special meeting was given at least 48 hours prior to this meeting to the County Clerk of Washington and was mailed or delivered to all of those who have made written requests and paid the request fee for notice of regular meetings.

I also certify that at least 24 hours prior to this special meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, and place, and agenda of this meeting was posted on the school district’s website at bps-ok.org/home/district/boardofeducation in compliance with the Oklahoma Open Meeting Act.

Witness my hand this 20th day of July 2020.



Minute Clerk of the Board



Document G701™ – 2017

Change Order

PROJECT: (Name and address)
Bartlesville Public School - Madison
HVAC

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 11th, 2020

CHANGE ORDER INFORMATION:
Change Order Number: 003

Date: August 8th, 2020

OWNER: (Name and address)
Bartlesville Public Schools District #30
1100 SW Jennings Ave. Bartlesville, OK
74003

ARCHITECT: (Name and address)
Keleher Architects
PO Box 1361 Bartlesville, OK 74005

CONTRACTOR: (Name and address)
Gorman Construction
1700 W 2nd St, Bartlesville, OK 74003

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.)

Eliminate exhaust fan and reroute the exhaust ducts to another exhaust fan. Replace exhaust fan with new 200 cfm. - \$7,217.21
Replace existing roof exhaust fan to temper restrooms. - \$645.81

The original Contract Sum was	\$ 403,072.00
The net change by previously authorized Change Orders	\$ -11,866.06
The Contract Sum prior to this Change Order was	\$ 391,205.94
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,863.02
The new Contract Sum including this Change Order will be	\$ 399,068.96

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

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.

Keleher Architects
ARCHITECT (Firm name)

SIGNATURE
Dan Keleher Jr., Owner/Architect
PRINTED NAME AND TITLE
8-10-2020
DATE

Gorman Construction
CONTRACTOR (Firm name)

SIGNATURE
John Gorman, President
PRINTED NAME AND TITLE
8-10-2020
DATE

Bartlesville Public Schools District #30
OWNER (Firm name)

SIGNATURE
Chuck McCauley, Superintendent
PRINTED NAME AND TITLE
8-10-2020
DATE



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
 Bartlesville Public School - Central/Ranch
 Heights Paving Project

CONTRACT INFORMATION:
 Contract For: General Construction

CHANGE ORDER INFORMATION:
 Change Order Number: 001

Date:

Date: August 10, 2020

OWNER: *(Name and address)*
 Bartlesville Public Schools District #30
 1100 SW Jennings Ave. Bartlesville, OK
 74003

ARCHITECT: *(Name and address)*
 Keleher Architects
 PO Box 1361 Bartlesville, OK 74005

CONTRACTOR: *(Name and address)*
 KSI, Dirt Works LLC
 278 County Road 2706, Bartlesville, OK
 74003

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.)

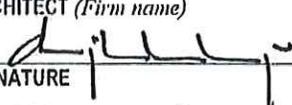
Additional undercut to stabilize subgrade due to unsuitable material. Furnish labor, material, and equipment. -\$22,816.00

The original Contract Sum was	\$	<u>113,901.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>113,901.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>22,816.00</u>
The new Contract Sum including this Change Order will be	\$	<u>136,717.00</u>

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

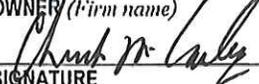
NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed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

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

Keleher Architects
 ARCHITECT *(Firm name)*

 SIGNATURE
 Dan Keleher Jr., Owner/Architect
 PRINTED NAME AND TITLE
 8.10.2020
 DATE

KSL Dirt Works LLC.
 CONTRACTOR *(Firm name)*

 SIGNATURE
 Travis Sousa, Estimator/Project
 Manager
 PRINTED NAME AND TITLE
 8/10/2020
 DATE

Bartlesville Public Schools District #30
 OWNER *(Firm name)*

 SIGNATURE
 Chuck McCauley, Superintendent
 PRINTED NAME AND TITLE
 8-10-2020
 DATE

Change Order Listing

Options: Fund: 01-2019 BOND-GENERAL PROJ - BEA LEASE PURCHASE, Year: 2020-2021, ReferenceDate: Prior To Begin Date, Date Range: 7/15/2020 - 8/12/2020, PO Range: 1 - 5, Minimum Amount Change: \$10,000.00, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2020	4403	KSL DIRTWORKS LLC	OTHER-CONSTRUCT-SRVCS- 263/RH/CENTRAL	22,816.00
Non-Payroll Total:					\$22,816.00
Payroll Total:					\$0.00
Report Total:					\$22,816.00

2020-2021 Fiscal Year
Encumbrance Orders for Approval
August 17, 2020

The following list of Encumbrance Orders (Purchase Orders), totaling \$619,965.68 is submitted for consideration by the Bartlesville Board of Education for the date of July 15, 2020 through August 12, 2020, from the 2020-2021 Fiscal Year funds.

I, David Boggs, hereby certify the amount of each encumbrance order has been entered against the designated appropriation accounts and all these encumbrance orders are within the authorized available balance of said appropriations for the 2020-2021 Fiscal



 David Boggs

RECOMMENDATION: That the Board of Education adopts a motion to approve Purchase Orders (as listed in the attached reports) in the amount of \$619,965.68.

Submitted to the Board of Education
 August 17, 2020

2020-2021 Fiscal Year

	FUND	P.O. #'s	AMOUNT
11	General	386 -474	\$ 550,312.27
12	Cooperative Fund		
21	Building		
22	Child Nutrition Fund	24	\$ 5,000.00
34	Building Bonds Series 2007A		
35	Building Bonds		
36	Building Bonds		
37	Combined Purpose Series 2013A	54 - 71	\$ 64,153.41
38	Building Bond Series 2013B		
81	Gifts Fund	3	\$ 500.00
	TOTAL		\$ 619,965.68

GRAND TOTAL: \$ 619,965.68

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
386	07/20/2020	SCHOLASTIC, INC.	BOOKS-015/HOOVER BOOKS FOR CLASSROOM TEACHER PER QUOTE DATED 07/09/2020 SHIPPING	120.91
387	07/20/2020	WAL-MART COMMUNITY	GENL-COPY-SPLYS-015/HOOVER BLANKET PO FOR MISC. GENERAL & COPY SUPPLIES, HEALTH/FIRST AID, TECHNOLOGY RELATED AND CO-CURRICULAR SUPPLIES, ETC.	2,300.00
388	07/20/2020	STAPLES CONTRACT & COMMERCIAL INC	COPY-GENL-SPLYS-015/HOOVER BLANKET PO FOR MISC. GENERAL & COPY SUPPLIES, TECHNOLOGY RELATED AND CO-CURRICULAR SUPPLIES, ETC.	2,200.00
389	07/20/2020	SCHOOL SPECIALTY INC.	COPY-GENL-SPLYS-015/HOOVER MISC. ART SUPPLIES PER CART NUMBER 7792386803	369.39
390	07/20/2020	SCHOOL SPECIALTY INC.	COPY-GENL-SPLYS-015/HOOVER MISC. ART SUPPLIES PER CART 7792385829	576.68
391	07/20/2020	TRIOVA PHARMACEUTICALS LLC	HEALTH-FIRST-AID-HYGIENE-788/SS/ESC MISC. SANITIZING PRODUCTS, GLOVES, FACE MASKS, ETC. PER ESTIMATE 20 WESLEYAN CHRISTIAN SCHOOL	2,412.00
392	07/22/2020	ALLIED PLASTIC SUPPLY LLC	HEALTH-FIRST-AID-HYGIENE-788/SS/ESC CLEAR ACRYLIC BARRIERS 32 W X 24 H SHIPPING	917.00
393	07/22/2020	CONNECTED KIDS INC	REGISTRATION-051/RANCH HEIGHTS REGISTRATION FEES NOT COVERED BY SCHOLARSHIP FOR REACHING & TEACHING CHILDREN EXPOSED TO TRAUMA TWO DAY TRAUMA RESPONSIVE TRAINING SUMMER SESSION JULY 22-23, 2020 PARTICIPANT KELSEY CARMICHAEL - RH KINDERGARTEN TEACHER THIS COVERS THE PORTION OF THE FEES NOT COVERED BY THE SCHOLARSHIP SHE RECEIVED	50.00
394	07/22/2020	OKACTE	REGISTRATION-412/MMS REGISTRATION FOR SUMMER CONFERENCE VIRTUAL CONFERENCE AUGUST 4-5, 2020 ATTENDEES: SHANNON MCKINNEY RACHEL HOUGH	150.00
395	07/22/2020	CCOSA, INC	REGISTRATION-006/CURR/ESC REGISTRATION FOR STAFF TO ATTEND THE VIRTUAL TULSA MODEL 1/2 DAY RE-CERTIFICATION TRAINING ON JULY 22, 2020 ATTENDEE: JASON LANGHAM	75.00
396	07/22/2020	A JANITORS CLOSET	CLEANING-SPLYS-011/TRANSPORTATION DISINFECTANT FOR THE FLEET	4,500.00
397	07/27/2020	AGC EDUCATION INC DBA	COPY-SPLYS-015/MMS	82.40

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			EP-COVER DUST COVERT FOR IPF 780 POSTER PRINTER	
			PER QUOTE DATED 06/11/2020	
			SHIPPING	
398	07/27/2020	BRACKER'S GOOD EARTH CLAYS INC	COCOURR-SPLYS-015/MMS EARTHENWARE WHITE MOIST	216.00
			LESS QUANTITY PRICE DISCOUNT (\$-0.07) PER POUND	
			PER QUOTE 8409	
399	07/27/2020	POSITIVE PROMOTIONS	HEALTH-FIRST-AID-788/SS/ESC DISPOSABLE CHILD SIZE FACE MASKS	1,193.40
			SHIPPING	
400	07/27/2020	DKG MEDIA LP - DBA -BNKRSWEB/HRWEB	AUDIOVISUAL-788/SS/ESC COVID-19 TRAINING VIDEOS	391.20
			PER QUOTE 272	
401	07/27/2020	NAVIANCE INC	PROF-EMPLOYEE-TRNG-587/SS/ESC NAVIANCE COLLEGE AND CAREER READINESS CURRICULUM (SOCIAL AND EMOTIONAL LEARNING - ADD ON)	6,962.50
			PER QUOTE Q375260	
402	07/29/2020	CCOSA, INC	REGISTRATION-006/CURR/ESC REGISTRATION FOR THE 2020 CCOSA VIRTUAL SUMMER CONFERENCE ON JUNE 2-4, 2020 JASON LANGHAM	25.00
403	07/29/2020	AMANDA L POWELL	TRAVEL-054/SS/ESC BLANKET PO FOR MILEAGE REIMBURSEMENT FOR SY 2020-21	500.00
404	07/29/2020	WESTERN PSYCHOLOGICAL SERVICES	TESTING-SPLYS-MATERIALS-054/SS/ESC TESTING SUPPLIES AND MATERIALS FOR PSYCHOLOGICAL SERVICES	1,214.40
			PER LIST	
			SHIPPING	
405	07/29/2020	MHS	TESTING-SPLYS-MATERIALS-054/SS/ESC TESTING SUPPLIES FOR PSYCHOLOGICAL SERVICES	633.60
			PER LIST	
			SHIPPING	
406	07/29/2020	PROJECT LEAD THE WAY, INC	COCURR-COPY-SPLYS-412/BHS PLTW ENGINEERING ESSENTIALS TO INCLUDE 3D PRINTERS, TOOLS, SAFETY GOOGLES AND MISC. TOOLS	8,985.00
			PER CART 1592242026393	
407	07/29/2020	FUTURE FARMERS OF AMERICA	COCURR-SPLYS-412/AG/BHS BLANKET PO FOR FFA CHAPTER SUPPLIES & CLASSROOM SUPPLIES ETC.	750.00
408	07/29/2020	WAL-MART COMMUNITY	COPY-GENL-TECH-RLDT-SPLYS-412/AG/BHS BLANKET PO FOR MISC. FFA CLASSROOM & OFFICE SUPPLIES TO INCLUDE: CURRICULUM, PAPER, PENS, GENERAL OFFICE SUPPLIES, COPY, TONER & CONSUMABLE TECHNOLOGY SUPPLIES, ETC.	750.00
409	07/29/2020	STAPLES CONTRACT & COMMERCIAL INC	COPY-GENL-TECH-RLDT-SPLYS-412/AG/BHS	2,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			BLANKET PO FOR MISC. FFA CLASSROOM & OFFICE SUPPLIES TO INCLUDE: CURRICULUM, PAPER PENS, GENERAL OFFICE, COPY, TONER & CONSUMABLE TECHNOLOGY SUPPLIES, ETC.	
410	07/29/2020	WAL-MART COMMUNITY	GENL-SPLYS-412/MMS BLANKET PO FOR MISC. CLASSROOM/INSTRUCTIONAL SUPPLIES, ETC.	750.00
411	07/29/2020	WAL-MART COMMUNITY	GENL-SPLYS-412/MMS BLANKET PO FOR MISC. CLASSROOM/INSTRUCTIONAL SUPPLIES, ETC.	500.00
412	07/29/2020	ESSENTIAL EDUCATION	TESTING-SPLYS-MATERIALS-319/AEL/BHS BLANKET PO FOR GED TESTING SERVICE OFFICIAL GED PRACTICE TESTS \$4.25 EACH, 100 VOUCHERS	425.00
413	07/29/2020	NCS PEARSON INC.	TECH-RLDT-SPLYS-079/AEL/BHS BLANKET PO FOR SINGLE USE GED COMPUTER BASED VOUCHERS FOR SCHOLARSHIP RECIPIENTS	500.00
414	07/29/2020	SARAH E ROWE	TRAVEL-080/AEL/BHS BLANKET PO FOR IN-DISTRICT AND OUT-OF-DISTRICT MILEAGE	300.00
415	07/29/2020	J.D. YOUNG COMPANY, INC.	OFF-MACH-SRVCS-319/AEL/BHS BLANKET PO FOR MISC. COPIER SERVICES, SUPPLIES, USAGE, ETC.	300.00
416	07/29/2020	PEARSON	TESTING-SPLYS-054/SS/ESC MISC TESTING SUPPLIES FOR PSYCHOLOGICAL SERVICES PER LIST JASON LANGHAM - TEST QUALIFIER TIFFANY FITZSIMMONS - TEST QUALIFIER SHIPPING	4,479.20
417	07/29/2020	A WORK IN PROGRESS THERAPIES, P.C.	MEDICAL-SRVCS-041/SS/ESC BLANKET PO FOR CONTRACTED OCCUPATIONAL THERAPY SERVICES FOR SY 2020-21	38,000.00
418	07/29/2020	TTF SOLUTIONS LLC	INSTRUCTIONAL-SRVCS-621/SS/ESC BLANKET PO FOR CONTRACTED SPEECH PATHOLOGIST SERVICES FOR SY 2020-21	75,000.00
419	07/29/2020	STERLINGTON MEDICAL	HEALTH-FIRST-AID-SPLYS-275-SS-ESC AED PLUS CPR-D PADS PER QUOTE 22892 SHIPPING	2,838.00
420	08/03/2020	BOYD PIANO COMPANY	NON-TECH-SRVCS-027/VM/BHS BLANKET PO FOR PIANO TUNING AND MISC MAINTENANCE/REPAIRS ON PIANOS TO INCLUDE FAC STEINWAY GRAND, CMS BABY GRAND, MMS UPRIGHT, BHS A014, A010 (1 & 2) BHS FAC STEINWAY CMS BABY GRAND MMS SCHOOL UPRIGHT BHS A014 PIANO BHS A010 PIANO #1 BHS A010 PIANO #2	1,500.00
421	08/03/2020	OK CHORAL DIRECTORS ASSOC	AUDIOVISUAL-SPLYS-027/VM/BHS	235.00

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			ALL STATE DOWNLOADABLE REHEARSAL TRACKS MP3'S	
			(1) HS SOPRANO TRACK (1) HS SCHOOL ALTO TRACK (1) HS TENOR TRACK (1) HS BASS TRACK (1) JH SOPRANO TRACK (1) JH ALTO TRACK (1) JH TENOR TRACK (1) JH BASS TRACK (1) ACCOMPANIMENT TRACK HS (1) ACCOMPANIMENT TRACK JH (1) JAZZ REHEARSAL TRACK ACC/PARTS	
422	08/03/2020	POSITIVE PROMOTIONS	HEALTH-FIRST-AID-SPLYS-587/SS/ESC DISPOSABLE 3-PLY FACE MASK 10,000 TOTAL @ \$0.36 EACH PER CART	3,600.00
423	08/03/2020	RADIO COMMUNICATIONS SPECIALISTS	COMMUNICATION-SRVCS-296/KANE (10) TK-2312K PORTABLE RADIO PKG: RADIO, LITH/ION BATTERY, RAPID CHARGER, BELT CLIP, PROGRAMMED, READY TO OPERATE LESS SALES DISCOUNT 27%	2,606.10
			QUOTE 8647	
424	08/03/2020	MASTER THE TEST LLC	PROFESSIONAL-EDUCATION-SRVCS-015/BHS PSAT VIRTUAL CRASH COURSE FOR (1%) STUDENTS JULY 28TH & 30TH, 2020	2,625.00
			SEE ATTACHED LIST OF STUDENTS	
425	08/03/2020	LOWE'S COMPANIES, INC.	GENL-FURN/FIX-AUDIOVISUAL-SPLYS-412/BHS BLANKET PO FOR MISC. CORDS TO INCREASE SOCIAL DISTANCING IN STEM LAB INCLUDING EXTENSION CORDS, SURGE PROTECTORS, SHELVES, ELECTRONICS, & GENERAL DURABLE SUPPLIES, ETC.	1,000.00
426	08/03/2020	OKACTE	REGISTRATION-412/AG/BHS REGISTRATION FOR MARTY JONES AND CAMERON DALE TO ATTEND THE OKLAHOMA SUMMIT CAREER TECH AUGUST CONFERENCE 2019 AUGUST 4-5, 2020	150.00
427	08/03/2020	RIVERSIDE ASSESSMENTS, LLC	TESTING-SPLYS-054/SS/ESC TESTING SUPPLIES FOR PSYCHOLOGICAL SERVICES	114.22
			BATTELLE DEVELOPMENT INVENTORY 2ND ED SCREENING RECORDS FORM - 9-24595	
			SHIPPING	
428	08/03/2020	RADIO COMMUNICATIONS SPECIALISTS	COMMUNICATION-SRVCS-275/SS/ESC KRA-26MPS KENWOOD VHF PORTABLE ANTENNA PER QUOTE 8646	136.20
429	08/10/2020	RHONDA ANN KOHNLE	TRAVEL-054/SS/ESC BLANKET PO FOR MILEAGE REIMBURSEMENT FOR SY 2020-21	500.00
430	08/10/2020	HIGHWAY MAN SIGNS LLC	FURN/FIX-286/RANCH HEIGHTS MISC. SIGNS OF NUMERALS 0-20 TO DESIGNATE MEETING SPOTS FOR OUR STUDENTS WHO WALK HOME AFTER SCHOOL WITH SIBLINGS OR WAIT FOR PARENTS TO WALK HOME	178.50
			PER QUOTE 5019	
431	08/10/2020	MASON'S PLUMBING INC	FURN/FIX-788/SS/ESC	2,100.00

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			WATER COOLER BOTTLE FILLING STATION AND INSTALLATION EXPENSES PER ESTIMATE # 613	
			FOR WESLEYAN CHRISTIAN SCHOOL	
432	08/10/2020	INTERNATIONAL SOCIETY FOR	REGISTRATION-541/SS/ESC REGISTRATION FOR GRANGER MEADOR AND ASHLEIGH CALLAHAN TO ATTEND ISTE20 LIVE EDTECH CONFERENCE NOVEMBER 29 TO DECEMBER 5, 2020	310.00
			VIRTUAL	
433	08/10/2020	THE SLP SOLUTION	DUSE & FEES-617/SS/ESC TSTS GROUP MEMBERSHIP FOR SPEECH PATHOLOGIST TO SLP SOLUTION FOR ACCESS TO VIRTUAL CURRICULUM	1,000.00
434	08/10/2020	SPENCER DONNELL	INSTR-SRVCS-561//OEJOM/MMS BLANKET PO FOR OPERATION EAGLE EVENTS AND CLASSES SINGING SY 2020-21	1,000.00
435	08/10/2020	QUANNAH LITTLEAXE	INSTR-SRVCS-561/OEJOM/MMS BLANKET PO FOR OPERATION EAGLE EVENTS AND CLASSES DANCE INSTRUCTOR SY 2020-21	1,000.00
436	08/10/2020	DENNIS LITTLEAXE	INSTR-SRVCS-561/OEJOM/MMS BLANKET PO FOR OPERATION EAGLE EVENTS AND CLASSES SINGING INSTRUCTOR SY 2020-21	1,000.00
437	08/10/2020	WAL-MART COMMUNITY	COPY-GENL-HEALTH-SPLYS-561/OEJOM/MMS BLANKET PO FOR OPERATION EAGLE EVENTS AND CLASSES MISC. SUPPLIES TO INCLUDE: COPY SUPPLIES, PAPER GOODS, CLEANING SUPPLIES, HEALTH FIRST AID & HYGIENE SUPPLIES, TECHNOLOGY ITEMS, FURNITURE, POTS & PANS, OFFICE SUPPLIES, CULTURAL SUPPLIES AND FOOD & DRINKS, ETC.	2,400.00
438	08/10/2020	STAPLES CONTRACT & COMMERCIAL INC	COPY-GENL-TECH-RLDT-SPLYS-561-OEJOM/MMS BLANKET PO FOR MISC. SUPPLIES FOR OPERATION EAGLE EVENTS , CLASSES AND OFFICE TO INCLUDE: COPY SUPPLIES, PAPER GOODS , CLEANING SUPPLIES, HEALTH, FIRST AID & HYGIENE SUPPLIES, TECHNOLOGY ITEMS, FURNITURE, OFFICE SUPPLIES AND CULTURAL SUPPLIES FOR OE EVENTS AND CLASSES, ETC.	1,750.00
439	08/10/2020	ARVEST BANK CORPORATE VISA	VOID-CONFERENCE CANCELLED	0.00
440	08/10/2020	JAMES MARTIN JONES	VOID-CONFERENCE CANCELLED	0.00
441	08/10/2020	CAMERON K DALE	VOID-CONFERENCE CANCELLED	0.00
442	08/10/2020	SCHOOL NURSE SUPPLY INC	HEALTH-FIRST-AID-SPLYS-617/SS/ESC COVID-19 HEALTH SUPPLIES FOR SPECIAL EDUCATION CLASSES NON-CONTACT INFRARED THERMOMETER PER CART DATED 08/06/2020	990.00
443	08/10/2020	SONOVA USA INC	ADAPTIVE-SPLYS-617/SS/ESC ROGER EASYPEN FOR SPECIAL EDUCATION HEARING IMPAIRED STUDENTS PER QUOTATION # 5120161268 SHIPPING	2,224.99
444	08/10/2020	STERLINGTON MEDICAL	HEALTH-FIRST-AID-HYGIENE-SPLYS-275/SS/ESC	1,200.00

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			ZOLL AED PLUS REPLACEMENT BATTERIES	
			PER QUOTE 23312	
			SHIPPING	
445	08/10/2020	TIMROON GROUP LLC	HEALTH-FIRST-AID-HYGIENE-SPLYS-617/SS/ESC SMILE MASKS FOR SPECIAL EDUCATION INCLUDES \$20 SHPPING	190.00
			PER SHOPPING CART	
446	08/10/2020	TANGIBLE PLAY INC	TECH-RLDT-SPLYS-015/RANCH HEIGHTS NEW OSMO BASE FOR THE IPAD	39.00
			PER QUOTE SQ-200804-0019409	
447	08/10/2020	CCOSA, INC	REGISTRATION-006/CURR/ESC REGISTRATION FOR THE 2020 CCOSA VIRTUAL SUMMER CONFERENCE ON JULY 29, 2020 THAD DILBECK ALLISON EBERT MANDY LUMBLEY	450.00
448	08/10/2020	TEXAS CHURCH FURNITURE FKA	HEALTH-FIRST-AID-SPLYS-788/SS/ESC TRI-FOLD PORTABLE SNEEZEGARD (20) PER PACK FOR WESLEYAN CHRISTIAN SCHOOL SHIPPING	1,680.00
449	08/10/2020	CDW-G	TECH-RLDT-SPLYS-788/SS/ESC (1) LOCKNCHARGE JOEY 30 CART AND LOCKNCHARGE RE- SETTABLE COMBINATION PADLOCK PER QUOTE # LNXB797	980.65
450	08/10/2020	OK CHORAL DIRECTORS ASSOC	AUDIOVISUAL-SPLYS-027/VM/MMS MISC. CD/DIGITAL DOWNLOADS TO INCLUDE: (1) OCDA JH ALL STATE TRACK ACCOMP (1) OCDA JH ALL STATE TRACK SOPRANO (1) OCDA JH ALL STATE TRACK ALTO (1) OCDA JH ALL STATE TRACK TENOR (1) OCDA JH ALL STATE TRACK BASS	105.00
451	08/10/2020	LOBBYGUARD SOLUTIONS LLC	GENL-SPLYS-013/SS/ESC (2) CASES OF VISITOR BADGES (50 ROLLS OF 250 BADGES PER CASE) PER QUOTE SHIPPING	1,100.00
452	08/10/2020	WAL-MART COMMUNITY	COCURR-SPLSY-027/VM/BHS (5)BLUE MICROPHONES - MULTIPLE PATTERN CONDENSER MICS FOR VOCAL RECORDING	1,176.65
453	08/10/2020	ARVEST BANK CORPORATE VISA	HEALTH-FIRST-AID-788/SS/ESC (3) COTS FOR COVID-19 ISOLATION ROOM FOR WESLEYAN CHRISTIAN SCHOOL PER CART	119.97
454	08/10/2020	ASSOC FOR CAREER & TECHNICAL EDUC	REGISTRATION-412/AG/BHS	335.00

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			REGISTRATION FEE FOR MARTY JONES TO ATTEND NAAE NATIONAL CONVENTION NASHVILLE, TN	
			11/30/2020 - 12/05/2020	
455	08/10/2020	KELVIN	GENL-SPLYS-412/CENTRAL MISC, GENERAL SUPPLIES TO INCLUDE: (5) REAR WHEEL GREEN & YELLOW # 990167 (5) FRONT WHEEL W/END CAP GREEN & YELLOW # 990171 (10) SUPER EASY CUTTER # 520596 (2) RUBE GOLDBERG INVENTOR CLASS PACK SHIPPING	603.14
456	08/10/2020	SADDORIS TEXTILE MAINTENANCE, INC	CLEAN-MAINT-SPLYS-552/SS/ESC PPE CLEANING SUPPLIES FOR TEACHER CLASSROOMS MICROFIBER TOWELS PER QUOTE DATED 08/07/2020	10,400.00
457	08/10/2020	APPLE COMPUTER, INC.	TECH-RLDT-SPLYS-587/AG/BHS IPADS AND IMACS FOR AG PROGRAM PER CART # 2300375681	9,607.98
458	08/10/2020	PATHS TO INDEPENDENCE INC	TUITION-TO-PRIVATE-SCHOOL-041/SS/ESC BLANKET PO FOR TUITION FOR SPECIAL EDUCATION STUDENTS ATTENDING PATHS TO INDEPENDENCE, PRIVATE SCHOOL D. SHEA - RH B. WILMONT - HS	38,000.00
459	08/10/2020	STERLINGTON MEDICAL	HEALTH-FIRST-AID-617/SS/ESC KN95 MASKS FOR SPECIAL EDUCATION INCLUDES SHIPPING \$20.00 PER QUOTE 23314	2,630.75
460	08/10/2020	DELL MARKETING LP	TECH-RLTD-SPLYS-788/789/SS/ESC DELL CHROMEBOOKS FOR PATHS TO INDEPENDENCE DISTANCE LEARNING PER QUOTE 3000066498530.1	10,699.04
461	08/10/2020	MUNDO PATO INC	TECH-RLDT-SPLYS-617/SS/ESC (1) STYER-FITZGERALD CLOUD PROGRAM - 1 YR SUBSCRIPTION (1) VIRTUAL TEACHING MATERIALS - 1 YR SUBSCRIPTION (1) ADDITIONAL DATA SYNCING SERVICES - ONE TIME FEE PER ESTIMATE # EST-000007	10,000.00
462	08/10/2020	DELL MARKETING LP	TECH-RLDT-SPLYS-788/TECH/WRC DELL CHROMEBOOKS FOR PREK - 2ND GRADE STUDENTS QUOTE 300006001664.1 (PREVIOUSLY ON YR 19 20 PO 112020-1368 VENDOR COULD NOT FULFILL THE ORDER DUE TO COVID-19)	245,300.00
463	08/10/2020	PROJECT LEAD THE WAY, INC	COMMUNICATION-SRVCS-412/BHS NETWORKING SECURITY LAB HOSTING FEE ANNUAL NETWORK SECURITY LAB SY 2020-21 BHS STEM	1,000.00
464	08/11/2020	PCM SALES INC DBA	TECH-RLDT-SPLYS-788/SS/ESC	1,058.85

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			(15) WEBCAMS FOR WESLEYAN CHRISTIAN SCHOOL - DISTANCE LEARNING	
			PER ORDER # B1390636	
			SHIPPING	
465	08/11/2020	SPECIALY DESIGNED EDUCATION SRVC	ADAPTIVE-SPLYS-617/SS/ESC	13,225.00
			(5) READY-MADE MATERIALS BUNDLE FOR CLOUD USERS - SECONDARY	
			(5) READY-MADE MATERIALS BUNDLE FOR CLOUD USERS - ELEMENTARY	
			INCLUDES SHIPPING & HANDLING AT \$800.00	
			PER ESTIMATE # EST-000823	
466	08/12/2020	STERLINGTON MEDICAL	HEALTH-FIRST-AID-SPLYS-788/SS/ESC	118.00
			PPE FACE MASKS	
			FOR ST. JOHN CATHOLIC SCHOOL	
			PER QUOTE # 23352	
467	08/12/2020	STERLINGTON MEDICAL	HEALTH-FIRST-AID-SPLYS-788/SS/ESC	708.00
			PPE SUPPLIES: THERMOMETERS	
			FOR WESLEYAN CHRISTIAN SCHOOL	
			PER QUOTE # 23351	
468	08/12/2020	APPLE COMPUTER, INC.	TECH-RLDT-SPLYS-617/SS/ESC	636.00
			AIRPODS AND IPOD TOUCH FOR SPECIAL EDUCATION STUDENT	
			FOR DISTANCE LEARNING	
			PER PROPOSAL # 2104399106	
469	08/12/2020	DELL MARKETING LP	TECH-RLDT-SPLYS-561/OEJOM/MMS	4,273.55
			(3) DELL LATITUDE 5510	
			(3) DELL USB LIM DVD+/RW DRIVE - DW316	
			(2) CHROMEBOOK 11 3100 2 IN 1	
			(2) GOOGLE CHROME OS MANAGEMENT CONSOLE LICENSE, EDUCATION	
			PER QUOTE # 3000066568727.1	
470	08/12/2020	WAL-MART COMMUNITY	GENL-COCURR-SPLYS-035/HOOVER	1,100.00
			BLANKET PO FOR MISC. GIFTED ED GENERAL MATERIALS AND SUPPLIES, RENZULLI PROJECT SUPPLIES PER LESSON PLAN AND PUMPKINS FOR PUMPKIN INVESTIGATION CLASSROOM PROJECT PER LESSON PLAN, ETC.	
471	08/12/2020	ALLIED PLASTIC SUPPLY LLC	HEALTH-FIRST-AID-SPLYS-617/SS/ESC	920.00
			PPE FOR COVID-19 PREVENTION TO INCLUDE:	
			(20) ACRYLIC COUNTER-TOP BARRIERS 32W X 24H	
			FOR SPECIAL EDUCATION STUDENTS AT KANE, JANE PHILLIPS, RANCH HEIGHTS, & WAYSIDE	
			PER EMAIL DATED 08/10/2020	
			SHIPPING	
472	08/12/2020	COCHLEAR AMERICAS	ADAPTIVE-SPLYS-617/SS/ESC	410.00
			COCHLEAR WIRELESS MINI-MIC 2+	
			FOR SPECIAL EDUCATION HEARING IMPAIRED STUDENT FOR DISTANCE LEARNING	

**Bartlesville Public Schools
Encumbrance Register**

Year 2020-2021 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			SHIPPING	
473	08/12/2020	STERLINGTON MEDICAL	HEALTH-FIRST-AID-SPLYS-617/SS/ESC	4,503.00
			PPE MISC. SUPPLIES FOR SPECIAL EDUCATION TO INCLUDE: FACE MASKS, ISOLATION APRONS, FACE SHIELDS, ETC.	
474	08/12/2020	ASPEN PUBLISHERS, INC	PERIODICALS-000/HR/ESC	856.00
			PAYROLL MANAGER NEWSLETTER	

Report Total: \$550,312.27

Bartlesville Public Schools Encumbrance Register

Year 2020-2021 Fund 22

22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
24	08/11/2020	GLOBAL PAYMENTS, INC	DUES & FEES-385/CND BLANKET PO FOR MYSCHOOLBUCKS FEE	5,000.00

Report Total: \$5,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2020-2021 Fund 37

37-Combined Purpose

PO No	Date	Vendor	Description	Amount
54	07/20/2020	FOLLETT SCHOOL SOLUTIONS, INC.	BOOKS-215/HOOVER BOOKS FOR THE LIBRARY PER QUOTE 10293943	413.56
55	07/20/2020	DEMCO, INC.	GENL-SPLYS-215/HOOVER MISC. LIBRARY SUPPLIES LESS SALES DISCOUNT -\$87.01 PER CART 319282 SHIPPING	228.18
56	07/20/2020	REALLY GOOD STUFF	FURN/FIX-215/HOOVER MAIL CENTER - 27 SLOT FOR CLASSROOM TEACHER ITEM # 159790 MAHOGANY PER CART RECEIVED 07/16/2020 SHIPPING	195.99
57	07/22/2020	INTRADO INTERACTIVE SERVICES CORP	TECH-RLDT-SPLYS-019/TECH/WRC SCHOOL MESSENGER PER REFERENCE QUOTE 132120	12,066.42
58	07/22/2020	CHILD'S PLAY, INC.	LANDSCAPING-018/MAINT PLAYGROUND MULCH FOR THE ELEMENTARY SITES PER QUOTE 20-1501	16,650.00
59	07/29/2020	BROWN PLBG LLC	PLUMBING-SRVCS-018/FS/ESC ADDITIONAL PO FOR BATHROOM ADDITION AT MAINTENANCE SHOP INCLUDES PUMP STATION, LINE TO SEWER, ROUGH-IN OF DRAIN LINES IN BUILDING, TIED INTO PUMP STATION AND ROUGH-IN VENTS IN ADDITION TO PO 372020-131	1,300.00
60	07/29/2020	JOHN E THOMPSON	PAINTING-EQUIP-SRVCS-018/FS/ESC ADDITIONAL PO FOR PAINTING AT BHS POWER WASH ALL EXTERIOR FACADE, PREPARE AND PAINT SOUTH EXTERIOR STUCCO FINE ARTS ENTRY AT EAST CORNER PRIME/REMOVE RUST STAIN ON WEST ELEVATION & PAINT, TELESCOPING BOOM LIFT RENTAL - PER QUOTE 02-01044 POWER WASH NORTH/SOUTH EXTERIOR GYMNASIUM SOFFITS PAINT SOME SOFFITS - PER 01-01045 IN ADDITION TO PO SY 19-20 # 372020-130	670.00
61	08/03/2020	PALOS SPORTS, INC.	FURN/FIX-215/JANE PHILLIPS (10) ITEM # 28022 CUT PROOF REPLACEMENT SWING SEAT PER CART DATED 07/28/2020	269.70
62	08/03/2020	DIGICERT, INC	TECH-RLDT-SPLYS-019/TECH/WRC SITE SECURITY CERTIFICATE 2 YEAR SIS	414.00
63	08/10/2020	ETTINGERS OFFICE SUPPLY	FURN/FIX-215/WAYSIDE (4) LOUNGE CHAIRS # 49688	1,279.96
64	08/10/2020	ETTINGERS OFFICE SUPPLY	FURN/FIX-215/WAYSIDE DESK COMPONENTS PER QUOTE 072720	2,113.80
65	08/10/2020	ETTINGERS OFFICE SUPPLY	FURN/FIX-215/WAYSIDE	918.00

Bartlesville Public Schools Encumbrance Register

Year 2020-2021 Fund 37

37-Combined Purpose

PO No	Date	Vendor	Description	Amount
			(2) ICEBERG OFFICE WORKS RESIN STORAGE CABINET ICE92571	
66	08/11/2020	CHILD'S PLAY, INC.	LANDSCAPING-018/MAINT PLAYGROUND MULCH 2ND ROUND FOR ELEMENTARY SITES PER QUOTE 20-1549 HOOVER, JANE PHILLIPS, RANCH HEIGHTS, WAYSIDE, WILSON	16,650.00
67	08/11/2020	APPLE COMPUTER, INC.	TECH-RLDT-SPLYS-019/TECH/WRC (9) IPAD WI-FI - 128GB (9) APPLE PENCIL 1ST GEN PER PROPOSAL # 2104392768	4,392.00
68	08/12/2020	LIBRARY VIDEO COMPANY DBA	TECH-RLDT-SPLYS-215/WAYSIDE (1) SAFARI MONTAGE K-8 SUPER CORE CONTENT PACKAGE RENEWAL G198006R (1) SAFARI MONTAGE SOFTWARE UPGRADE PLAN (BASIC SUP) G1229 (1) SAFARI MONTAGE MANGED HOME ACCESS - RENEWAL G1207R PER QUOTE 24817	1,650.00
69	08/12/2020	DIGICERT, INC	TECH-RLDT-SPLYS-215/WAYSIDE STANDARD SSL - (1) DOMAIN FOR SAFARI MONTAGE PER QUOTE GENERATED ON 6/24/20	218.00
70	08/12/2020	PERMA-BOUND BOOKS	BOOKS-215/JANE PHILLIPS MISC. SEQUOYAH BOOKS FOR THE LIBRARY SUCH AS: LIGHT JAR, MEENA MEETS HER MATCH, MONSTER LIKE ME, ROLL WITH IT, SAVING FABLE, ETC. INCLUDES PROCESSING FEE \$7.00 PER LIST NUMBER L-17365806	472.80
71	08/12/2020	FOUR STATE MAINT. SUPPLY, INC.	FURN/FIX-018/FS/ESC LARGE GRAY TRASH CANS - HUSK-444GY PER QUOTE 609438 \$42.51 EACH	4,251.00

Report Total: \$64,153.41

Bartlesville Public Schools Encumbrance Register

Year 2020-2021 Fund 81

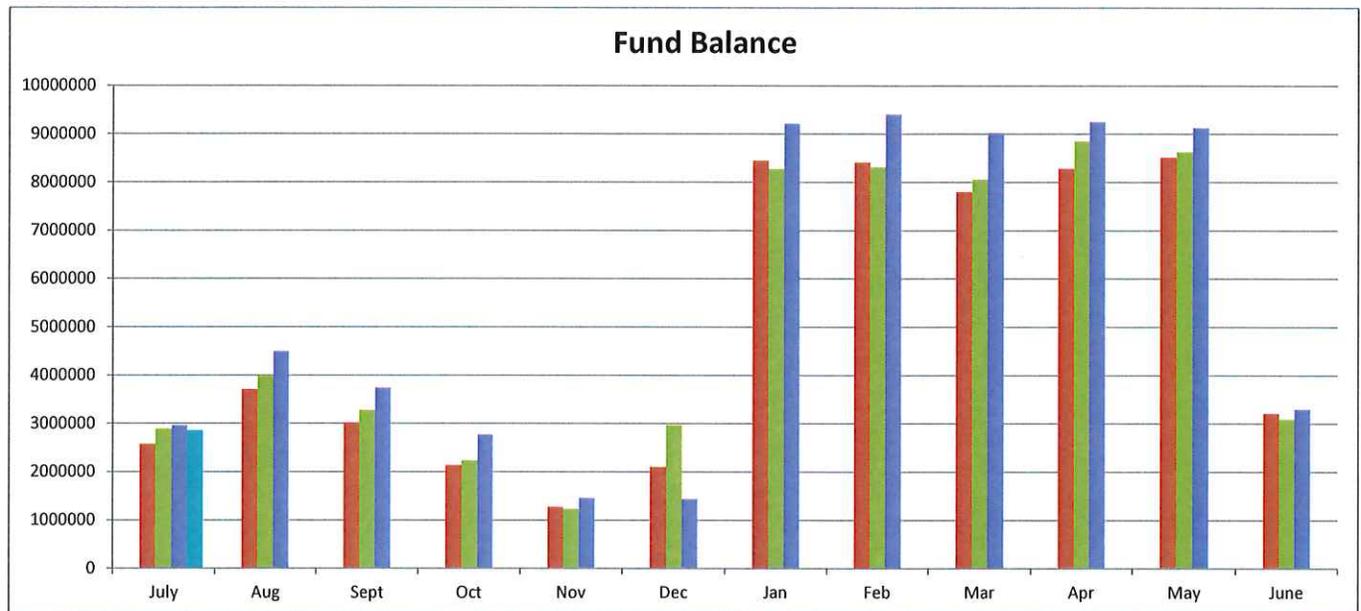
81-GIFTS FUND

PO No	Date	Vendor	Description	Amount
3	08/10/2020	UNIV OF CENTRAL OKLAHOMA	SCHOLARSHIP-104/TREAS/ESC SCHOLARSHIP PAYMENT FOR KEN DOLEZAL MEMORIAL SCHOLARSHIP AWARDED TO ABIGAIL CLAUSSEN 05/21/2020 VERIFICATION OF ENROLLMENT RECEIVED 08/07/2020	500.00

Report Total: \$500.00

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2018-2021

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 18	2,570,540	3,706,115	3,014,720	2,132,477	1,268,916	2,101,192	8,450,085	8,406,116	7,796,416	8,278,289	8,504,375	3,204,230
FY 19	2,890,607	3,976,395	3,277,405	2,234,762	1,231,621	2,965,714	8,275,893	8,317,878	8,061,282	8,848,145	8,627,565	3,093,101
FY 20	2,958,917	4,501,529	3,739,634	2,767,640	1,461,034	1,436,214	9,216,612	9,408,239	9,028,227	9,249,665	9,125,141	3,297,997
FY 21	2,866,022											
FY21-FY20	(92,895)											

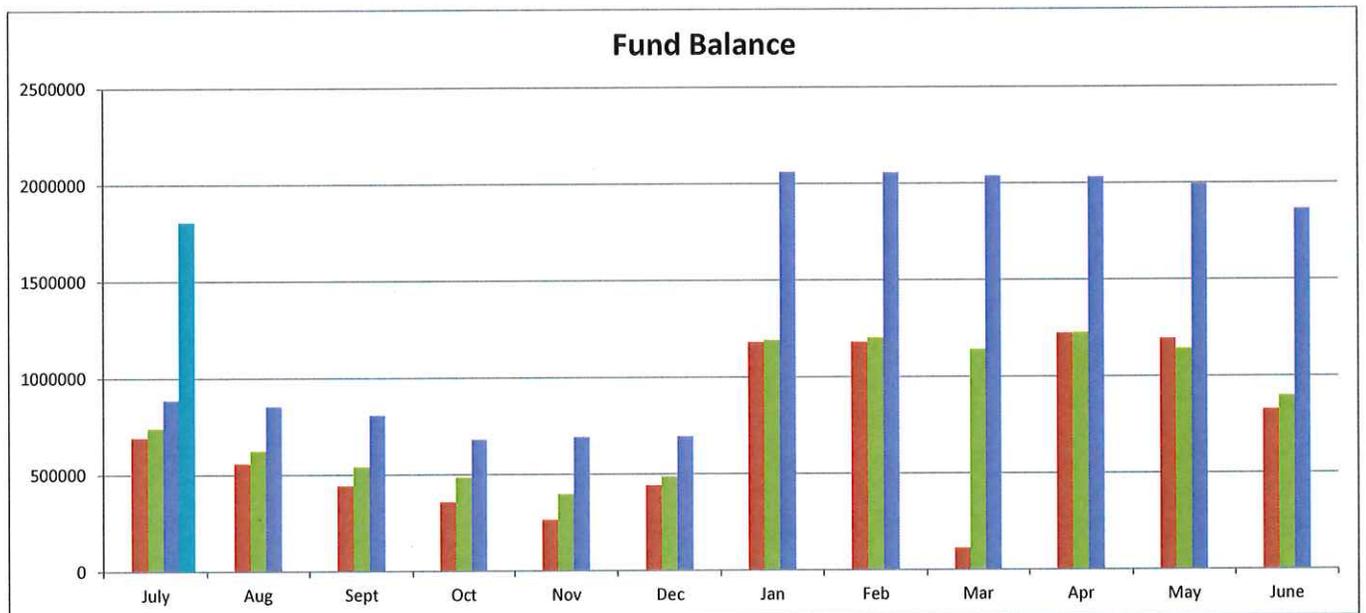


Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

	July	2019-20 Year to Date Total	Prior Year Year to Date Total
Beginning balance	\$ 3,297,997	\$ 3,297,997	\$ 3,093,101
 <u>Revenue:</u>			
Local	40,645	40,645	69,072
County	18,884	18,884	15,813
State	371,398	371,398	306,309
Federal	640,541	640,541	789,971
Other sources	-	-	-
	<u>1,071,468</u>	<u>1,071,468</u>	<u>1,181,165</u>
 Total cash available	 4,369,465	 4,369,465	 4,274,266
 <u>Requirements:</u>			
Salaries	336,612	336,612	342,231
Benefits	184,841	184,841	217,060
Professional services	7,526	7,526	26,069
Property services	206,560	206,560	448
Other purchased services	495,435	495,435	511,462
Supplies & materials	187,328	187,328	182,337
Property	83,245	83,245	25,056
Other uses	1,896	1,896	10,666
	<u>1,503,443</u>	<u>1,503,443</u>	<u>1,315,329</u>
 Ending balance	 <u><u>2,866,022</u></u>	 <u><u>2,866,022</u></u>	 <u><u>2,958,937</u></u>

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2018-2021

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 18	690,969	557,279	441,261	355,618	262,410	438,909	1,178,466	1,179,411	111,672	1,222,821	1,194,523	825,836
FY 19	740,048	624,113	541,648	485,451	397,618	486,040	1,190,675	1,201,836	1,141,753	1,227,520	1,143,492	899,450
FY 20	885,140	853,862	808,023	680,579	691,925	694,312	2,060,540	2,058,167	2,040,158	2,033,537	1,994,515	1,865,430
FY 21	1,807,129											
FY21-FY20	921,989											



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>July</u>	<u>2019-20 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,865,431	\$ 1,865,431	\$ 899,450
 <u>Revenue:</u>			
Local	3,331	3,331	4,539
County		-	
State	9	9	
Federal		-	
Other sources		-	
	<u>3,340</u>	<u>3,340</u>	<u>4,539</u>
 Total cash available	 1,868,771	 1,868,771	 903,989
 <u>Requirements:</u>			
Salaries			
Benefits			
Professional services		-	
Property services	58,965	58,965	15,518
Other purchased services		-	
Supplies & materials	2,677	2,677	3,331
Property		-	
Other uses		-	
	<u>61,642</u>	<u>61,642</u>	<u>18,849</u>
 Ending balance	 <u><u>1,807,129</u></u>	 <u><u>1,807,129</u></u>	 <u><u>885,140</u></u>

August 17, 2020 Personnel Report

Carter, LaTori	Hoover	Kindergarten Teacher	1.000	Hoover	Virtual Kindergarten Teacher	1.000	8/10/2020
Cox, Karen	Wayside	Kindergarten Teacher	1.000	Wayside	Virtual Kindergarten Teacher	1.000	8/10/2020
Dean, Megan	Richard Kane	Third Grade Teacher	1.000	Richard Kane	Virtual Third Grade Teacher	1.000	8/10/2020
Dowell, Kyler	Ranch Heights	Second Grade Teacher	1.000	Ranch Heights	Fourth Grade Teacher	1.000	8/10/2020
Duncan, Karie	Richard Kane	Fifth Grade Teacher	1.000	Richard Kane	First Grade Teacher	1.000	8/10/2020
Dunlap, Janey	Wayside	PreKindergarten Teacher	1.000	Wayside	Virtual PreKindergarten Teacher	1.000	8/10/2020
England, Jennifer	Ranch Heights	Fourth Grade Teacher	1.000	Ranch Heights	Virtual Fourth Grade Teacher	1.000	8/10/2020
Hemphill, Donna	Jane Phillips	First Grade Teacher	1.000	Jane Phillips	Virtual First Grade Teacher	1.000	8/10/2020
Jensen, Lydia	Ranch Heights	Teacher Assistant	0.875	Wayside	Teacher Assistant	0.875	8/11/2020
Kuntz, Aaron	Central	Science Teacher	1.000	High School	Lay Coach - Girls Soccer	N/A	8/10/2020
Larkin, Barbara	Richard Kane	Fifth Grade Teacher	1.000	Richard Kane	Virtual Fifth Grade Teacher	1.000	8/10/2020
Lindesmith, Salena	Ranch Heights	Kindergarten Teacher	1.000	Ranch Heights	Virtual Kindergarten Teacher	1.000	8/10/2020
Long, Cori	Ranch Heights	PreKindergarten Teacher	1.000	Ranch Heights	Virtual PreKindergarten Teacher	1.000	8/10/2020
Marshall, Laurie	Wilson	Second Grade Teacher	1.000	Wilson	FMLA	1.000	8/10/2020
McCraw, Shannon	Ranch Heights	Fourth Grade Teacher	1.000	Ranch Heights	Virtual Fourth Grade Teacher	1.000	8/10/2020
McKinney, Kaylee	Madison	Special Education Teacher Asst. Level 2	0.875	Madison	Registrar - Middle School	1.000	7/27/2020
Mowlavi, Roberta	Wayside	Third Grade Teacher	1.000	Wayside	Virtual Fourth Grade Teacher	1.000	8/10/2020
Null, Holly	Hoover	PreKindergarten Teacher	1.000	Hoover	Kindergarten Teacher	1.000	8/10/2020
Pannell, Lori	Ranch Heights	Third Grade Teacher	1.000	Ranch Heights	Virtual Second Grade Teacher	1.000	8/10/2020
Patterson, Melissa	Wayside	Teacher Assistant	0.875	Wayside	Kindergarten Teacher	1.000	8/10/2020
Reimer, Krista	Richard Kane	Third Grade Teacher	1.000	Richard Kane	Virtual Third Grade Teacher	1.000	8/10/2020
Reinsager, James	Transportation	Bus Driver	0.750	Transportation	Bus Driver/Trainer	1.000	8/10/2020
Roberson, Shayla	Wilson	Fifth Grade Teacher	1.000	Wilson	Virtual Fifth Grade Teacher	1.000	8/10/2020
Rumery, Jessica	Hoover	First Grade Teacher	1.000	Hoover	Virtual First Grade Teacher	1.000	8/10/2020
Russell, Katelyn	Wayside	Special Education Teacher	1.000	Wayside	FMLA	1.000	8/10/2020
Salerno, Renate	Hoover	Second Grade Teacher	1.000	Hoover	Virtual Second Grade Teacher	1.000	8/10/2020
Sedersten, Lindsay	Wayside	Kindergarten Teacher	1.000	Wayside	Second Grade Teacher	1.000	8/10/2020
Stone, Gail	Wayside	Second Grade Teacher	1.000	Wayside	Virtual Second Grade Teacher	1.000	8/10/2020
Stump, Sandy	High School	Special Education Teacher	1.000	High School	Special Education Teacher Assistant Level 3	0.875	8/10/2020
VanCleave, Robin	Wilson	Third Grade Teacher	1.000	Wilson	Virtual Third Grade Teacher	1.000	8/10/2020
Whaling, Brittany	Wilson	Health/PE Teacher	1.000	Wilson	FMLA	1.000	8/10/2020
Wikel, Debra	Wilson	First Grade Teacher	1.000	Wilson	Virtual First Grade Teacher	1.000	8/10/2020
NON-RENEWAL OF TEMPORARY CONTRACT:							
Name	Site	Position	FTE	Date			
Brown, Lyndsey	Madison	Spirit Squad Co-Head Junior High Coach	N/A	5/22/2020			
Olzweski, Sarah	Wayside	Playground Assistant	0.313	5/22/2020			
RESIGNATION:							
Name	Site	Position	FTE	Date			
Askins, Jeanette	Wilson	Fourth Grade Teacher	1.000	5/22/2020			
Barnett, Victoria	Wayside	Special Education Teacher Asst. Level 2	0.875	5/22/2020			
Burruss, Shara	Transportation	Bus Monitor	1.000	5/22/2020			
Cauthen, Kimberly	Richard Kane	Special Education Teacher Asst. Level 2	0.875	5/22/2020			
DeVilbiss, Layle	High School	Special Education Teacher Asst. Level 3	1.000	5/22/2020			
Fox, Jena	Central	Special Education Teacher	1.000	5/22/2020			
Graham, Cynthia	High School	Special Education Teacher Asst. Level 1	0.875	5/22/2020			
Hamilton, Emma	Wayside	First Grade Teacher	1.000	5/22/2020			
James, Teri	Jane Phillips	Virtual Summer School Teacher	N/A	6/25/2020			
Logsdon, Jennifer	Ranch Heights	Teacher Assistant	0.875	5/22/2020			
Rowlett, John	Transportation	Bus Driver	0.750	5/22/2020			
Stephens, Derek	Central	Science and Social Studies Teacher	1.000	5/22/2020			
Taylor, Alaina	Wilson	Second Grade Teacher	1.000	5/22/2020			
Thompson, Marra	Jane Phillips	Special Education Teacher Asst. Level 3	0.875	5/22/2020			
Waddell, Joshua	Madison	Secondary Counselor	1.000	8/7/2020			

August 17, 2020 Personnel Report

RETIREMENT:							
Name	Site	Position	FTE	Date			
Cotton, Joanna	Wayside	Teacher Assistant	1.000	5/22/2020			
Williams, Rhonda	High School	Art Teacher	1.000	5/22/2020			
DECEASED:							
Name	Site	Position	FTE	Date			
Johnson, Lisa	Madison	Registrar - Middle School	1.000	7/7/2020			
Seals, Nina Carol	Central	Attendance Secretary - Middle School	1.000	8/12/2020			
SPECIAL SALARY PROVISIONS:							
Name	Site	Position	Amount	Date			
Ergenbright, Kirsten	Hoover	Art Teacher (awaiting emergency certification)	Teacher Salary Scale Equivalent	8/10/2020			
Lazo, Ryan	Central	Science and Social Studies Teacher (awaiting emergency certification)	Teacher Salary Scale Equivalent	8/10/2020			
McJunkins, Prince	High School	Health/Physical Education Teacher (awaiting emergency certification)	Teacher Salary Scale Equivalent	8/10/2020			
Weimer, Jill	Madison	Secondary Counselor (awaiting emergency certification)	Teacher Salary Scale Equivalent	8/12/2020			

MEMORANDUM

TO: BOARD OF EDUCATION
FROM: DAVID BOGGS
SUBJECT: DONATIONS
DATE: 8/6/2020

Please accept the following donations our school district has received during the month of July.

1. Dollar General Literacy Fund

Adult Education Program \$8,000.00

Receipt Total \$ 8,000.00

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 7/1/2020 - 7/31/2020, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: False

Fund: 11**Account:** AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	7/31/2020	8/31/2020		\$2,004,634.44	0.500	\$2,004,634.44
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	6/30/2020	7/31/2020	7/31/2020	\$2,003,783.42	0.500	\$2,003,783.42
Total ICS ACCOUNT							\$2,003,783.42
Total AI 0111 REGENT BANK - ICS							\$4,008,417.86

Account: AI 0114 FIRST NATIONAL BANK OF VINITA ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	7/31/2020	8/31/2020		\$165,539.52	0.600	\$165,539.52
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	6/30/2020	7/31/2020	7/31/2020	\$159,051.24	1.000	\$159,051.24
Total ICS SAVINGS							\$159,051.24
Total AI 0114 FIRST NATIONAL BANK OF VINITA ICS							\$324,590.76
Total Fund 11							\$4,333,008.62

Fund: 21**Account:** AI 0114 FIRST NATIONAL BANK OF VINITA ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	7/31/2020	8/31/2020		\$1,750,000.00	0.600	\$1,750,000.00
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	6/30/2020	7/31/2020	7/31/2020	\$1,750,000.00	1.000	\$1,750,000.00
Total ICS SAVINGS							\$1,750,000.00
Total AI 0114 FIRST NATIONAL BANK OF VINITA ICS							\$3,500,000.00
Total Fund 21							\$3,500,000.00

Fund: 22**Account:** AI 0114 FIRST NATIONAL BANK OF VINITA ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	7/31/2020	8/31/2020		\$281,563.82	0.600	\$281,563.82
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	6/30/2020	7/31/2020	7/31/2020	\$281,374.13	1.000	\$281,374.13
Total ICS SAVINGS							\$281,374.13
Total AI 0114 FIRST NATIONAL BANK OF VINITA ICS							\$562,937.95
Total Fund 22							\$562,937.95

Fund: 37**Account:** AI 0114 FIRST NATIONAL BANK OF VINITA ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	7/31/2020	8/31/2020		\$40,000.00	0.600	\$40,000.00
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	6/30/2020	7/31/2020	7/31/2020	\$40,000.00	1.000	\$40,000.00
Total ICS SAVINGS							\$40,000.00
Total AI 0114 FIRST NATIONAL BANK OF VINITA ICS							\$80,000.00
Total Fund 37							\$80,000.00

Fund: 39**Account:** AI 0114 FIRST NATIONAL BANK OF VINITA ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	7/31/2020	8/31/2020		\$29,937.17	0.600	\$29,937.17
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	6/30/2020	7/31/2020	7/31/2020	\$29,890.05	1.000	\$29,890.05
Total ICS SAVINGS							\$29,890.05
Total AI 0114 FIRST NATIONAL BANK OF VINITA ICS							\$59,827.22
Total Fund 39							\$59,827.22

Fund: 41

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 7/1/2020 - 7/31/2020, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: False

Account: AI 0114 FIRST NATIONAL BANK OF VINITA ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	7/31/2020	8/31/2020		\$7,715,179.56	0.600	\$7,715,179.56
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	6/30/2020	7/31/2020	7/31/2020	\$7,715,179.56	1.000	\$7,715,179.56
Total ICS SAVINGS							\$7,715,179.56
Total AI 0114 FIRST NATIONAL BANK OF VINITA ICS							\$15,430,359.12
Total Fund 41							\$15,430,359.12

Fund: 81

Account: AI 0114 FIRST NATIONAL BANK OF VINITA ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	7/31/2020	8/31/2020		\$236,586.79	0.600	\$236,586.79
ICS SAVINGS	FNB VINITA - ICS TRANSACTION	6/30/2020	7/31/2020	7/31/2020	\$236,427.40	1.000	\$236,427.40
Total ICS SAVINGS							\$236,427.40
Total AI 0114 FIRST NATIONAL BANK OF VINITA ICS							\$473,014.19
Total Fund 81							\$473,014.19
Total All Funds							\$24,439,147.10

JULY 2020

	GENERAL FUND	COOPERATIVE FUND	BUILDING FUND	CHILD NUTRITION	BOND FUND 37	BOND FUND 38	BOND INT FUND 39	SINKING FUND	GIFTS & ENDOW.	TOTALS
BEGINNING BALANCE	2,459,375.70	(25,496.55)	185,984.58	547,296.76	2,106,778.77	-	1,266.36	4,090.19	30,750.60	5,310,046.41
LOCAL SOURCES OF REVENUE	40,645.22		3,331.26	587.64	-	-	134.39	18,810.76	160.80	63,670.07
INTERMEDIATE SOURCES OF REVENUE	18,884.36		-		-	-	-	-	-	18,884.36
STATE SOURCES OF REVENUE	371,397.75	-	8.93	-	-	-	-	51.98	-	371,458.66
FEDERAL SOURCES OF REVENUE	640,541.03	7,296.14		225,217.72	-	-	-	-	-	873,054.89
TOTAL NEW RECEIPTS	1,071,468.36	7,296.14	3,340.19	225,805.36	-	-	134.39	18,862.74	160.80	1,327,067.98
INTER-FUND TRANSFERS	-	-	-	-	-	-	-	-	-	-
NON-REVENUE RECEIPTS	-	-	-	-	-	-	-	-	-	-
TOTAL COMBINED RECEIPTS	1,071,468.36	7,296.14	3,340.19	225,805.36	-	-	134.39	18,862.74	160.80	1,327,067.98
WARRANT PURCHASES (-)	(2,038,752.51)	(20,751.07)	(80,919.74)	(247,295.58)	(340,755.42)	-	-	-	(2,231.35)	(2,730,705.67)
INVESTMENTS MATURED (+)	2,162,834.66		1,750,000.00	281,374.13	40,000.00	-	29,890.05	7,715,179.56	236,427.40	12,215,705.80
C.D./AGENCY INVESTMENTS (-)	(2,170,173.96)		(1,750,000.00)	(281,563.82)	(40,000.00)	-	(29,937.17)	(7,715,179.56)	(236,586.79)	(12,223,441.30)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-
CORRECTIONS		-	-	-	-	-	-	-	-	-
ENDING BANK BALANCE	1,484,752.25	(38,951.48)	108,405.03	525,616.85	1,766,023.35	-	1,353.63	22,952.93	28,520.66	3,898,673.22
OUTSTANDING WARRANTS (-)	(789,714.30)	(682.48)	(51,276.68)	-	(102,330.66)	-	-	-	(1,150.00)	(945,154.12)
FUND EQUITY	695,037.95	(39,633.96)	57,128.35	525,616.85	1,663,692.69	-	1,353.63	22,952.93	27,370.66	2,953,519.10

Total collateral pledged **30,928,847.66**

	BPS LEASE PURCHASE FUND 1	BPS LEASE PURCH/TRANS FUND 2	BEA LEASE PURCHASE FUND 4	BEA LEASE PURCHASE FUND 7
BEGINNING BALANCE	3,801,484.23	128,379.00	0.00	1,373,465.71
REBATES/CONTRIBUTIONS	-	-	-	-
DIVIDENDS/INTEREST	33.84	-	-	11.55
TOTAL NEW RECEIPTS	33.84	-	-	11.55
WARRANT PURCHASES (-)	(1,004,288.15)	-	-	(8,124.02)
ENDING BANK BALANCE	2,797,229.92	128,379.00	0.00	1,365,353.24
OUTSTANDING WARRANTS (-)	-	-	-	-
FUND EQUITY	2,797,229.92	128,379.00	0.00	1,365,353.24

Sara Vermeire 8/6/2020

Bartlesville Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2020 - 7/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$0.00	\$44,311.27	\$160,246.27	\$5,993.76	\$198,563.78	\$71,943.41	\$126,620.37
802 General Administrative Athletics	\$0.00	\$0.00	\$230,228.17	\$11,050.15	\$219,178.02	\$32,012.25	\$187,165.77
803 General Refund Account	\$0.00	\$437.02	\$0.00	\$0.00	\$437.02	\$0.00	\$437.02
804 AP Exams	\$0.00	\$248.20	\$14,086.41	\$0.00	\$14,334.61	\$0.00	\$14,334.61
805 Alternative High School	\$0.00	\$0.00	\$6,416.06	\$0.00	\$6,416.06	\$1,500.00	\$4,916.06
806 Tuition Clearing Acct	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00
807 Art Club	\$0.00	\$0.00	\$1,342.25	\$0.00	\$1,342.25	\$0.00	\$1,342.25
809 Sports Broadcasting	\$0.00	\$0.00	\$521.64	\$0.00	\$521.64	\$33.00	\$488.64
811 Baseball Fund	\$0.00	\$0.00	\$145.01	\$0.00	\$145.01	\$0.00	\$145.01
813 Basketball Fund	\$0.00	\$0.00	\$1,692.11	\$0.00	\$1,692.11	\$0.00	\$1,692.11
821 Choral Club	\$0.00	\$0.00	\$1,915.81	\$0.00	\$1,915.81	\$0.00	\$1,915.81
824 Concessions	\$0.00	\$0.00	\$6,096.74	\$0.00	\$6,096.74	\$0.00	\$6,096.74
831 S.A.D.F.	\$0.00	\$0.00	\$3,090.40	\$0.00	\$3,090.40	\$0.00	\$3,090.40
832 Community of Caring	\$0.00	\$0.00	\$1,479.00	\$0.00	\$1,479.00	\$0.00	\$1,479.00
833 Drama	\$0.00	\$0.00	\$19,300.64	\$0.00	\$19,300.64	\$620.00	\$18,680.64
834 VisionQuest	\$0.00	\$0.00	\$104.50	\$0.00	\$104.50	\$0.00	\$104.50
835 BPS-FOUNDATION GRANTS	\$0.00	\$0.00	\$1,007.77	\$0.00	\$1,007.77	\$0.00	\$1,007.77
836 AGRICULTURAL EDUCATION	\$0.00	\$0.00	\$11,546.97	\$0.00	\$11,546.97	\$2,360.00	\$9,186.97
837 ENVIRONMENTAL CLUB	\$0.00	\$0.00	\$293.82	\$0.00	\$293.82	\$0.00	\$293.82
839 BHS SPED	\$0.00	\$0.00	\$1,381.00	\$0.00	\$1,381.00	\$0.00	\$1,381.00
840 Exceptional Education Services	\$0.00	\$0.00	\$8,340.61	\$0.00	\$8,340.61	\$0.00	\$8,340.61
841 Business Prof of America	\$0.00	\$0.00	\$447.58	\$0.00	\$447.58	\$0.00	\$447.58
843 ATLAS	\$0.00	\$0.00	\$1,651.66	\$0.00	\$1,651.66	\$982.39	\$669.27
844 STEAM PROGRAM	\$0.00	\$0.00	\$1,953.06	\$0.00	\$1,953.06	\$0.00	\$1,953.06
845 French Club	\$0.00	\$0.00	\$227.74	\$0.00	\$227.74	\$0.00	\$227.74
867 Lady Bruins	\$0.00	\$0.00	\$275.62	\$0.00	\$275.62	\$0.00	\$275.62
868 Football	\$0.00	\$0.00	\$1,548.44	\$0.00	\$1,548.44	\$0.00	\$1,548.44
878 Music	\$0.00	\$0.00	\$4,145.07	\$0.00	\$4,145.07	\$0.00	\$4,145.07
880 Musical Production	\$0.00	\$2,971.88	\$22,136.87	\$0.00	\$25,108.75	\$0.00	\$25,108.75
881 National Honor Society	\$0.00	\$220.00	\$9,437.25	\$250.00	\$9,407.25	\$95.00	\$9,312.25
882 Newspaper	\$0.00	\$0.00	\$1,512.98	\$0.00	\$1,512.98	\$400.00	\$1,112.98
885 National Junior Honor Society	\$0.00	\$0.00	\$1,431.80	\$0.00	\$1,431.80	\$0.00	\$1,431.80
887 Orchestra	\$0.00	\$0.00	\$1,595.54	\$0.00	\$1,595.54	\$0.00	\$1,595.54
889 BHS BAND	\$0.00	\$0.00	\$373.86	\$0.00	\$373.86	\$0.00	\$373.86
895 Pictures	\$0.00	\$0.00	\$716.61	\$0.00	\$716.61	\$0.00	\$716.61
915 Service Club	\$0.00	\$0.00	\$728.77	\$0.00	\$728.77	\$210.00	\$518.77
917 Spanish Club	\$0.00	\$0.00	\$366.53	\$0.00	\$366.53	\$0.00	\$366.53
919 Speech Program	\$0.00	\$0.00	\$2,713.97	\$0.00	\$2,713.97	\$250.00	\$2,463.97
922 Staff Development-In-Service	\$0.00	\$0.00	\$1,505.87	\$0.00	\$1,505.87	\$0.00	\$1,505.87
926 Student Council	\$0.00	\$0.00	\$25,973.60	\$0.00	\$25,973.60	\$460.00	\$25,513.60
939 Science Olympiad	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
950 Dance Club	\$0.00	\$0.00	\$347.71	\$0.00	\$347.71	\$0.00	\$347.71
960 Technology Student Assoc (TSA)	\$0.00	\$0.00	\$2,437.96	\$0.00	\$2,437.96	\$0.00	\$2,437.96
962 Science Trek Club	\$0.00	\$0.00	\$5,817.31	\$0.00	\$5,817.31	\$0.00	\$5,817.31
966 Wrestling	\$0.00	\$0.00	\$385.48	\$0.00	\$385.48	\$0.00	\$385.48
970 TECHNOLOGY SUPPORT TEAM	\$0.00	\$10,047.00	\$28,014.19	\$219.95	\$37,841.24	\$9,080.05	\$28,761.19
971 Golf	\$0.00	\$0.00	\$1,709.92	\$0.00	\$1,709.92	\$0.00	\$1,709.92
973 Cross Country	\$0.00	\$0.00	\$123.13	\$0.00	\$123.13	\$0.00	\$123.13
977 Soccer	\$0.00	\$0.00	\$50.66	\$0.00	\$50.66	\$0.00	\$50.66
986 Counselors' Special Fund	\$0.00	\$0.00	\$306.68	\$0.00	\$306.68	\$0.00	\$306.68
990 Yearbook	\$0.00	\$1,744.00	\$11,454.66	\$0.00	\$13,198.66	\$6,000.00	\$7,198.66
992 Leadership	\$0.00	\$0.00	\$2,085.61	\$0.00	\$2,085.61	\$0.00	\$2,085.61
993 Academic Team	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00	\$0.00	\$140.00
994 Archery Club	\$0.00	\$0.00	\$349.32	\$0.00	\$349.32	\$0.00	\$349.32
995 Homeless Student Assistance	\$0.00	\$0.00	\$1,074.58	\$0.00	\$1,074.58	\$0.00	\$1,074.58
996 Bruin Logo	\$0.00	\$0.00	\$16,142.65	\$0.00	\$16,142.65	\$0.00	\$16,142.65
997 Back To School Rally	\$0.00	\$0.00	\$600.87	\$0.00	\$600.87	\$0.00	\$600.87

Bartlesville Public Schools
Revenue/Expenditure Summary**Options:** Fund: 60, Date Range: 7/1/2020 - 7/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Total	\$0.00	\$60,879.37	\$619,518.73	\$17,513.86	\$662,884.24	\$125,946.10	\$536,938.14

BARTLESVILLE PUBLIC SCHOOLS 2019-2020

APPLICATIONS FOR SANCTIONING

School Board Meeting August 17, 2020

1. BHS - Pom Page 2

2. BHS – Choir Boosters Page 6

BARTLESVILLE PUBLIC SCHOOLS
ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
UNAUDITED

Name of Organization/Association: BHS POM

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2019-2020

Beginning Cash Balance, July 1, 2019 \$ 11,167.00

Collections:

Fundraiser, Merchandise Sales, Etc.	\$	<u>4,580.00</u>
Donations	\$	_____
Contributions	\$	_____
Other (list)	\$	_____
<u>Monthly Fee</u>	\$	<u>11,170.00</u>
_____	\$	_____
_____	\$	_____

Total Collections \$ 15,750.00

Expenditures:

Fund Raising Expenses	\$	<u>1,250.00</u>
Supplies/Materials	\$	<u>800.00</u>
Advertising	\$	<u>525.00</u>
Postage, Mailings, Etc.	\$	_____
Equipment	\$	<u>1,580.00</u>
Donations/Contributions	\$	_____
Other (list)	\$	_____
<u>Team Clothing</u>	\$	<u>6,340.00</u>
<u>Team Activities</u>	\$	<u>5,275.00</u>
<u>Game Meals</u>	\$	<u>822.00</u>

Total Expenditures \$ 16,592.00

Ending Cash Balance, June 30, 2020 \$ 10,375.00

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2019-2020 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Mead Hartman 7/20/2020
 Officer/Director Date
Treasurer
 Title

Received and reviewed by Bartlesville Public Schools: 7/27/20
David Boggs
 Chief Financial Officer, Financial Services Date

Sara Vermeire 7/21/2020
 Activity Fund Custodian Date

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by July 1 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.
Please print or type. If necessary, use additional sheets of paper.
2. Sign and date this application.
3. Deliver this application to:

**Sara Vermeire
Bartlesville Public Schools
1100 S. Jennings
P.O. Box 1357
Bartlesville, OK 74005-1357**

BHS POM
Applicant (Organization Name)

By: [Signature] Date: 7/20/2020

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant: BHS Pom

Applicant's Address: 1700 SE Hillcrest

Applicant's Taxpayer I.D. Number: _____

Applicant's Representative from whom additional information may be obtained: Mead Hartman

Applicant's Telephone Number: 918-440-4407

Applicant's Purpose, Goals, and Organizational Structure: The Pom boosters' purpose is to support the Pom team & coaches. Help raise funds for competitions. Make sure the team's needs are met to succeed.

Describe how the school district and its students will benefit if the applicant is sanctioned: The Pom team are leaders in the school. They promote school spirit and positive attitudes.

BARTLESVILLE PUBLIC SCHOOLS
Organization/Association Insurance Coverage Information



Check here if your Organization/Association currently **doesn't** hold any insurance policies

❖ If applicable please provide the following information on the various insurance policies taken out by your organization.

Organization/Association Name: BHS POM

Type of Insurance	Insurer	Broker/ Agent	Coverage Limits	Deductibles/ Coinsurance

Completed by: Meredith Harker Date: 7/21/2020

BARTLESVILLE PUBLIC SCHOOLS
ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
UNAUDITED

Name of Organization/Association: BAS Choir Booster Club Inc.

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2019-2020

Beginning Cash Balance, July 1, 2019 \$ 8661.30

Collections:

Fundraiser, Merchandise Sales, Etc.	<u>\$ 23,439.29</u>
Donations	<u>\$ 1315.00</u>
Contributions	<u>\$ 9155.26</u>
Other (list)	<u>\$</u>
<u>Dallas Trip 2020</u>	<u>\$ 30,504.49</u>
<u>Hawaii Trip 2021</u>	<u>\$ 1382.40</u>
	<u>\$</u>

Total Collections \$ 65,796.44

Expenditures:

Fund Raising Expenses	<u>\$ 14094.09</u>
Supplies/Materials	<u>\$ 1137.76</u>
Advertising	<u>\$ 113.54</u>
Postage, Mailings, Etc.	<u>\$ 139.00</u>
Equipment	<u>\$</u>
Donations/Contributions	<u>\$ 7160.43</u>
Other (list)	<u>\$</u>
<u>Dallas Trip</u>	<u>\$ 2000.00 29810.59</u>
<u>Hawaii Trip</u>	<u>\$ 1382.40</u>
<u>Scholarship</u>	<u>\$ 2000.00</u>

Total Expenditures \$ 55,837.81

Ending Cash Balance, July 1, 2020 \$ 18,619.93

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2019-2020 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Ki Lupp 7-5-2020
 Officer/Director Date
Treasurer
 Title

Received and reviewed by Bartlesville Public Schools: [Signature] 7/27/20
 Date

David Boggs,
 Chief Financial Officer, Financial Services

[Signature] 7/21/2020
 Date
 Sara Vermeire,
 Activity Fund Custodian

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant: Bartlesville High School Choir Booster Club Inc.

Applicant's Address: P.O. Box 173
Bartlesville, OK 74006

Applicant's Taxpayer I.D. Number: 73-7228149

Applicant's Representative from whom additional information may be obtained: Keri Keeper, Treasurer

Applicant's Telephone Number: 918-766-3025

Applicant's Purpose, Goals, and Organizational Structure:

The purpose of this organization is to provide organizational, financial and volunteer support for the vocal music program of the Bartlesville High School. The board of directors is comprised of elected officers, committee chairmen, and choir directors.

Describe how the school district and its students will benefit if the applicant is sanctioned:

The school district and its students will benefit as described above. The Booster Club handles such tasks as uniform distribution and replacement, fundraisers, escrow accounts and trip planning and execution.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by July 1 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.
Please print or type. If necessary, use additional sheets of paper.
2. Sign and date this application.
3. Deliver this application to:

Sara Vermeire
Bartlesville Public Schools
1100 S. Jennings
P.O. Box 1357
Bartlesville, OK 74005-1357

Bartlesville High School Choir Booster Club Inc.
Applicant (Organization Name)

By: Keri Leeper Date: 6/30/19

BARTLESVILLE PUBLIC SCHOOLS
Organization/Association Insurance Coverage Information

Check here if your Organization/Association currently doesn't hold any insurance policies

❖ If applicable please provide the following information on the various insurance policies taken out by your organization.

Organization/Association Name: BHS Choir Booster Club Inc.

Type of Insurance	Insurer	Broker/ Agent	Coverage Limits	Deductibles/ Coinsurance

Completed by Kin Ship Date: 7-21-2020

Bartlesville Public Schools Encumbrance Register

Year 2020-2021 Fund 07

07-2016 BPS LEASE PURCHASE

PO No	Date	Vendor	Description	Amount
12	07/17/2020	GOODHEART WILLCOX COMPANY INC	SUPPLEMENTAL TEXTBOOKS-028/MMS COMMUNICATION TEXTBOOKS PER QUOTE 13569836 SHIPPING	3,543.85
13	07/17/2020	GOODHEART WILLCOX COMPANY INC	SUPPLEMENTAL TEXTBOOKS-028/BHS COMMUNICATION TEXTBOOKS PER QUOTE 13569833 SHIPPING	3,547.01
14	07/17/2020	GOODHEART WILLCOX COMPANY INC	SUPPLEMENTAL TREXTBOOKS-028/CMS COMMUNICATION TEXTBOOKS PER QUOTE 13569839 SHIPPING	3,547.01
15	08/10/2020	INTERMOUNTAIN LOCK&SECURITY SPL DBA	SECURITY-EQUIPMENT-018/FS/ESC DOOR LOCKS AND MASTER KEYS ADDITIONAL DOOR LOCK & MASTER KEYS (\$5,196.61 PREVIOUSLY ON YR 19 20 PO 072020-67)	6,151.55
16	08/11/2020	HEATWAVE SUPPLY COMPANY	APPLIANCE/FURN/FIX-018/MAINT ES85-18-G, WATER HEATER FOR WILSON ELEMENTARY PER QUOTATION # 269972	3,744.00
17	08/11/2020	CURTIS RESTAURANT SUPPLY	APPLIANCES/FURN/FIX (2) HOSHIZAKI MODEL KM-520MAJ ICE MAKER (2)H9320-51 WATER FILTRATION SYSTEM FREIGHT AT \$200.00 INSTALLATION AT \$1,200.00 PER QUOTE DATED 08/05/2020, JOB REFERENCE # 21189	7,536.00
18	08/12/2020	SECURITY BANK	REDEMPTION-PRINC-INT-012/PRINT/ESC BLANKET PO FOR LEASE PAYMENTS FOR COPIERS (LEASE # 6207200)	27,870.00

Report Total: \$55,939.42

COUNTY
Washington

DISTRICT
I030 Bartlesville

SITE
Bartlesville High School

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
1	6	6

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:00 AM	2:50 PM	410	30	380	174	1102.00

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		12:00 AM		12:00 AM		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	12:00 AM	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1138.00
-------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Washington-74

DISTRICT
I030 Bartlesville

SITE
All Elementary Sites

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:50 AM	3:40 PM	410	30	380	173	1095.67

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		12:00 AM		12:00 AM		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	12:00 AM	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1137.67
-------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Washington-74

DISTRICT
I030 Bartlesville

SITE
Middle School Sites

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
1	6	6

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:10 AM	3:00 PM	410	30	380	174	1102.00

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		12:00 AM		12:00 AM		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	12:00 AM	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1138.00
-------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

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INTERNET-BASED INSTRUCTION

Internet based instructional programs offered for high school credit shall be approved by and under the supervision of the Bartlesville Board of Education.

The Superintendent is directed to establish regulations which implement and support this policy.

REFERENCE: ~~70 O.S. §1-111~~

GROSS REFERENCE:

- ~~Policy — ECA Internet and Other Computer Networks Acceptable Use~~
- ~~Policy — EEB Proficiency Based Promotion and Credit for Courses Completed~~
- ~~Policy — EED Graduation Requirements~~
- ~~Policy — FG Student Records~~
- ~~Policy — FGA Cumulative/Permanent Records~~
- ~~Policy — FGB Transfer and Release of Confidential Information~~
- ~~Policy — FGC Information Coordinator~~
- ~~Policy — FK Student Fees, Fines and Charges~~

Online Instruction and Distance Learning Plan

Online Instruction

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Bartlesville Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate, and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all students have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma’s Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests

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provided. Students will be allowed to participate in extracurricular activities in accordance with requirements set by the school district.

Definitions

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Supplemental online course is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the local school district level.

Distance learning plan means a plan implemented under a public school or charter school's distance learning policy, describing any means by which instruction will be delivered to students outside a traditional school setting. A distance learning plan must meet the requirements set forth in the state accreditation standards.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

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Virtual instruction means the use of the internet or other such digital information transmission systems as the primary medium of instruction. Virtual instruction may be synchronous or asynchronous or may become synchronous or nonsynchronous instruction.

In the event of an emergency declared by a federal or state government entity that impacts the operation of public schools in Oklahoma, or upon an action taken by the State Board of Education declaring such an emergency that leads to the temporary emergency closure of school campus or otherwise significantly impairs the operation of public schools in Oklahoma, the school district may implement distancing learning plans which provide for distance learning that is accessible to all students.

The district may provide for short-term implementation of a distance learning plan due to a localized emergency such as a weather-related school closure or a localized public health emergency. The school calendar may include one or more emergency closure “makeup days” to be delivered through the distance learning plan.

Prior to the implementation of virtual or distance learning plans the district will survey parents and guardians regarding educational services and technology capabilities. After surveying parents and guardians, the district shall make individualized determinations of which students would be able to access virtual instruction. Those students unable to access virtual instruction would be provided an equitable education through distance learning options.

Guidelines

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommended by the State Department of Education:

1. Virtual instruction, distance learning, and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.

2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered

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by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.

3. Only students who are enrolled in this district, either as resident students or transfer students, will be granted access to supplemental online courses. Records of student enrollment and attendance shall be maintained through the school's authorized student information system consistent with state accreditation standard requirements.

4. Requests for enrollment in supplemental online courses shall be as follows:

- a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
- b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
- c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and nonappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.

6. Students earning credit by means of virtual instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district.

7. Courses offered for credit by means of virtual instruction shall be aligned with the Oklahoma Academic Standards (OAS).

8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of

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student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student. Under all circumstances the provision of the Family Educational Rights and Privacy Act (FERPA) apply to student data held or accessed by any public school or its contractors or agents, including any contracted provider of virtual instruction or other distance learning media.

10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

11. All federal and state statutes and regulations pertaining to student privacy, the transmission or posting of images or other content on the internet or World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.

12. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.

13. Instructors of virtual courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

14. Participation in the distance learning plan must be accessible to every student regardless of household resources. If the school district delivers its home-based education program solely through virtual instruction, any participating student who does not already have access to the necessary connectivity and/or devices shall be provided the connectivity and devices necessary to access the instruction free of charge. If the district cannot provide connectivity and devices for all students due to

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limitations such as budget and/or geography, the distance learning plan must provide for alternative methods to deliver equitably equivalent instruction to all students.

15. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

Distance Learning Plan

Equity of Access to Instructional Materials

The district’s investments in additional Chromebooks for elementary students, 500 cellular hotspots, additional online services, and online training in Google Classroom for elementary teachers will bolster student learning when Distance Learning occurs, along with providing ongoing support for students enrolled in virtual classes and when students are under a self-quarantine due to a confirmed positive case at school. All BPS students in 6th -12th grades have already been issued a Chromebook.

Alignment of Curriculum to Oklahoma Academic Standards

The district has paid teachers to align curriculum and develop Distance Learning packets and for elementary students that track what is to be taught in-person and to develop curricular materials in the Canvas Learning Management System for key core secondary classes. It has also invested in additional online services to support both teachers and students.

Attendance Policy for Distance Learning Students

Students will not be considered absent from school if they are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district.

- Schools may monitor attendance using a pacing schedule and, if applicable, a learning management system. If a student participates and completes the assigned work over a period of a week, he or she will be counted in attendance for the full week or a proportionate number of days based on the completed portion of the pacing schedule.

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- For distance learning and virtual online programs, attendance may be logged on a weekly basis. Students are permitted to have 2 calendar days during a 7-calendar-day period in which there is no educational activity. If a student has 3 or more days without activity (as agreed to in the learning plan) an unexcused absence may be documented, with notification of same to the parent/guardian by a teacher or administrator. Illnesses lasting longer than 3 regularly scheduled school days may require the student/guardian to submit a doctor’s note to the teacher/attendance officer.
- Students will not be considered absent from school if they have a medical condition that incapacitates them and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the Board.

Credits for Course Completion

Courses offered for credit by means of online/virtual instruction shall be aligned with the Oklahoma Academic Standards. All approved virtual courses will be taught by a certified BPS teacher and will be transcribed following the same procedures as traditional brick and mortar courses at BPS.

Participation in Extracurricular Activities

- Extra and co-curricular activities such as marching band, vocal music, STUCO, drama, and athletics of all descriptions are vital elements of a secondary school student’s experience. Responses to COVID-19 in these environments will vary, with a keen eye to proven practices in prevention and protection.
- It is difficult to predict what the interscholastic sports seasons will look like. The district will continue to draw upon expert advice and guidelines for safe play from state and national organizations. It is equally uncertain what the high school and middle school fan experience will include. Our hope, especially for outdoor sports, is that fans will be able to enjoy activities by engaging in proper physical distancing and choosing to wear facial coverings. Face coverings will be strongly recommended or might need to be required for any indoor fan experiences that we could offer.

Common Questions About Bruin Virtual

Is there a cost associated with participation in Bruin Virtual?

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There is no cost to participate for any BPS student.

Is Bruin Virtual available to students with Special Services?

The program offers one-to-one teaching, the support of a parent, and a flexible work environment/schedule, which may be deemed an appropriate placement under a student’s Individual Education Plan (IEP). Courses may be tailored to meet a student’s needs.

However, learning in an online environment may not be an appropriate placement for every student. IEP or 504 documentation is required before enrollment. District guidance staff, parents, special education staff, and district virtual education representatives should make a determination of placement before deciding to enroll the student in Bruin Virtual courses

Can Gifted and/or AP students participate in Bruin Virtual?

Yes. The program can provide advanced learners with opportunities for accelerated and individualized learning. Since virtual instruction makes one-on-one learning possible with check-ins and chat sessions with a teacher, the student may accelerate the pace of classes in some cases to meet their needs. Advanced Placement courses may also be available to meet your child’s needs.

REFERENCE:

70 O.S. §1-111
OAC 210:35-21-2

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Online Instruction and Distance Learning Plan

Online Instruction

Online instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Bartlesville Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The district may provide a virtual instruction or distance learning program on dates to be determined by the Superintendent. This power shall be provided by the board of education so that the students of the district may be allowed to continue instruction in the event of a school closure for an emergency. Such dates shall be provided to parents and students on the school website with as much advance notice as possible under the circumstances. Students and staff will be expected to participate, and attendance shall be taken in accordance with district attendance policies and procedures for students and employees. The school district will provide resources to ensure that all students have access to virtual or distance learning programs. All instruction will be provided in compliance with Oklahoma’s Academic Standards. Grades will be assigned which will reflect the progress of the student with regard to assignments and/or tests provided. Students will be allowed to participate in extracurricular activities in accordance with requirements set by the school district.

Definitions

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

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Educationally appropriate means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar to or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made at the local school district level.

Distance learning plan means a plan implemented under a public school or charter school’s distance learning policy, describing any means by which instruction will be delivered to students outside a traditional school setting. A distance learning plan must meet the requirements set forth in the state accreditation standards.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

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The district may provide for short-term implementation of a distance learning plan due to a localized emergency such as a weather-related school closure or a localized public health emergency. The school calendar may include one or more emergency closure “makeup days” to be delivered through the distance learning plan.

Prior to the implementation of virtual or distance learning plans the district will survey parents and guardians regarding educational services and technology capabilities. After surveying parents and guardians, the district shall make individualized determinations of which students would be able to access virtual instruction. Those students unable to access virtual instruction would be provided an equitable education through distance learning options.

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Guidelines

Prior to offering an online instructional course, the board of education shall comply with the following guidelines recommended by the State Department of Education:

1. Virtual instruction, distance learning, and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
2. The board of education will grant students credit for completion of courses offered by means of online instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
3. Only students who are enrolled in this district, either as resident students or transfer students, will be granted access to supplemental online courses. Records of student enrollment and attendance shall be maintained through the school's authorized student information system consistent with state accreditation standard requirements.
4. Requests for enrollment in supplemental online courses shall be as follows:
 - a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
 - b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student.
 - c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board. The decision of the local board with regard to whether a course is educationally appropriate is final and nonappealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.
5. If enrollment in the supplemental online course is allowed, the principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for

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withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.

6. Students earning credit by means of virtual instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district.

7. Courses offered for credit by means of virtual instruction shall be aligned with the Oklahoma Academic Standards (OAS).

8. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, posting/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

9. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in online instruction courses shall be used for any purposes other than those that support the instruction of the individual student. Under all circumstances the provision of the Family Educational Rights and Privacy Act (FERPA) apply to student data held or accessed by any public school or its contractors or agents, including any contracted provider of virtual instruction or other distance learning media.

10. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

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14. Participation in the distance learning plan must be accessible to every student regardless of household resources. If the school district delivers its home-based education program solely through virtual instruction, any participating student who does not already have access to the necessary connectivity and/or devices shall be provided the connectivity and devices necessary to access the instruction free of charge. If the district cannot provide connectivity and devices for all students due to limitations such as budget and/or geography, the distance learning plan must provide for alternative methods to deliver equitably equivalent instruction to all students.

15. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any online course for a student who has not complied with district policies and procedures.

Distance Learning Plan

Equity of Access to Instructional Materials

The district’s investments in additional Chromebooks for elementary students, 500 cellular hotspots, additional online services, and online training in Google Classroom for elementary teachers will bolster student learning when Distance Learning occurs, along with providing ongoing support for students enrolled in virtual classes and when students are under a self-quarantine due to a confirmed positive case at school. All BPS students in 6th -12th grades have already been issued a Chromebook.

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Attendance Policy for Distance Learning Students

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- Students will not be considered absent from school if they have a medical condition that incapacitates them and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the Board.

Credits for Course Completion

Courses offered for credit by means of online/virtual instruction shall be aligned with the Oklahoma Academic Standards. All approved virtual courses will be taught by a certified BPS teacher and will be transcribed following the same procedures as traditional brick and mortar courses at BPS.

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- Extra and co-curricular activities such as marching band, vocal music, STUCO, drama, and athletics of all descriptions are vital elements of a secondary school student's experience. Responses to COVID-19 in these environments will vary, with a keen eye to proven practices in prevention and protection.

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Common Questions About Bruin Virtual

Is there a cost associated with participation in Bruin Virtual?

There is no cost to participate for any BPS student.

Is Bruin Virtual available to students with Special Services?

The program offers one-to-one teaching, the support of a parent, and a flexible work environment/schedule, which may be deemed an appropriate placement under a student's Individual Education Plan (IEP). Courses may be tailored to meet a student's needs.

However, learning in an online environment may not be an appropriate placement for every student. IEP or 504 documentation is required before enrollment. District guidance staff, parents, special education staff, and district virtual education representatives should make a determination of placement before deciding to enroll the student in Bruin Virtual courses

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Yes. The program can provide advanced learners with opportunities for accelerated and individualized learning. Since virtual instruction makes one-on-one learning possible with check-ins and chat sessions with a teacher, the student may accelerate the pace of classes in some cases to meet their needs. Advanced Placement courses may also be available to meet your child's needs.

REFERENCE:

70 O.S. §1-111
 OAC 210:35-21-2

SUPPLEMENTAL ONLINE COURSE PROCEDURES

Upon request, the district will provide supplemental learning opportunities using online technology in a non-traditional classroom setting to students enrolled in the district. Supplemental online courses are an optional avenue of instruction for district enrolled students. All existing requirements related to student progression including retention, promotion, and grade assignment are the same for the district's online students as they are for students enrolled in traditional courses. The district shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the district or the student's Individualized Education Program (IEP) or 504 Plan.

Definition of Terms

A. —“Supplemental online course”

An online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required for student attendance and participation by the district.

B. —“Educationally appropriate”

For the purposes of supplemental online courses, educationally appropriate means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made by the district.

Access to Supplemental Online Courses

Only public school students enrolled in the district will be granted access to supplemental online courses. The district provides enrolled students the opportunity to participate in supplemental online courses that comply with the standard curriculum of the district. Once a student has made a request to enroll in supplemental online course(s), the district will take necessary steps to determine the educational appropriateness of the request and to make online course(s) available to that student. Whether a requested online course is educationally appropriate for a student will be determined by the principal/curriculum director or his or her designee. Students may take supplemental online courses from online course providers selected and approved by the district. The district shall not limit a student's access to supplemental online courses by either policy or application of internal or customary procedures. However, students taking supplemental online courses from a remote location will be responsible for providing their own equipment and Internet access.

Funding

The district shall provide funding for an enrolled student's participation in online courses in an amount not to exceed the previous year's general fund per pupil expenditure. district students will be allowed to take up to the academic equivalent of five (5) hours of supplemental online instruction per day at no cost to the student. Students wishing to take more online course instruction may do so at their own cost. The district is not responsible to pay an online course provider for online course instruction expenses incurred by a student that exceed the pro-rated portion of the general fund per pupil expenditure for the student. The district will bear no responsibility for payment or collection of any outstanding funds or fees owed by a student to an online course provider.

School Day and Attendance Standards

Public school students enrolled at the district may take supplemental online courses from a location inside or outside of the school site location and may take supplemental online courses outside the normal school hours of operation. Students who elect to enroll in supplemental online courses, regardless of when or where taken, are still required to complete the equivalent number of hours of instruction as regularly enrolled students in the district and must satisfy the same attendance requirements of the district.

Students enrolled in supplemental online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws. Attendance and participation in a supplemental online course shall be monitored in accordance with district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, and posting/submission of lessons. The student may be counted "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the district, reports that reflect daily attendance and participation. Such attendance/participation reports shall be provided to parents and the district on a weekly basis via electronic format. The supplemental online course provider must provide evidence that the student is making appropriate progress weekly and such reports shall be sent to the designated resident district office via electronic format.

Student Eligibility, Admissions and Enrollment

Online supplemental courses that are educationally appropriate shall be offered to all qualifying district students who meet the following criteria:

- A. — The district offers individual academically approved and educationally appropriate

~~online supplemental courses to students who are enrolled in the district. Students enrolled in supplemental online courses must meet all enrollment and eligibility criteria set by the district in its student residency policy, the Oklahoma State Board of Education Rules, and state law. Only students who are enrolled in the district for the current school year are eligible to enroll in supplemental online courses.~~

- ~~B. The admission process for students taking one or more supplemental online courses through the district shall be the same for students enrolled in traditional coursework.~~
- ~~C. The district shall allow for ongoing and continuous enrollment for supplemental online courses that are compliant with state law and all applicable State Board of Education rules. Students may have input as to the selection of supplemental online course providers but the final determination and selection of the providers is left to the discretion of the district.~~
- ~~D. Students enrolled in supplemental online courses shall have their progress monitored by the supplemental online course provider weekly. Progress reports shall be transmitted to the district's designated representative and the student's parent or guardian via electronic format. Such reports shall be reviewed by the district at least twice per month.~~
- ~~E. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through the Supplemental Online Course Procedures.~~
- ~~F. Online course providers shall officially notify the district and parents in writing of the completion of each course the student takes within five (5) business days of completion. Course grades must be reported in the form of a percentage or in a manner consistent with district grading policies. The district shall use its established grading scale to convert the percentage to a letter grade or other notation consistent with district grading policies for transcript purposes.~~
- ~~G. district policies regarding grading scales and credits earned shall be applied to supplemental online courses under the same criteria as courses offered by the district. A grade assigned for course credit from a supplement online course shall be treated the same as any other course offered by the district.~~
- ~~H. Online course providers must report any change in a student's status (moving, dropping a course, etc.) immediately upon discovery or notification of the student's change in status.~~

Appeal Process

If a student's enrollment in a supplemental online course is denied based on a determination by the district that the course is not educationally appropriate, the parents or guardians of the student may appeal that determination to the district Superintendent. The district will notify the OSBE, Director of Instructional Technology, of any denial of a student's enrollment in online supplemental course(s), the reason for the denial, and any correspondence or information the district received in support of the student taking the online course.

Grace Period

A student may withdraw from a supplemental online course within fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A student who withdraws from any supplemental online course is still obligated to complete the equivalent number of classroom hours of education instruction that is required of students in the district in accordance with state law and district policy. The district shall not be required to pay an online course provider for any student enrollment of less than fifteen (15) calendar days.

Extracurricular and Co-curricular Activities

Students enrolled in one or more supplemental online course may participate in extracurricular activities sponsored by the district in accordance with district eligibility rules and policies, the Oklahoma Secondary Schools Athletic Association (OSSAA) rules and regulations, and any other rules and regulations of a private association governing regulation of the interscholastic activities and contests of schools.

Student Assessments

Each student enrolled in one or more online course will participate in required state level academic assessments administered pursuant to state law in the same manner as other regularly enrolled students within the state. The results of the assessments shall be released to the district and the online course provider. No student will be allowed to enroll in an online course without submission of a signed Education Student Assessment Results Release Form or FERPA waiver.

Special Education Students

The district shall provide supplementary aids and services, program modifications, supports for personnel and accommodations set forth in a student's IEP or Section 504 Plan to enable a student to take supplemental online courses that have been determined to be educationally appropriate for the student by the student's IEP or 504 team members. Provisions in the IEP for related services shall be

~~the responsibility of the district where the student is enrolled in accordance with the Individuals with Disabilities Education Act (IDEA). Enrollment in a supplemental online course does not abdicate, modify or alter the district's legal obligation under the IDEA.~~

Bartlesville Public Schools
(Oklahoma Independent School District Number 30)
2020-2021 Procedural and Negotiated Agreements

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PROCEDURAL AGREEMENT

I. PURPOSE

- 1.1 The Board of Education of the Bartlesville Public Schools and the Bartlesville Education Association recognize the need for a positive, orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 05-70-509.1 through 05-70-509.10.

II. RECOGNITION

- 2.1 This Agreement is made and entered into by and between the Bartlesville Education Association, hereinafter termed the "Association" and the Board of Education of the Bartlesville Public Schools, hereinafter termed the "Board".
- 2.2 The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all certificated and licensed employees, excluding administrators, of the Bartlesville Public Schools. The Board agrees not to recognize any other employee organization as the representative of the members of the bargaining unit for the duration of this Agreement. Further, no individual member of the bargaining unit shall negotiate with the Board except through their duly recognized bargaining representative.
- 2.3 The Board and Association agree not to retaliate against any member of the bargaining unit because of his/her exercise or non-exercise of rights under Oklahoma Statute, 70-509.

III. SCOPE OF BARGAINING

- 3.1 The Board and Association agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.
- 3.2 The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement.
- 3.3 There shall be no negotiations on inherent managerial policy.

IV. NEGOTIATIONS PROCEDURES

- 4.1 Negotiation Teams
- 4.1.1 The Board and the Association shall each designate in writing, at the first negotiation session, the names of not more than six (6) persons who shall serve as their respective representatives for negotiations pursuant to the provisions of this Agreement. Each team may also designate up to three (3)

alternates who may attend meetings in the place of regular team members. Each party shall also designate the person on its team who will serve as spokesperson.

4.2 Opening Negotiations

4.2.1 Between April 1 and April 30 of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for that year. If no such request is made during the time period above, negotiations will not take place for the ensuing year.

4.2.2 The first negotiations session shall occur on a mutually agreeable date not more than forty-five (45) days from the date of the written request to open negotiations.

4.2.3 The Association and the Board shall submit all negotiation proposals at the first session. Subsequent proposals may only be submitted upon mutual agreement of the parties.

4.3 Negotiations Sessions

4.3.1 Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties. The spokesperson may designate any other person to speak.

4.3.2 No official recordings or official transcripts shall be made. An unofficial recording may be made by either party for informational purposes only. These recordings may only be listened to by the Association Executive Committee, Negotiation Team and alternates, and the Board, its Negotiation Team and alternates, and the Superintendent's Executive Staff.

4.3.3 Negotiations will be conducted at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.

4.3.4 Negotiations meetings shall be scheduled at times which will not interfere with the teacher work day and the educational programs of the district.

4.3.5 News releases shall be mutually agreed upon by the Board and the Association.

4.3.6 Each party is free to caucus at any time.

4.3.7 All items under negotiations shall be disposed of in one of the following manners:

- (1) tentative agreement;
- (2) withdrawal of items;
- (3) submission to impasse.

4.4 Tentative Agreement

4.4.1 Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.

4.4.2 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first to the membership of the Association for ratification and then to the Board for ratification.

V. IMPASSE

5.1 If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

5.2 Within two (2) days of such declaration, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.

5.3 If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:

5.3.1 A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the fact finding committee.

5.3.2 The committee shall meet with the Board's duly designated representatives and with the Association's representatives for the purpose of fact finding.

5.3.3 Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson

and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.

- 5.3.4 The cost for the services of the fact finding committee, including per diem expenses, if any, and actual necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.
- 5.3.5 The fact finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.
- 5.3.6 All hearings by the fact finding committee shall be conducted in closed session.
- 5.3.7 The chairperson shall convene the committee for fact finding. The committee shall meet with the representative of both parties and, within twenty (20) days after the fact finding hearing, shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.
- 5.3.8 If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section either party may discontinue such effort.
- 5.3.9 The Board shall file a copy of the fact finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and upon ratification such agreement shall also be forwarded to the State Superintendent. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation.

VI. SAVINGS CLAUSE

- 6.1 If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement, and all other provisions or application of the Agreement shall continue in full force and effect.

VII. DURATION OF AGREEMENT

- 7.1 This agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and January 31 of any year, by either party, that the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice. Negotiations shall be disposed of within thirty (30) days in one of the following manners:
- (1) tentative agreement;
 - (2) withdrawal of items;
 - (3) submission to impasse.
- 7.2 In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this Agreement shall be null and void on that date of such disbanding or cessation of representation.

Adopted:

President of the Board Date

President of the Association Date

NEGOTIATED AGREEMENT

I. CONDITIONS OF THE WORKPLACE

1.1 Work Time Schedule

- A. All Teachers shall follow the Board adopted School Calendar.
- B. Teacher Work Year
 - 1. The 2020-2021 teacher *work* year shall consist of one hundred and eighty-one (181) days. At least two (2) professional days shall be non-student, preschool days scheduled immediately prior to the first day of instruction. The remaining professional days will be used for site and/or district professional development and departmental meetings. One (1) non-student workday will be scheduled on the last day of the contract year.
 - 2. Teachers required by the District to work days beyond their normal contract year shall be compensated at their daily rate of pay for each additional day worked (this provision shall be effective upon ratification of the negotiated agreement by the Association and the Board of Education, and shall not be retroactive).
 - 3. Upon the approval of the superintendent, or designee, when teachers are required to make up contract days, approved professional development hours may be used. Professional Development hours can be earned from June 1st to the end of the current contract year. Professional Development hours cannot be carried over to subsequent years nor used to replace mandatory district/site professional development.
- C. Unless professional responsibilities or assigned duties require otherwise, the 2020-2021 standard teacher work day shall be a contiguous 7 hours and 25 minutes. Flexibility of scheduling may be done within the 7 hours and 25 minute work day. Teachers may be required to stay beyond the work day for faculty meetings, parent/teacher conferences, open house, departmental meetings, grade level meetings, professional growth, collaborative planning, and/or other uses as determined by the principal or requested by the Site Improvement Committee or teachers.

1.2 Planning Time

- A. Full-time classroom teachers in grades six (6) through twelve (12) shall be scheduled for preparation time of one (1) class period each day.
- B. Full-time classroom teachers in grade pre-kindergarten (Pre-K) through eight (8) shall be scheduled for a minimum of two hundred (200) minutes, or two hundred twenty-five (225) minutes for grades nine (9) through twelve (12) of preparation time each week during the student day. Preparation time shall be scheduled in thirty (30) consecutive minute segments whenever possible. This time shall be provided so long as the district is able to employ sufficient numbers of specialized teachers, including but not limited to music, media specialists, art, physical education, and foreign language, to provide such preparation time to classroom teachers.
- C. When necessary, teachers may be required to forego scheduled planning time to accept responsibilities related to the proper functioning of the school.
- D. Teachers accepting an assignment which requires that they forego scheduled planning time for a semester or more shall be compensated at the rate of the 18% of their "Total Salary" as shown on the compensation schedule.

1.3 Duty Free Lunch

- A. Teachers shall be scheduled for a minimum of thirty (30) minutes of duty free lunch each day.
- B. When necessary, teachers may be required to forego duty free lunch time to accept responsibilities related to the proper functioning of the school.

1.4 Assignments

- A. General Principle
When assigning teachers, the primary responsibility will be to best meet the needs of the students and the overall responsibilities of the district. All procedures that follow will be guided by the above principle. In addition, individual teacher preferences will also be considered.
- B. Teachers shall be assigned within the scope of their certification as prescribed or authorized by the State Department of Education.
- C. When assigning teachers to extra duties not covered by their teaching or supplemental contracts, the administration shall first attempt to secure volunteers. If a sufficient number of volunteers are not secured, the administration shall assign teachers on an equitable basis.

1.5 Vacancies and Transfers

A. Voluntary Transfer

1. Teachers currently employed in the district who request a transfer to a vacant position shall have their requests reviewed before teachers from outside of the district are hired.
2. Vacancies shall be posted as they occur during the school year. Vacancy announcements shall include certification requirements, subject area and anticipated grade levels. Vacancies shall be posted on the district website. Vacancies arising during the school year will normally be filled by temporary hires for the balance of the school year, and then posted for the ensuing school year if the position continues.
3. Teacher transfer request forms shall be submitted, in writing, to the site principal, who will forward the request to the Executive Director of Human Resources, who will send a copy of the request to each immediate supervisor who may be affected by the transfer.
4. To be considered for transfer during the summer, teachers shall notify the personnel office in writing and include their summer addresses, telephone numbers and areas of interest. The personnel office will attempt to notify teachers of vacancies that occur in the stated areas of interest as they arise between the close of the school year and August 13.
5. When a teacher applies for a transfer, the request shall be considered on the basis of the following criteria:
 - a. Contribution which the teacher could make in the new position.
 - b. Opportunity for professional growth.
 - c. Preference of the teacher and of the immediate supervisors.
 - d. Seniority.
6. Qualified teachers who request a transfer to a vacant position:
 - a. May be interviewed by the immediate supervisor and/or other appropriate personnel.
 - b. Shall be notified, in writing, within two (2) weeks after the final decision has been made.

B. Involuntary Transfer

1. Teachers who must be transferred to another school or to another position within the same school, as a result of curriculum reorganization, enrollment decline, closing schools and/or other district reorganization, shall be provided with written notification within ten (10) days of the decision which includes reasons for the transfer and shall be placed in position before new applicants are hired to fill vacancies for the ensuing school year.
2. The selection of teachers to be transferred shall be made by the immediate supervisor in conjunction with the Superintendent or his/her designee. When practicable the principal will discuss with

the teacher before the final decision is made. If in the judgment of the administration, the qualifications of the teachers being considered for transfer are equal, the teacher with the least seniority shall be transferred.

3. Teachers who are being transferred for reasons other than stated in B.1. above shall be provided with written notification which includes reasons for the transfer by June 30, if possible.
4. Once a teacher has been notified of an involuntary transfer, the teacher shall have the options to request an interview with appropriate administrative personnel and/or provide a written response to the notice of involuntary transfer.
5. Teachers who are being involuntarily transferred shall be provided with notice of all vacancies for which they are qualified as those vacancies occur.
6. When teachers are transferred the school district will assist the teachers with the moving of materials.

1.6 Reduction In Force

A. Needs of the School District and Students

1. When it becomes necessary for the Board to reduce the total number of certificated and/or licensed employees in the bargaining unit, the student and program needs of the district will be the primary priorities. Refer to section B.1 below for the criteria used for a reduction in force.
2. When the Board of Education determines reduction in force is possible, it will notify the Association president in writing that reduction in force is being considered.
3. In implementing a reduction in force, the Board will attempt first to reduce staff by attrition. Thereafter, the position or positions to be eliminated will be determined by the Board first and, thereafter, the following procedures will be used to determine the teacher or teachers to be non-renewed as a result thereof.

B. Displacement and Reassignment and Non-Renewal Sequences

1. The following criteria, in priority order, will be used to determine which teacher or teachers will be displaced and reassigned or non-renewed.
 - a. Average ratings on the TLE over the past three years of available TLE data calculated to the nearest one hundredth (1/100) of a percent.
 - b. Seniority: defined as continuous service under a teaching contract with the district beginning with the earliest official date of hire of this continuous service.
 - c. Total district teaching experience.
 - d. Total teaching experience.
 - e. Superintendent's recommendation.

2. Teachers must have on file in the Personnel Office, at the time of the presentation of the recommendation to reduce force, either the proper certification or evidence of eligibility for such certification, in order for displacement to occur.

C. Recall

1. Teachers who have been released because of a reduction in force, who have at least an average effective rating (2.8+), will be offered positions, for which they are certified and qualified, during the school year following the date of release. Such teachers will be offered reemployment in reverse order of non-renewal in accordance with the provisions of this policy.
2. Throughout the school year following the date of release, teachers who have been released because of a reduction in force will be placed on a recall list. Teachers on this recall list will be notified by certified mail of position vacancies for which they are certified and qualified and for which they have priority in accordance with the provisions of this policy. A teacher shall remain on the recall list unless the teacher:
 - a. does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above; or
 - b. waives recall in writing; or
 - c. resigns
3. It shall be the teacher's responsibility to see that the district has the teacher's current address on file, and that address will be used for recall purposes.
4. A teacher who has been recalled shall have restored all benefits which had accrued to the date of release.

1.7 **Teacher Appraisal**

- A. Appraisals of teachers shall be based upon the criteria of the Tulsa Model of the Teacher and Leader Effectiveness (TLE) system attached to this Agreement.

B. Career Teachers

All career teachers will receive an Evaluation at least once, by end of the second semester each school year, except as noted below. It will be based on at least two observations, one conducted in the first semester and another in the second semester. Each of those observations must be followed by an observation conference with the teacher within five (5) work days of the observation.

An appraiser must conduct a third observation as part of any evaluation cycle if the teacher requests it promptly after the second such observation. As with other observations, the appraiser must conference with the teacher within five (5) work days of the observation.

If a teacher is put on a Personal Development Plan, an additional observation, in addition to the two standard ones, will be required to assess progress on the targeted indicator(s).

For the 2019-2020 school year, the annual Evaluation is NOT required for a career teacher who received a "Superior" or "Highly Effective" rating on the TLE through an Evaluation which was conducted in the prior school year. However, the annual Evaluation will be conducted if either the teacher or his/her evaluator opts to begin the Evaluation process before the end of the first quarter of the school year.

Probationary Teachers

All probationary teachers will receive one Evaluation each year. The evaluation will be based on three (3) observations. Each observation must be followed by an observation conference with the teacher within five (5) work days of the observation. Because the evaluation is intended to be a growth model, the evaluation timeline will span the full year beginning with an observation the first nine weeks, second nine weeks and third nine weeks, concluding with a comprehensive evaluation during the fourth nine weeks.

- C. All teachers will be appraised by administrative personnel who have participated in the required training of the State Department of Education. Each teacher will be notified at the beginning of each school year which administrator(s) has been designated as his/her appraiser, will be provided with a copy of the detailed appraisal criteria, and will participate in a meeting with his/her appraiser for the purpose of reviewing the district's appraisal process and appraisal criteria.
- D. All teachers, in their first year of employment in the district, shall participate in a September conference with their appraiser for the purpose of orientation and review of the district's appraisal process and appraisal criteria.
- E. The annual appraisal of a teacher's performance shall include at two (2) observations. An appraiser must conduct a third observation if the teacher requests it within three (3) work days after the second conference.
- F. Observations for the purpose of appraisal shall be conducted openly with the full knowledge of the teacher.

Principals may issue a Personal Development Plan (PDP) to a teacher as a stand-alone plan in response to a work-related incident or problem occurring outside the context of an observation or evaluation. In such cases, the principal's PDP will still follow the SMART Goals framework and the timeframes of the PDP described in the Tulsa Model of TLE.

- G. All appraisals shall be using the state-approved rubrics and forms of the Tulsa Model of the Teacher and Leader Effectiveness system.

- H. A teacher has the option to have another Bartlesville Public Schools teacher present as an observer at an Evaluation conference or Personal Development Plan conference with at least twenty-four (24) hours advance notice to the evaluator. Occasionally, the teacher may caucus briefly with the observer. The observer may participate in the conference with the approval of both the teacher being evaluated and the evaluator. Observers, in the same capacity as above, may be present at observation conferences with the approval of the evaluator.
- I. On an observation form, any indicator marked Ineffective or Needs Improvement will include comments and suggestions for improvement. However, a Personal Development Plan with admonishment is allowed for indicators marked Ineffective or Needs Improvement.

On an Evaluation form, Ineffective or Needs Improvement shall not be marked without having been marked on one or more observation form(s) and the concern was not satisfied. Any indicator marked Ineffective or Needs Improvement on an Evaluation form will require a Personal Development Plan with admonishment.
- J. A copy of the Evaluation shall be given to the teacher at a conference held between the teacher and the appraiser. The teacher shall acknowledge receipt of the Evaluation by placing his/her signature thereon.
- K. The teacher may, within 10 working days of the Evaluation conference, respond to the Evaluation in writing, and said response will be attached to the Evaluation.

1.8 Personnel Files

- A. An official personnel file and an official evaluation file shall be maintained in the Personnel office. Unofficial working files may be maintained in the office of each principal.
- B. Material that may adversely affect a teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) working days, to affix a written response to said material.
- C. A teacher, or upon written authorization, the teacher's designee, may review the contents of the teacher's official file during normal business hours, but not during the duty time of the teacher or designee. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying the cost of reproduction.
- D. Access to a teacher's files will be limited to: the teacher or the teacher's designee, district employees who have a need to review the file in order

to complete a job responsibility, members of the Board of Education, public agencies upon official request only as allowed by law.

- E. Any allegation or anonymous charge which is unproven through a thorough documented investigation shall not be placed in a teacher's official file.

1.9 Teaching Facilities

- A. Teachers shall have access to a workroom/lounge and dining area at each school provided that space is available that does not conflict with the needs of the students.
- B. Teachers shall be provided with access to a private telephone at each school.
- C. The District will strive to provide and maintain a clean, safe, healthy work environment, and will notify staff of any known hazards.

1.10 Teaching Materials

Teachers may request necessary teaching materials from the principal. The Board will provide materials as soon as it is practicable within budgetary and distribution guidelines and restraints.

1.11 Teacher Contracts

Individual teacher contracts shall be prepared by the Board. Teachers shall be provided with their individual contracts within sixty (60) days of the completion of the negotiation process. Teachers employed after the sixty (60) day period above will receive their contracts within thirty (30) days of employment.

SALARY AND FRINGE BENEFITS

2.1 2020-2021 Compensation Schedule

Teachers who qualify by experience shall advance one (1) step on the 2020-2021 schedule.

Bartlesville Public Schools 2020-2021 Salary Compensation Schedule

Bachelors

Year	Salary	District Paid Retirement	TOTAL SALARY
0	37,895.87	2,852.38	40,748.25
1	38,303.62	2,883.07	41,186.69
2	38,711.37	2,913.76	41,625.13
3	39,120.12	2,944.53	42,064.65
4	39,527.87	2,975.22	42,503.09
5	39,971.87	3,008.64	42,980.51
6	40,406.87	3,041.38	43,448.25
7	40,842.87	3,074.19	43,917.06
8	41,277.87	3,106.94	44,384.81
9	41,712.87	3,139.68	44,852.55
10	42,674.37	3,212.05	45,886.42
11	43,137.62	3,246.92	46,384.54
12	43,600.87	3,281.79	46,882.66
13	44,063.12	3,316.58	47,379.70
14	44,526.37	3,351.45	47,877.82
15	45,008.62	3,387.75	48,396.37
16	45,471.87	3,422.61	48,894.48
17	46,121.12	3,471.48	49,592.60
18	46,770.37	3,520.35	50,290.72
19	47,419.62	3,569.22	50,988.84
20	48,088.87	3,619.59	51,708.46
21	48,738.12	3,668.46	52,406.58
22	49,388.37	3,717.40	53,105.77
23	50,037.62	3,766.27	53,803.89
24	50,686.87	3,815.14	54,502.01
25	52,267.12	3,934.08	56,201.20
26	52,848.37	3,977.83	56,826.20
27	53,429.62	4,021.58	57,451.20
28	54,010.87	4,065.33	58,076.20
29	54,592.12	4,109.08	58,701.20
30	55,173.37	4,152.83	59,326.20
31	55,754.62	4,196.58	59,951.20
32+	56,335.87	4,240.33	60,576.20

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2019 it is \$594.90 per month; \$7,138.80 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year.

District Paid Long Term Disability is up to \$1,000 per month with a 90 day waiting period

District Paid Group Term Life Insurance is \$10,000 per employee up to age 69, \$5,000 per employee 70 and above

(Note that Special Ed teachers and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)

*Note that new NBCT's will also receive an additional \$1000.

Bartlesville Public Schools
2020-2021 Salary Compensation Schedule

Bachelors + 15			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	38,397.14	2,890.11	41,287.25
1	38,804.89	2,920.80	41,725.69
2	39,212.64	2,951.49	42,164.13
3	39,621.39	2,982.26	42,603.65
4	40,029.14	3,012.95	43,042.09
5	40,473.14	3,046.37	43,519.51
6	40,908.14	3,079.11	43,987.25
7	41,344.14	3,111.92	44,456.06
8	41,779.14	3,144.67	44,923.81
9	42,214.14	3,177.41	45,391.55
10	43,175.64	3,249.78	46,425.42
11	43,638.89	3,284.65	46,923.54
12	44,102.14	3,319.52	47,421.66
13	44,564.39	3,354.31	47,918.70
14	45,027.64	3,389.18	48,416.82
15	45,509.89	3,425.48	48,935.37
16	45,973.14	3,460.34	49,433.48
17	46,622.39	3,509.21	50,131.60
18	47,271.64	3,558.08	50,829.72
19	47,920.89	3,606.95	51,527.84
20	48,590.14	3,657.32	52,247.46
21	49,239.39	3,706.19	52,945.58
22	49,889.64	3,755.13	53,644.77
23	50,538.89	3,804.00	54,342.89
24	51,188.14	3,852.87	55,041.01
25	52,768.39	3,971.81	56,740.20
26	53,349.64	4,015.56	57,365.20
27	53,930.89	4,059.31	57,990.20
28	54,512.14	4,103.06	58,615.20
29	55,093.39	4,146.81	59,240.20
30	55,674.64	4,190.56	59,865.20
31	56,255.89	4,234.31	60,490.20
32+	56,837.14	4,278.06	61,115.20

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Bartlesville Public Schools
2020-2021 Salary Compensation Schedule

Year	Salary	Masters	
		District Paid Retirement	TOTAL SALARY
0	39,993.30	3,010.25	43,003.55
1	40,401.05	3,040.94	43,441.99
2	40,808.80	3,071.63	43,880.43
3	41,217.55	3,102.40	44,319.95
4	41,625.30	3,133.09	44,758.39
5	42,069.30	3,166.51	45,235.81
6	42,504.30	3,199.25	45,703.55
7	42,940.30	3,232.07	46,172.37
8	43,375.30	3,264.81	46,640.11
9	43,811.30	3,297.62	47,108.92
10	45,236.05	3,404.86	48,640.91
11	45,699.30	3,439.73	49,139.03
12	46,162.55	3,474.60	49,637.15
13	46,625.80	3,509.47	50,135.27
14	47,088.05	3,544.26	50,632.31
15	47,571.30	3,580.64	51,151.94
16	48,034.55	3,615.50	51,650.05
17	48,683.80	3,664.37	52,348.17
18	49,333.05	3,713.24	53,046.29
19	49,982.30	3,762.11	53,744.41
20	50,652.55	3,812.56	54,465.11
21	51,301.80	3,861.43	55,163.23
22	51,951.05	3,910.29	55,861.34
23	52,601.30	3,959.24	56,560.54
24	53,250.55	4,008.11	57,258.66
25	54,866.80	4,129.76	58,996.56
26	55,448.05	4,173.51	59,621.56
27	56,029.30	4,217.26	60,246.56
28	56,610.55	4,261.01	60,871.56
29	57,191.80	4,304.76	61,496.56
30	57,773.05	4,348.51	62,121.56
31	58,354.30	4,392.26	62,746.56
32+	58,935.55	4,436.01	63,371.56

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Bartlesville Public Schools
2020-2021 Salary Compensation Schedule

Masters + 15			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	40,458.30	3,045.25	43,503.55
1	40,866.05	3,075.94	43,941.99
2	41,273.80	3,106.63	44,380.43
3	41,682.55	3,137.40	44,819.95
4	42,090.30	3,168.09	45,258.39
5	42,534.30	3,201.51	45,735.81
6	42,969.30	3,234.25	46,203.55
7	43,405.30	3,267.07	46,672.37
8	43,840.30	3,299.81	47,140.11
9	44,276.30	3,332.62	47,608.92
10	45,701.05	3,439.86	49,140.91
11	46,164.30	3,474.73	49,639.03
12	46,627.55	3,509.60	50,137.15
13	47,090.80	3,544.47	50,635.27
14	47,553.05	3,579.26	51,132.31
15	48,036.30	3,615.64	51,651.94
16	48,499.55	3,650.50	52,150.05
17	49,148.80	3,699.37	52,848.17
18	49,798.05	3,748.24	53,546.29
19	50,447.30	3,797.11	54,244.41
20	51,117.55	3,847.56	54,965.11
21	51,766.80	3,896.43	55,663.23
22	52,416.05	3,945.29	56,361.34
23	53,066.30	3,994.24	57,060.54
24	53,715.55	4,043.11	57,758.66
25	55,331.80	4,164.76	59,496.56
26	55,913.05	4,208.51	60,121.56
27	56,494.30	4,252.26	60,746.56
28	57,075.55	4,296.01	61,371.56
29	57,656.80	4,339.76	61,996.56
30	58,238.05	4,383.51	62,621.56
31	58,819.30	4,427.26	63,246.56
32+	59,400.55	4,471.01	63,871.56

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Bartlesville Public Schools
2020-2021 Salary Compensation Schedule

Masters + 30			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	40,923.30	3,080.25	44,003.55
1	41,331.05	3,110.94	44,441.99
2	41,738.80	3,141.63	44,880.43
3	42,147.55	3,172.40	45,319.95
4	42,555.30	3,203.09	45,758.39
5	42,999.30	3,236.51	46,235.81
6	43,434.30	3,269.25	46,703.55
7	43,870.30	3,302.07	47,172.37
8	44,305.30	3,334.81	47,640.11
9	44,741.30	3,367.62	48,108.92
10	46,166.05	3,474.86	49,640.91
11	46,629.30	3,509.73	50,139.03
12	47,092.55	3,544.60	50,637.15
13	47,555.80	3,579.47	51,135.27
14	48,018.05	3,614.26	51,632.31
15	48,501.30	3,650.64	52,151.94
16	48,964.55	3,685.50	52,650.05
17	49,613.80	3,734.37	53,348.17
18	50,263.05	3,783.24	54,046.29
19	50,912.30	3,832.11	54,744.41
20	51,582.55	3,882.56	55,465.11
21	52,231.80	3,931.43	56,163.23
22	52,881.05	3,980.29	56,861.34
23	53,531.30	4,029.24	57,560.54
24	54,180.55	4,078.11	58,258.66
25	55,796.80	4,199.76	59,996.56
26	56,378.05	4,243.51	60,621.56
27	56,959.30	4,287.26	61,246.56
28	57,540.55	4,331.01	61,871.56
29	58,121.80	4,374.76	62,496.56
30	58,703.05	4,418.51	63,121.56
31	59,284.30	4,462.26	63,746.56
32	59,865.55	4,506.01	64,371.56

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Bartlesville Public Schools
2020-2021 Salary Compensation Schedule

Masters + 45

Year	Salary	District Paid Retirement	TOTAL SALARY
0	41,401.32	3,116.23	44,517.55
1	41,809.07	3,146.92	44,955.99
2	42,216.82	3,177.61	45,394.43
3	42,625.57	3,208.38	45,833.95
4	43,033.32	3,239.07	46,272.39
5	43,477.32	3,272.49	46,749.81
6	43,912.32	3,305.23	47,217.55
7	44,348.32	3,338.05	47,686.37
8	44,783.32	3,370.79	48,154.11
9	45,219.32	3,403.60	48,622.92
10	46,644.07	3,510.84	50,154.91
11	47,107.32	3,545.71	50,653.03
12	47,570.57	3,580.58	51,151.15
13	48,033.82	3,615.45	51,649.27
14	48,496.07	3,650.24	52,146.31
15	48,979.32	3,686.62	52,665.94
16	49,442.57	3,721.48	53,164.05
17	50,091.82	3,770.35	53,862.17
18	50,741.07	3,819.22	54,560.29
19	51,390.32	3,868.09	55,258.41
20	52,060.57	3,918.54	55,979.11
21	52,709.82	3,967.41	56,677.23
22	53,359.07	4,016.27	57,375.34
23	54,009.32	4,065.22	58,074.54
24	54,658.57	4,114.09	58,772.66
25	56,274.82	4,235.74	60,510.56
26	56,856.07	4,279.49	61,135.56
27	57,437.32	4,323.24	61,760.56
28	58,018.57	4,366.99	62,385.56
29	58,599.82	4,410.74	63,010.56
30	59,181.07	4,454.49	63,635.56
31	59,762.32	4,498.24	64,260.56
32	60,343.57	4,541.99	64,885.56

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Bartlesville Public Schools
2020-2021 Salary Compensation Schedule

Doctorate			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	42,810.55	3,222.30	46,032.85
1	43,218.30	3,252.99	46,471.29
2	43,626.05	3,283.68	46,909.73
3	44,034.80	3,314.45	47,349.25
4	44,442.55	3,345.14	47,787.69
5	44,886.55	3,378.56	48,265.11
6	45,322.55	3,411.37	48,733.92
7	45,757.55	3,444.12	49,201.67
8	46,192.55	3,476.86	49,669.41
9	46,628.55	3,509.68	50,138.23
10	48,980.80	3,686.73	52,667.53
11	49,444.05	3,721.60	53,165.65
12	49,907.30	3,756.46	53,663.76
13	50,370.55	3,791.33	54,161.88
14	50,832.80	3,826.12	54,658.92
15	51,317.05	3,862.57	55,179.62
16	51,780.30	3,897.44	55,677.74
17	52,429.55	3,946.31	56,375.86
18	53,078.80	3,995.18	57,073.98
19	53,728.05	4,044.05	57,772.10
20	54,399.30	4,094.57	58,493.87
21	55,048.55	4,143.44	59,191.99
22	55,697.80	4,192.31	59,890.11
23	56,348.05	4,241.25	60,589.30
24	56,997.30	4,290.12	61,287.42
25	58,658.55	4,415.16	63,073.71
26	59,239.80	4,458.91	63,698.71
27	59,821.05	4,502.66	64,323.71
28	60,402.30	4,546.41	64,948.71
29	60,983.55	4,590.16	65,573.71
30	61,564.80	4,633.91	66,198.71
31	62,146.05	4,677.66	66,823.71
32	62,727.30	4,721.41	67,448.71

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2.2 Calculations for Salary of Less-Than-Fulltime Teachers

A. Half-time Teachers

A ½ time teacher is by definition .60 FTE which includes pay for a planning period

A ½ time teacher works 4.45 hours per day

B. Less than full-time teachers

FORMULA:

Annual Salary/181 days = Daily Rate

Daily Rate/7.4166667 (7hours and 25 minutes) = Hourly Rate

Hourly Rate X # of hours worked = New Daily Rate

New Daily Rate X # of days worked = Annual Salary/Year

e.g.

$\$36000/181 \text{ days} = \$198.89503 \text{ Daily Rate}$

$\$198.89503/7.4166667 \text{ hrs} = \$26.817295 \text{ Hourly Rate}$

$\$26.817295 \times 1 \text{ Hour per day} = \$26.817295 \text{ New Daily Rate}$

$\$26.817295 \times 181 \text{ Days Worked per Year} = \text{Annual Salary/Year}$

2.3 Salary Schedule Documentation

Horizontal movement on the salary schedule shall be in accordance with the following procedures:

- A. A teacher who has earned additional hours or an advanced degree must file a request along with appropriate documentation by September 1 in order to receive movement on the salary schedule for the current school year. Once coursework hours have been earned and granted for the purpose of movement between degree lanes, the teacher shall be moved to the appropriate interim salary lane on the Compensation Schedule. Once an advanced degree has been completed, the teacher shall be moved to the appropriate salary lane on the Compensation Schedule. Additional movement to another interim salary lane will occur when a teacher has earned additional hours after the last degree held and credited on the Compensation Schedule.
- B. Course work for which a teacher plans to request movement on the salary schedule must be approved in advance by the Executive Director of Personnel and School Support unless such course work is part of an advanced degree program from an accredited college or university. Upon application for movement on the salary schedule, the Executive Director of Personnel and School Support will evaluate the course work submitted and approve it, if it meets the following criteria: courses within the teacher's content area, courses related to educational methods, or other courses which are deemed to be of benefit to the teacher's job performance.
- C. To meet the fifteen (15) credit hour requirement for movement between degree lanes, a teacher may substitute approved in-service training

credits earned at the rate of fifteen (15) points per credit hour for up to five (5) of the fifteen (15) credit hours required.

2.4 Payroll Deductions

- A. Upon written authorization, teachers shall be provided with payroll deductions for the following purposes:
 - 1. Credit Union
 - 2. District approved insurance programs
 - 3. Annuities
 - 4. Professional Organization dues
 - 5. OEA-PAC/NEA-PAC contributions
 - 6. Other items as approved by the Board
- B. Guidelines for the use of payroll deductions shall be determined by the Executive Director of Personnel and School Support and made available to all teachers.

2.5 Warrants/Checks

Teachers shall be paid monthly, on or before the fifteenth (15th) day of each month. All compensation shall be paid before the end of the fiscal year in which it is earned.

2.6 Insurance Fringe Benefits

A. Health Insurance

1. State Payment

Teachers who choose to participate in Major Medical Coverage purchased through the district-sponsored Cafeteria Plan.

For the 2019-2020 school year, each teacher who purchases major medical health coverage through the District's Health Insurance plan shall receive the monthly Flexible Benefit Allowance (FBA) required by State Law. The District will apply the FBA toward the total premium cost of the District's Health Plan. Any excess FBA allowance over the cost of the major medical coverage purchased by the teacher may be used to purchase additional benefits through the District's Section 125 Cafeteria Plan or may be taken as taxable compensation as provided by law. Part-time teachers shall receive benefits as provided for by state law. If the State mandates FBA changes during the 2018-2019 school year, teachers will receive the appropriate payment as required by law.

2. **Teachers who choose not to participate in Major Medical Coverage offered through the district-sponsored Cafeteria Plan.**

For the 2019-2020 school year, teachers who choose not to participate in the District Health Insurance Plan shall receive, as part of Total Compensation, sixty-nine dollars and seventy-one cents (\$69.71) per month which may be applied to options in the District's Section 125 Cafeteria Plan or may be taken as taxable compensation, in lieu of the flexible benefit allowance provide for in part 1 above.

B. Group Life Insurance

The Board shall provide all full-time teachers who are under contract to work twenty (20) or more hours per week with the following insurance coverage as part of total compensation on behalf of the teacher.

1. Group Term Life and Accidental Death Insurance of \$10,000 for the teacher.
 - a. The plan will also allow the teacher the option to purchase additional coverage at the teacher's expense.
2. Dependent Group Term Life insurance of \$2,000 for the teacher's spouse and \$1,000 for each dependent child.

C. Long Term Disability

The Board shall provide all full-time teachers who are under contract to work twenty (20) or more hours per week with coverage under the district's group plan.

2.7 Flexible Benefits Plan

The Board shall provide teachers with an opportunity to select before tax benefits, up to the maximum allowable by the Internal Revenue Code, for participation in a Section 125 Program.

2.8 Retirement Benefit

For the 2019-2020 school year, the Board shall pay, as part of Total District Compensation, on the Teacher Compensation Schedule, the required teacher's contribution to the Oklahoma Teachers' Retirement System.

2.9 Athletic Passes

Teachers shall utilize their school identification badge as the official pass that will admit only the teacher to all Bartlesville athletic events within the district at no charge. Teachers will be able to purchase advance tickets at a discount for their spouse and/or dependent school age children.

2.10 Special Increments for Additional Duties and Responsibilities

The following amounts are the total amount which will be allotted for each position. The positions in category I below may be divided or shared with the amount of money assigned proportionally to the amount of responsibility performed. All teachers assigned to a position included on the Extra Duty Increment Schedule shall receive a separate additional compensation contract.

Job descriptions shall be created by the administration for each position.

I. Academic Special Increments

DESCRIPTION	2020-2021 Increment
Secondary Department Chairpersons (6-12; 12 positions, 1 per department in district: Language Arts, Mathematics, Science, Social Studies, Foreign Language, Business, Physical Education, STEM, Guidance, Library, Visual Art, Fine Arts [vocal music/instrumental music/drama])	
3-8 dept. members	2,100.00
9-14 dept. members	2,450.00
15-20 dept. members	2,750.00
21 dept. members	3,050.00
26-30 dept. members	3,350.00
31 or more dept. members	3,650.00
Building Coordinators (6-12; at buildings with 3 or more members in the following departments but no on-site department chair: Foreign Language, Business, Special Education; also at buildings with 3 or more members in the following departments in addition to any on-site department chair: Language Arts, Mathematics, Science, Social Studies, STEM)	
3-8 building dept. members	970.00
9 or more building dept. members	1,220.00
Elementary Grade Level Coordinators (7 PreK-5 positions in the district, 1 per grade level; 2 Instructional Coaching positions in the district)	1,500.00
Elementary Coordinators (PreK-5; 9 positions, 1 per area in district: Art, Music, Physical Education, Librarians, Counselors, Gifted/Talented, Special Education, Reading Remediation, Speech Pathologists)	1,050.00
Vocal Music Supervisor	1,700.00
Music Supervisor (6-12)	2,670.00
Newspaper (Sr. High)	1,460.00
Yearbook (Sr. High)	2,530.00
Yearbook (Middle School)	970.00
Competitive Speech (9-12)	3,460.00
Drama (9-12)	4,710.00
Drama (6-8)	1,000.00
Student Council (Sr. High)	2,500.00
Student Council (Middle School)	970.00
Varsity Academic Bowl	1,940.00
Junior Varsity Academic Bowl	1,460.00
MathCounts (Middle Schools)	1,020.00
Secondary Site Technology Assistant	2,000.00
Instructional Technology Assistant	1,400.00
National Honor Society (Sr. High)	1,110.00
Future Business Leaders of America/Junior Achievement (Sr. High)	970.00
National Junior Honor Society (Middle Schools)	800.00
Spanish Honor Sponsor	350.00
Counselors	1,760.00
FFA	6,000.00

II. Vocal and Instrumental Music Salary Schedules

DESCRIPTION	2020-2021 Increment
Senior High Band Director (includes Middle School and/or Elementary assignments)	9,830.00
Associate Senior High Band Director (includes Middle School and/or Elementary assignments)	7,550.00
Assistant Senior High Band Director (includes Middle School and/or Elementary assignments)	6,070.00
Orchestra Director (6-12)	6,530.00
Assistant Orchestra Director (6-12)	3,800.00
Orchestra Assistant (6-12)	2,500.00
Vocal Music Director (Senior High)	6,130.00
Vocal Music Director (Middle School)	2,400.00
Assistant Vocal Music Director	3,400.00
Assistant Vocal Music Director (Middle School)	2,000.00
Winter Guard	5,030.00
Color Guard	5,030.00

III. Athletic Salary Schedule

DESCRIPTION	2020-2021 Increment
Baseball	
Head Varsity	6,760.00
Assistant Varsity	3,040.00
Head 9 th Grade	2,610.00
Assistant 9 th Grade	1,700.00
Basketball (Boys & Girls)	
Head Varsity	9,650.00
Assistant Varsity	4,100.00
Head 9th Grade	3,300.00
Head 8th Grade	2,350.00
Assistant 8th Grade	1,800.00
Mentor Coach Girls Basketball	2,000.00
Mentor Coach Boys Basketball	2,000.00
Cross Country (Boys & Girls)	
Head Varsity	4,500.00
Assistant Varsity	2,500.00
Head Middle School	2,000.00
Assistant Middle School	1,200.00
Football	
Defensive Coordinator	7,000.00
Offensive Coordinator	7,000.00
Special Teams Coordinator	5,000.00
Character/Media/Recruiting Coordinator	4,500.00
Assistant Varsity	4,250.00
Head 9th Grade	3,292.00
Assistant 9th Grade	2,300.00

Athletic Salary Schedule (continued)	
DESCRIPTION	2020-2021 Increment
Head 8th Grade	3,000.00
Assistant 8th Grade	2,000.00
Golf (Boys & Girls)	
Head Varsity	2,710.00
Head Middle School Boys Golf	1,400.00
Head Middle School Girls Golf	1,400.00
Soccer (Boys & Girls)	
Head Varsity	4,880.00
Assistant Varsity	2,220.00
Softball	
Head Varsity	6,760.00
Assistant Varsity	3,040.00
Head Junior High	2,610.00
Assistant Junior High	1,700.00
Softball (Slow Pitch)	
Head Varsity	4,000.00
Assistant Varsity	2,500.00
Swimming (Boys & Girls)	
Head Varsity	6,000.00
Assistant Varsity	2,500.00
Tennis (Boys & Girls)	
Head Varsity	6,000.00
Assistant Varsity	2,100.00
Head Middle School	1,500.00
Junior Varsity Coach	1,000.00
Track (Boys & Girls)	
Head Varsity	4,700.00
Assistant Varsity	2,210.00
Head 8th Grade	2,230.00
Assistant 8th Grade	1,690.00
Volleyball	
Head Varsity	4,750.00
Assistant Varsity	2,670.00
Head 9 th Grade	2,200.00
Head 8 th Grade	2,000.00
Wrestling	
Head Varsity	7,150.00
Assistant Varsity	3,500.00
Head Middle School	3,000.00
Assistant Middle School	2,400.00
Spirit Squads	
Head High School	5,280.00
Head 9 th Grade	3,000.00
Head Middle School	2,500.00
Special Olympics	
Coach Elementary	1,000.00
Coach Secondary	1,000.00

2.11 Extra Duty Increment Review

Annually the Association and the District will each review extra duty increments for adequacy and equity. The parties will share the results of their reviews with each other by the end of the first semester. At the time the parties exchange bargaining issues, as provided in the Procedural Agreement, the parties will present specific increments to be adjusted, added, or deleted, with specific dollar amounts to be determined through negotiations.

2.12 Job Related Certification Testing

If directed by the Executive Director of Human Resources to obtain additional certification, the district will reimburse the cost of the certification exam upon proof of successful completion and assignment to the new certification area.

Grievance Procedure

The BEA may act as the "grievant" to alleged violations of the extra-duty process.

III. LEAVE PROVISIONS

3.1 Sick Leave

- A. Regular full-time teachers who are under contract to work twenty (20) hours or more per week are eligible for sick leave with pay.
- B. Teachers on ten (10) month contracts shall receive ten (10) days of sick leave. Teachers on eleven (11) month contracts shall receive eleven (11) days of sick leave. Teachers on twelve (12) month contracts shall receive twelve (12) days of sick leave. Such leave shall be granted at the beginning of each school year.
- C. Unused sick leave shall accumulate up to a maximum of one hundred twenty (120) days for use purposes should a teacher qualify for sick leave as provided for in D below. The district will also keep records of the days above the maximum accumulation, for the sole purpose of reporting those days to the Oklahoma Teachers' Retirement System.
- D. A teacher shall be eligible for sick leave with pay for personal illness, pregnancy, or accidental injury, or illness or accidental injury in the immediate family.
- E. Up to five (5) days of sick leave with pay may be used for bereavement in the instance of a death in the immediate family. Up to five (5) days of additional leave for bereavement purposes shall be provided to a teacher who has fewer than five (5) days of sick leave remaining when there is a death in the teacher's immediate family (1 extra day if 4 days of sick leave remain, 2 extra days if 3 days remain, etc.). Additional days may be granted upon approval of the superintendent or his/her designee. The superintendent or his/her designee may also grant paid bereavement leave days for deaths outside the immediate family.

- F. Immediately following the birth or adoption of a newborn, a teacher may use up to a maximum of six weeks (30 days) of paid leave in a combination of accumulated sick leave and the days provided by law with substitute deduction.
- G. Up to five (5) days of sick leave with pay may be used for the adoption of a child who is over six (6) weeks of age.
- H. A teacher desiring to use sick leave shall report his/her anticipated absence to his/her immediate supervisor at the earliest possible time.
- I. Upon request of the immediate supervisor, teachers shall be required to provide appropriate evidence that their absence was necessitated by reasons allowable under the sick leave policy.
- J. After exhausting all accumulated and any shared sick leave, teachers shall be granted twenty (20) additional sick leave days for personal illness or accidental injury with the cost actually or normally paid to a certified substitute teacher deducted from their salary.
- K. Sick leave may be granted in full or half day increments.

3.2 Sick Leave Sharing Policy

- A. If a teacher has exhausted or will likely exhaust only sick leave earned pursuant to 70 O.S. §6-104 of Oklahoma statutes (annual allocation and accumulated sick leave balance) due to pregnancy or recovery from childbirth, or an extraordinary or severe illness or injury, or an extraordinary or severe illness or injury of the teacher's spouse, child, parent, grandparent, grandchild, stepchild, stepparent or household member as these terms are defined in state law, documented as such by a physician, the teacher may request the use of sick leave days to be donated by other teachers. Each year teachers may donate up to one (1) day each, per requesting teacher, from their accumulated sick leave for use by the requesting teacher in accordance with the following procedures:
 1. Teachers desiring to donate days shall complete a written authorization transferring days to the ill or injured teacher.
 2. Teachers must have a balance of 60 unused sick leave days before they may donate a day.
 3. A teacher may initially request up to twenty (20) days from donating teachers. If needed, the teacher may reapply for one additional twenty (20) day period. After that the district personnel office must meet with the teacher to review the long-term disability options available to the teacher.
 4. Teachers may only request access to sick leave sharing for no more than two different documented qualifying conditions during any fiscal year.
 5. Consecutive year access shall be limited to no more than two consecutive years for the same documented qualifying condition.
 6. Solicitations for donated leave shall only made through designated administrative channels.

3.3 Sick Leave Accumulation Reimbursement

- A. Upon retirement, reduction in force, or death, teachers with at least five (5) years of continuous service in the district shall be compensated for accumulated sick leave. In the instance of death, said compensation shall be paid to the teacher's estate.
- B. The rate of compensation shall be computed at 0.2% of the base salary at the bachelors step zero (0) for each day of accumulated sick leave, provided that:
 - 1. No teacher shall be compensated for more days of accumulated sick leave than twice the number of total years of service the teacher has in the district.
 - 2. No teacher who willfully abrogates a valid contract of employment with the district shall receive any such compensation.
 - 3. No qualified teacher shall receive compensation for fewer than four (4) days of accumulated sick leave.

3.4 Leave of Absence

- A. Teachers may, upon application to and approval of the superintendent or his/her designee, be granted an unpaid leave of absence of up to one (1) year for personal illness, illness in the immediate family, rearing a child, military service or professional study. Documentation from a physician is required for personal illness or illness in the immediate family. A copy of official orders is required for military service. Extensions of leave beyond one (1) year may be granted in exceptional cases.
 - 1. During a period of a Leave of Absence no benefits will be provided by the District, unless otherwise required by law and only to the extent required by law. A teacher on an approved Leave of Absence is permitted to participate in district-sponsored fringe benefit insurance programs, with the teacher paying the full cost of the premiums.
 - 2. During the period of a Leave of Absence a teacher will not gain or lose any accumulated benefits or employment status. The amount of accumulated sick leave days will remain constant, without increase or decrease, and will be available to the teacher upon return from the Leave of Absence. During the Leave of Absence seniority status and compensation schedule placement will neither accrue nor be lost. A teacher returning from a Leave of Absence will be placed on the same step of the compensation schedule as the teacher was on at the time the Leave of Absence was granted.
- C. Requests for reinstatement following a one year leave of absence shall be filed with the superintendent or his/her designee by March 1 during the year of the leave of absence. Requests for reinstatement following a leave of absence for less than a one year period shall be filed with the superintendent or his/her designee no later than thirty (30) days prior to the expiration of the leave of absence. A teacher who fails to submit a request for reinstatement within the timelines above, or who declines an offered position for which the teacher is qualified, shall be deemed to

have resigned his/her position with the district effective on the last day of the leave of absence.

- D. A teacher will be granted the right to return from a leave of absence and shall be reinstated without loss of professional or financial status if there is a vacancy for which the teacher is qualified. Sick leave shall not accrue, nor shall accumulated sick leave be lost during the time of the leave.

3.5 Emergency Leave

Upon approval of the immediate supervisor and the superintendent, or his/her designee, teachers may be granted up to five (5) days of paid leave each year for situations or occurrences of a serious nature that develop suddenly and unexpectedly and demand immediate attention. This leave is non-accumulative and may not be used for any reason allowable under another leave category.

3.6 Legal Process Leave

- A. Teachers shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding.
- B. The teacher serving as a juror or subpoenaed witness shall be paid his/her full, current contract salary.

3.7 Personal Business Leave

Teachers shall be granted four (4) days each year to conduct personal business that demands the teacher's presence at times that school is in session. This leave is noncumulative.

Personal business leave may be used for family obligations but may not be utilized for entertainment, recreation, seeking or participating in other employment, or providing a service for compensation. When directed by administration to attend an activity of the teacher's own special needs child, personal business leave will not be charged.

One (1) day may be taken at full pay. Three (3) days may be taken with sixty dollars (\$60) deducted if a non-certified substitute teacher is hired or if no substitute teacher is hired, or eighty dollars (\$80) deducted if a certified substitute teacher is hired. If unused, up to three (3) of these days shall be added to the teacher's accumulated sick leave balance.

Requests for personal business leave must be made to the immediate supervisor at least twenty-four (24) hours in advance, if possible. If advanced request was not possible, the request must be completed within twenty-four (24) hours after the teacher has returned to work. The request will be approved for a date that is the least disruptive of the efficient operation of the district.

Except upon approval of the immediate supervisor and the superintendent, or his/her designee personal business leave will not be granted on days immediately before or after holidays or vacation periods, or during the last two (2) weeks of school.

3.8 Professional Leave

Upon approval of teacher's immediate supervisor and the Superintendent or his/her designee, a teacher shall be granted professional leave with pay to attend local, state, or national meetings of organizations that represent his/her specific assignment in the Bartlesville Schools, or for legislative advocacy.

Days absent for the attendance at professional meetings shall be reported as "School Business."

3.9 Leave Without Pay and Unauthorized Absences

- A. If a teacher finds it necessary to be absent for any reason not allowable under any leave policy, or if a teacher has exhausted all days in an allowable leave category, the teacher may request unpaid leave from his/her immediate supervisor and the superintendent or his/her designee. If such leave is granted, the teacher shall have an amount equal to 1/181st of his/her annual salary deducted for each day of absence.

- B. A teacher who is absent as described in A. above, but without the approval of the immediate supervisor and the superintendent or his/her designee, or abuses the leave policies of the district in any other manner, shall be subject to disciplinary action up to and including dismissal.

3.10 Family and Medical Leave

A. Reasons for Leave

Eligible teachers may apply for this leave for the following reasons:

1. In the event of a birth of a child of the teacher, to take care of that child;

2. In the event of placement of a child with the teacher for adoption or foster care;

3. In order to care for the spouse, a child, or parent of the teacher, due to a serious health condition (see A.4. below for a definition of "serious health condition");

4. In the event of a serious health condition of the teacher that makes the teacher unable to perform the functions of the teacher's job. The term "serious health condition" means one which requires either in-patient care, or continuing treatment by health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the District's sick leave policies. (A more detailed definition can be found in the full text of the Family and Medical Leave Act.)

5. Because the employee's circumstances qualify for active duty leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces during a war or national emergency declared by the President or Congress. Qualifying exigencies for this leave include short-notice deployment (leave limited to seven calendar days or less prior to the date of deployment), military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation (leave limited to 5 or fewer days per exigency), post-deployment activities, and additional activities agreed to by the District and employee. Employees should refer to the U.S. Department of Labor's Final Rule on Family and Medical Leave for details on these exigencies.
6. For military caregiver leave to care for a service member who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving on active duty in the Armed Forces. "Seriously ill or injured" refers to an injury or illness incurred by the member in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

B. Eligible Teachers

An eligible teacher is one who has (1) been employed by the District for at least one year; (2) is eligible for District benefits; and (3) has worked at least 1,250 hours during the previous twelve-month period. Leave requested under A.1. or A.2. must begin and end within twelve months of the birth or placement.

C. Nature of Leave

If a teacher qualifies for Family and Medical Leave, concurrent use of that leave and the teacher's sick leave would begin on the first day of the Family and Medical Leave. All teachers who meet the Act's requirements may be granted no more than a total of 12 work weeks (60 work days) of unpaid family leave and paid sick leave combined and used concurrently during any twelve month period. Additional accrued sick leave may be used after FMLA leave has been exhausted. In the case of military caregiver leave, these same rules apply except that the limitation is changed to no more than a total of 26 work weeks in any twelve month period.

D. Procedures

1. A teacher shall apply for Family/Medical Leave by requesting it from his/her supervisor. Upon verification by the District, the leave requested shall be granted. Provided,
 - a. A teacher may not take more than twelve weeks of Family and Medical Leave in any twelve month period; provided, spouses both employed by the District will be limited to a combined total of 15 work weeks of Family and Medical Leave if requested for the following purposes: 1) for the birth and care of a child; 2) for the placement of a child for adoption or foster care, and

decision to the Superintendent. The decision of the Superintendent shall be final. Upon return, the teacher will be reinstated at full salary in a position designated by the administration;

6. If a leave of more than five working days begins three weeks or less prior to the end of the semester, the District may require the teacher to continue taking the leave through the end of the semester. If the District requires the teacher to continue taking leave and the teacher disagrees with that decision, the teacher may appeal that decision to the Superintendent. The decision of the Superintendent shall be final. Upon return, the teacher will be reinstated at full salary in a position designated by the administration.

E. Verification

In the case of leave requested under A.3., A.4., and A.6., the District retains the right to require verification by the appropriate health care provider. It is the responsibility of the teacher to provide a copy of such verification to the District when requested.

Proper verification shall state:

1. date on which the condition began;
2. the probable duration of the condition;
3. the medical opinion of the health care provider;
4. for leave requested under A.3. or A.6., a statement that the teacher is needed to care for the appropriate individual;
5. for leave requested under A.4., a statement that the teacher is unable to perform the functions of the position.

At District expense, the District may require the teacher to obtain a second opinion of a health care provider designated or approved by the District.

If the two opinions differ, the District may require at District expense that the teacher obtain a third opinion of a health care provider designated or approved jointly by the District and the teacher. The opinion of the third health care provider shall be final and binding.

The District may require subsequent certifications to support FMLA leave but not more often than every 30 days unless 1) the employee requests an extension of leave, 2) changed circumstances occur regarding the illness or injury, or 3) the District receives information that casts doubt on the validity of an existing certification. Certification periods for conditions that are certified as long term and involve no material change in the condition are different than stated in this paragraph – employees

should refer to the United States Department of Labor's Final Rule on Family and Medical Leave in such cases.

In the case of leave requested under A.5. or A.6., the District may require certification as designated in the U.S. Department of Labor's Final Rule on Family and Medical Leave.

F. Notice

Teachers should apply for leave as soon as the teacher is aware of the need for the leave.

In the case of the birth or placement of a child, application should be made at least thirty days in advance of the day the leave is requested to begin.

In the case of a serious health condition as defined in A.3., A.4., or the case of military caregiver leave in A.6., if planned medical treatment is the basis for the leave the teacher should schedule the treatment in a manner that will not be disruptive to the efficient operation of the District. Application should be made at least thirty days before the date the leave is to begin or as soon as practicable.

G. Return to Work

Upon returning to work from the leave, the teacher shall be guaranteed either the same position previously held by the teacher or an equivalent position.

For leave requested under A.4., the District requires appropriate certification that the teacher is able to resume work.

If the teacher fails to return to work, and the reason is not a serious health condition or other circumstance beyond the teacher's control, then the District may recover from the teacher the premium paid for maintaining the teacher's group health coverage during the leave.

The District may require certification that the teacher is unable to return to work, either that the teacher is unable to perform the functions of the position or that the teacher is needed to care for a spouse, child or parent.

IV. ASSOCIATION RIGHTS

- 4.1. Upon written request by the Association, the Board shall provide any compiled public information requested.
- 4.2. The Association may distribute information related to the official business of the Association by placing such information in the individual physical or electronic mail boxes of teachers and/or posting it on a designated bulletin board at each school.
 - A. Such material shall not suggest, urge, or propose any action by a teacher to violate, ignore, or resist any terms of this Agreement, Board policy or administrative regulation.
 - B. Political campaign or election material distributed by the Association may only be related to the official internal business of the Association.
- 4.3 After scheduling with the building principal, the Association may use school facilities for meetings of the Association. The Association shall reimburse the district for any additional expenses incurred by the district as a result of the usage of such facilities.
- 4.4 Association representatives may visit teachers for the purpose of transacting official business of the Association before and after the student day, provided that teachers are not interrupted or hindered in the performance of their assigned duties and/or professional responsibilities.
- 4.5 The Association shall receive a copy of the School Board Agenda at the same time as it is posted.
- 4.6 Whenever district-wide committees are formed that require teacher participation, the Association will be asked to provide a list of teachers eligible to serve on such committees, except for the district Professional Improvement/Development Committee which will be selected in accordance with state statutes.

Teachers serving on such committees during the school day shall not lose any pay as a result of such service.
- 4.7 The Association shall be provided leave to attend Association related activities. For each day of leave utilized, the Association shall reimburse the District for the actual cost of a substitute teacher if one is hired, or fifty dollars (\$50.00) if one is not hired.

V. GRIEVANCE PROCEDURE

5.1 Purpose

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of contract violation by the grievant.

5.2 Definitions

- A. A "grievance" is a claim by a teacher or teachers that there has been a violation, misinterpretation, or misapplication of the terms of this Negotiated Agreement that has affected that teacher or teachers.
- B. The "grievant" is the teacher or teachers making the claim.
- C. The "party in interest" is the teacher or teachers making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.
- D. "Days" except when otherwise indicated shall mean working days.

5.3 Procedure

- A. Level I - A teacher with a grievance shall first discuss the grievance individually with the immediate supervisor within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No written record will be made.
- B. Level II
 - 1. If the grievant is not satisfied with the disposition of his/her grievance at level one, he/she may file the grievance within five (5) days of the level one response with the immediate supervisor citing the article and section alleged to have been violated and the specific remedy sought.
 - 2. The immediate supervisor shall schedule and hold a formal meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.
 - 3.
- C. Level III
 - 1. If the grievant is not satisfied with the disposition of his/her grievance at level two, he/she may file the grievance within five (5) days of the level two response with the superintendent.
 - 2. The Superintendent shall schedule and hold a meeting with the grievant within ten (10) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.
- D. Level IV

1. If the grievant is not satisfied with the disposition of his/her grievance at level three, he/she may file the grievance within five (5) days of the level three response for transmittal to the Board.
2. The Board will hear the grievance at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final.

E. Right to Representation

The grievant and the administration may each be represented by a person of their own choosing at levels II, III, and IV of this procedure.

F. General Provisions

1. The grievant and the administration may include, at levels II, III, and IV of this procedure, such witnesses and evidence as each deems necessary to develop facts pertinent to the grievance. No witnesses or evidence may be presented at any level by the grievant unless such was presented at all previous levels. No witnesses or evidence may be presented at level IV by the administration unless such was presented at level III.
2. Decisions rendered at levels II, III and IV of the grievance procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association.
3. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
4. Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this Agreement.
5. Copies of official grievances, all documents, communications, and records dealing with the processing of a grievance will be filed in a separate chronological grievance file and will not be kept in the personnel files of any of the participants.
6. No reprisals shall be taken against the grievant, any witness, or other participant in the grievance procedures by any reason of such participation.
7. Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
8. Failure by the administration to respond within the required time limits to any level shall permit the grievant to immediately advance his/her appeal to the next level.

9. All meetings and hearings, with the exception of those at level IV, under this procedure shall not be conducted in public and shall include only parties in interest and their selected representatives.
10. Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for that grievance.
11. The Association may file a grievance as the "grievant" for alleged violations of Article IV, Association Rights, of this Agreement. If the action causing the grievance arose from a decision of an authority higher than the immediate supervisor, the grievance shall be filed at Level III, provided that informal resolution shall be attempted before the grievance is filed.
12. If a grievance arises from an action of an authority other than the immediate supervisor, the grievance may be initiated at Level III of this procedure.

VI. DURATION

- 6.1 This Agreement represents the full and complete agreements of the parties.
- 6.2 This Agreement shall remain in full force and effect and bind the parties during the 2018-2019 school year and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement.

Adopted:

President of the Board		President of the Association		
Date		Date		

APPENDIX A

Definitions

Immediate Family - spouse, child, parent, sibling, and corresponding relationships as established by marriage.

Non-Student Operational Work Day - A day designated for teachers to address instructional responsibilities. On such days, it is intended that required meetings would be kept to a minimum.

Site Professional Day - A day designated for staff development activities planned and developed through the collaboration of the principal, site improvement committee and the site staff development committee to support District goals.

District Professional Day - A day designated for staff development activities planned and developed by the District Professional Improvement Committee to support District goals.

Retirement – Satisfying the age and service requirements for retirement under Title 70 O.S. Section 17-105 as defined in OAC 715:10-15-2 (rules and regulations of the Oklahoma Teacher Retirement System).

Career Teacher –

- o Beginning in 2017-2018, a teacher will no longer be automatically granted career teacher status after three consecutive years.
- A teacher who has completed three consecutive, complete school years in one district with a rating of “Superior” for a least two of the three year with no rating below “Effective”, **OR**
- A teacher has completed four consecutive years complete school years in one district and averaged a rating of at least “Effective” over the four years and received ratings of at least “Effective” for the last two years of the four-year period, **OR**
- A teacher has completed four or more consecutive complete school years in one district and the principal submits a petition, specifying underlying facts for granting career status to the superintendent, the superintendent agrees, and the district board of education approves.
- Beginning in 2017-2018, the law also says that teachers who do not receive career teacher status in four years MAY be dismissed, subject to due process.

Probationary Teacher –

Beginning in 2017-2018, any teacher who has not met the requirements for Career Teacher Status will be considered a Probationary Teacher regardless of the length of their employment with the District.

Continuing Teacher Contract –

After the second complete school year of consecutive employment with the district, a teacher is placed on a continuing contract. The type of contract has no bearing on whether the teacher has obtained career teacher status.

Temporary Teacher Contract –

During the first two complete school years of employment with the district, a teacher is placed on a temporary contract. The district is under no obligation to have the teacher return after the first or second complete school year of employment.

Appendix B1: Memorandum of Understanding

The Board and Association representatives decided that the District Personnel and Business Finance departments will categorize and track leave usage during the 2018-2019 school year for the purpose of providing data for consideration during the bargaining for the 2018-2019 school year. The categories to be tracked include:

1. Sick Leave
2. School Business
3. 1st day paid personal business
4. Personal business at sub deduct
5. Non-use of both sick leave and personal business leave each semester
6. Other categories

The District Personnel and Business and Finance departments will report the tracking results to the Board and Association negotiation representatives prior to bargaining and updated if needed by June 30, 2018.

Adopted:

President of the Board Date

President of the Association Date

Appendix B2: Memorandum of Understanding

Incentive Grants to Teachers

An Incentive Grant Committee comprised of BEA, Board, and Administration members will convene if private, state, or federal funding becomes available for incentive grants or similar opportunities, provided (in accordance with HB 1521; 2015) that one-time incentive pay and one-time retention incentive pay for returning a second year shall not be subject to a negotiated agreement, and thus shall not be subject to the committee process.

Adopted:

President of the Board Date

President of the Association Date

Appendix B3: Memorandum of Understanding

Teacher Appraisal Committee

A Teacher Appraisal Committee (e.g. teachers, counselors, librarians, psychologists, nurses) comprised of BEA, Board, and Administration members will convene during the 2019-2020 school year for the purpose of studying and recommending implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE). The committee membership shall include five teachers designated by the BEA and five members, including Board of Education Members, designated by the Superintendent. The committee may recommend a course of action to the bargaining teams for the 2019-2020 negotiations.

Adopted:

President of the Board Date

President of the Association Date

APPENDIX D

INDEPENDENT SCHOOL DISTRICT NO. 30
Bartlesville, Oklahoma 74003

SEPTEMBER CONFERENCE FOR FIRST YEAR TEACHER

Teacher's Name _____ Date _____

Teacher Comments Concerning Needs (materials, curriculum guides, classroom management, etc.):

Administrator Comments and Suggestions:

Action To Be Taken:

By Teacher:

By Administrator:

Signature of Administrator

Signature of Teacher
(Signifying receipt of copy.)

TO THE TEACHER: Your signature indicates you have read and received a copy of this conference report. You may, if you desire, submit a statement of your own

APPENDIX E: Personal Development Plan (Sample Forms)



TLE System's Personal Development Plan and Follow-Up Report

Personal Development Plan (PDP)

Name <Click here and insert name of educator.>
Building Name OT
Date of PDP <Click here and select date from drop-down menu.>
Type of PDP <Required for all PDPs: click and choose the type of PDP from the drop-down menu>
Stand-Alone PDP Detail OT
Expectations and Action Plans OT

The evaluator and the educator will review this PDP on the following date and time:
OT at _____ [time] at _____ [location].

If additional reviews are necessary, insert the date(s), time(s) and location of those meetings: _____

Educator's Signature* _____ Date _____

Evaluator's Signature _____ Date _____

* The educator's signature is an acknowledgement that he or she received the PDP on the date indicated.

Important Notes for Evaluator:

- When creating a PDP and Follow-Up Report, the evaluator must rename the PDP template file via the "Save As" function within Word using the following format:
Site Code.Lastname.Firstname.Employee ID#.PDP.Date of Original PDP
When this document is accessed to add notes within the follow-up section, save the entire document without renaming the file.
- If more than one page is needed to complete the PDP, continue the document onto one or more additional pages. However, ensure that the educator's name, the building name and the date of the PDP are on each additional page.
- Evaluators are responsible for writing the PDP. If appropriate, an evaluator may write the PDP in collaboration with the educator receiving the PDP. The evaluator may seek assistance from outside sources when necessary—human capital partners, curriculum and instruction staff, legal counsel, etc. A PDP should support and assist the educator so that he or she becomes an effective educator. A PDP is typically issued when failure to comply with the directive(s) in the PDP may affect the educator's continued employment with the District. It may be issued in conjunction with an observation, an evaluation or as a stand-alone document.

Personal Development Plan Follow-Up Report

Name <Click here and insert name of educator.>
Building Name OT
Date of Follow-Up <Click here and select date from drop-down menu.>

Select one or more of the following descriptors, as appropriate, to organize the progress notes regarding the issues identified in the educator’s PDP:

- 1. Issues that have been addressed to an “effectiveness” level (if any)** OT

 - 2. Issues that have been addressed, but not to the level of “effectiveness” (if any)**** <Click here and describe any issues making progress but not yet to the level of “effectiveness.”>

 - 3. Issues that have not experienced any level of progress (if any)**** <Click here and describe any issues not exhibiting any progress.>
- Follow-Up Steps (if any)** <If there are follow-up steps, click here and enter the required actions.>

Educator’s Signature* _____ Date _____
Evaluator’s Signature _____ Date _____

*The educator’s signature is an acknowledgement that he or she received the PDP Follow-Up Report on the date indicated.

- Important Notes for Evaluator:**
- If additional follow-up meetings are necessary, the evaluator shall attach one or more additional pages to this file. Such pages shall (1) be dated, with the names of the educator and building site identified; (2) include all of the information requested on this page, including the signature information.

 - If the educator has any issues identified within category 2 or 3 as described below, the PDP can be continued with a statement of continuation and the identification of a new time line for growth and subsequent review. This information should be included within the “follow-up steps”

APPENDIX F

MINIMUM CRITERIA FOR EFFECTIVE TEACHING PERFORMANCE

I. Practice

A. Teacher Management Indicators

1. Preparation
The teacher plans for delivery of the lesson relative to short-term and long-term objectives.
2. Routine
The teacher uses minimum class time for non-instructional routines, thus maximizing time on task.
3. Discipline
The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).
4. Learning Environment
The teacher establishes rapport with students and provides a pleasant, safe and orderly climate conducive to learning.

B. Teacher Instructional Indicators

1. Establishes Objectives
The teacher communicates the instructional objectives to students.
2. Stresses Sequence
The teacher shows how the present topic is related to those topics that have been taught or that will be taught.
3. Relates Objectives
The teacher relates subject topics to existing student experiences.
4. Involves All Learners
The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.
5. Explains Content
The teacher teaches the objectives through a variety of methods.
6. Explains Directions
The teacher gives directions that are clearly stated and related to the learning objectives.
7. Models
The teacher demonstrates the desired skills.
8. Monitors the teacher checks to determine if students are progressing toward stated objectives.
9. Adjusts Based on Monitoring
The teacher changes instruction based on the results of monitoring.
10. Guides Practice
The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.
11. Provides for Independent Practice
The teacher requires students to practice newly learned skills without the direct supervision of the teacher.
12. Establishes Closure
The teacher summarizes and fits into context what has been taught.

II. Products

A. Teacher Product Indicators

1. Lesson Plans

The teacher writes daily lesson plans designed to achieve the identified objectives.

2. Student Files

The teacher maintains a written record of student progress.

3. Grading Patterns

The teacher utilizes grading patterns that are fairly administered.

B. Student Achievement Indicators

Students demonstrate mastery of the stated objectives through projects, daily assignments, performance, and test scores.

APPENDIX G

Standards of Performance and Conduct for Teachers

The following standards of conduct for teachers are adopted pursuant to HB 1017, 70 O.S. Supp. 1990 - 6-101, 21 & 22.

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their profession.

PRINCIPLE I: COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
6. Shall treat all students fairly and shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student,
7. Shall not use professional relationships with students for private advantage,
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II: COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the teacher:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications,
2. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute,
3. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position,
4. Shall not assist an unqualified person in the unauthorized practice of the profession,
5. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.
6. Shall not knowingly make false or malicious statements about a colleague,
7. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

APPENDIX H

TLE Appraisal Forms & Methods

Composite Weighted Averages for Annual Evaluations

The 2014-2015 versions of these TLE rubrics remain in effect and are posted as attachments on the district website under Staff Links > TLE Appraisals

[Teachers Observation and Evaluation Rubric](#)

[Counselors Observation and Evaluation Rubric](#)

[Librarians Observation and Evaluation Rubric](#)

[Speech/Language Pathologists & School Psychologists Observation and Evaluation Rubric](#)

[Nurses Observation and Evaluation Rubric](#)

Composite Weighted Averages for Annual Evaluations

The appropriate rubric is used to rate an employee's effectiveness in the TLE system dimensions on a 1-to-5 scale on the two or more **Observations** made during the school year, with 1 = Ineffective, 2 = Needs Improvement, 3 = Effective, 4 = Highly Effective, and 5 = Superior.

The **Observation** ratings are averaged into domains, weighted as follows:

Teacher	Counselor	Librarian	Nurse	Speech-Lang Path / School Psychologist
Classroom Management 6 / 30%	Counselor Center Management 3 / 20%	Library Management 8 / 35%	Program Management 4 / 35%	Organization and Management 4 / 30%
Instructional Effectiveness 10 / 50%	School Counseling Effectiveness 5 / 30%	Instructional Effectiveness 7 / 40%	Instructional Skills 1 / 10%	Instructional Support 5 / 45%
-	-	-	Prof. Services 3 / 35%	-
Professional Growth / Continuous Improvement 2 / 10%				
Interpersonal Skills 1 / 5%	Interpersonal Skills 2 / 10%	Interpersonal Skills 2 / 10%	Interpersonal Skills 1 / 5%	Interpersonal Skills 1 / 10%
Leadership 1 / 5%	Leadership 2 / 20%	Leadership 2 / 5%	Leadership 1 / 5%	Leadership 1 / 5%
20 Dimensions	14 Dimensions	21 Dimensions	12 Dimensions	13 Dimensions

A **Composite Weighted Average** is calculated from the above dimension/domain ratings for the annual **Evaluation** to assign an overall rating as follows:

average < 1.8	Ineffective
1.8 ≤ average < 2.8	Needs Improvement
2.8 ≤ average < 3.8	Effective
3.8 ≤ average < 4.8	Highly Effective
4.8 ≤ average	Superior

- Any rating of 1 or 2 in the annual Evaluation, on any of the dimensions, requires a Personal Development Plan.
- Any rating of 4 or 5 in the annual Evaluation, on any of the dimensions, requires a supporting narrative comment in the Evaluation.

2020-2021

Classified Employee
Agreement Manual



Educating and Enriching Lives

Bartlesville Public School
District

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BARTLESVILLE PUBLIC SCHOOLS
Meet and Confer

Procedural Agreement

The Bartlesville Board of Education (hereinafter referred to as “Board”) and the Bartlesville Education Classified Personnel Organization (hereinafter referred to as “Organization”) hereby enter into the following agreement regarding an orderly process which involves dialogue in an effort to find a mutually satisfactory basis for agreement regarding wages, hours, fringe benefits and other terms and conditions of employment. This process is being used by the parties in lieu of a more formal negotiation process.

ARTICLE I – RECOGNITION

The “Board” recognizes the “Organization” as the exclusive bargaining agent for all employees who are not required by their job description to be a principal, licensed or certified teacher, superintendent or other administrator of the District as provided in Oklahoma Statutes.

ARTICLE II – INDIVIDUAL RIGHTS

Support Employees shall have the right to join and participate in and support the “Organization” as well as refrain from such activities. No support employee shall be discriminated against by the “Board” or any administrative officer of the District or the “Organization” because of employee’s membership, participation, or support of the “Organization” or lack thereof.

Article III – SCOPE AND PURPOSE

The “Board” and the “Organization” must “Meet and Confer” (which is a form of informal negotiations) with an open dialogue in an effort to find a mutually satisfactory basis for agreement regarding wages, hours, fringe benefits and other terms and conditions of employment. This agreement shall not abrogate, limit or restrict the legal rights, obligations and powers of the “Board” including the right to make policy rules and regulations. The “Board” and the “Organization” agree that no negotiations will occur on any duty reserved to the “Board” by statute or court order.

Article IV – PROCEDURE

- 4.1 The parties agree to begin the “Meet and Confer” process between May 1 and May 31 unless mutually agreed upon by the parties through the Superintendent or designee(s) and the Organization President. The time and location of each meeting will be established by mutual agreement of the parties.
- 4.2 It is the responsibility of each party to furnish public information on agenda items when asked by the other party.
- 4.3 Either party may utilize the services of outside consultants to assist in the “Meet and Confer” process. Each party shall be responsible for the expense of its consultant.
- 4.4 The parties agree to “Meet and Confer” in good faith regarding wages, hours, fringe benefits and other terms and conditions of employment placed on the agenda in accordance with the procedures above. Good Faith shall mean that the parties will afford each other the opportunity to fully explain and document their point of view in an effort to find a mutually satisfactory basis for agreement.
- 4.5 When final agreement is reached, it shall be submitted by the Superintendent to the “Board” for action. If an agreement cannot be reached, the Superintendent shall forward his/her recommendation and rationale to the “Board” for action.
- 4.6 The “Board” will consider the recommendation(s) at its next regularly scheduled meeting or at a special meeting called for that purpose. The “Board”, if it so desires, may adjourn to executive session in accordance with the provisions of the Open Meeting Law. The “Board” will afford an “Organization” representative the opportunity to address the “Board” before the “Board” takes final action on the Superintendent’s recommendation.
- 4.7 After approval by the “Board” the terms of the agreement shall be implemented.

ARTICLE V – SAVINGS CLAUSE

- 5.1 If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement and all other provisions or application of the Agreement shall continue in full force and effect.

ARTICLE VI – PROCEDURAL AGREEMENT STATUS

- 6.1 This Agreement, when adopted and signed by all parties, shall remain in effect for successive fiscal year periods. Either party desiring changes in this Agreement shall

notify the other party in writing between January 1 and January 31 of that year. Once such notice is given, the parties shall meet on a mutually agreeable date, within thirty (30) days to begin good faith efforts on a new Procedural Agreement.

6.2 In the event that the "Organization" disbands or otherwise ceases to be the recognized bargaining agent, this Agreement shall be null and void on the date of such disbanding or cessation of representation.

6.3 This Agreement becomes effective on the date it has been ratified by both parties.

WITNESS OUR HANDS this _____ day of _____, 2004

Superintendent

BECPO President

ADOPTED by the Bartlesville Board of Education _____ May 19, 2003

ATTEST:

President, Board of Education

Clerk of the Board

EMPLOYMENT PROVISIONS

EMPLOYMENT PRACTICES

The Bartlesville Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion or veteran status in their educational programs or activities. This includes, but is not limited to recruitment, admissions, educational services and activities, financial aid and employment. Inquiries concerning application of this policy should be referred to the Superintendent's designee, phone 918-336-8600 or fax 918-336-6543.

In accordance with Oklahoma Statutes Title 70, Section 5-113.1, the Board of Education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member. However, if such relative is employed with the school District prior to the election of the Board member, such employment may continue.

The District will provide reasonable assurance in writing to classified employees that the District intends to employ for the subsequent school year no later than ten days after the effective date of the education appropriation bill or by June 1, whichever is later. Classified employees who are not going to be rehired for the next school year due to reduction in force should be given written notice two (2) weeks (minimum) prior to the last working day of the employee.

Classified employees will be notified of their first and last contracted workdays for the next succeeding school year by May 1st. Such notification is tentative and subject to change as necessary to best meet the needs of the students and the overall responsibilities of the District.

The following guidelines shall govern employment practices within this District.

1. All applicants for employment, whether solicited or unsolicited, must produce sufficient and satisfactory identification which shows United States citizenship, or in the case of applicants who are not United States citizens, authorization to seek and hold employment in the United States.
2. Classified personnel will be interviewed for the existing vacancy by the appropriate Supervisor, Director, Building Principal, or the Superintendent's designee.
3. The administrator with authority for recommendation will complete a "Request for Contract" form for the applicant.
4. After the Superintendent or Superintendent's designee has heard the administrator's recommendation and there is general agreement on the selection, the Superintendent's designee will countersign the Request for Contract and a contract will be prepared. Recommendations from the Superintendent shall be submitted to the Board of Education for approval at the next monthly meeting. The execution of an employment contract constitutes a pledge on the part of the employee to accept the policies of the Board of Education and to cooperate with the Superintendent in the administration of school policies.

NON-DISCRIMINATION

The Bartlesville Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion or veteran status in their educational programs or activities. This includes, but is not limited to recruitment, admissions, educational services and activities, financial aid and employment. Inquiries concerning application of this policy should be referred to the Superintendent's designee, phone 918-336-8600 or fax 918-336-6543. This policy will prevail in all matters concerning staff, events, students, the public, employment, educational programs and services, facilities access, and individuals, companies, and firms with whom the Board does business.

The Board directs the Superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

Individuals with Disabilities Employment Practices (Policy DAC)

It is the policy of the Bartlesville Public Schools that no qualified person shall be subject to employment discrimination on the basis of a disability. All employment decisions shall be made in such a manner that disabled employees shall not be segregated or classified in such a way that adversely affects their employment opportunities in this school district.

The Superintendent's designee is hereby designated to be the disabled individuals' coordinator of the public schools. The Superintendent's designee shall have the responsibility of seeing that the disability-related policies are implemented and followed.

Notice of Policies

The coordinator shall take appropriate steps to notify all employees and applicants for school positions that the school district does not discriminate against disabled individuals in admission to, or employment in, the school district.

Post-offer Medical Examinations

After a conditional offer of employment is made, no physical can be required unless all applicants for the same job category are required to take medical exams and provided the examination results shall not be used to discriminate against disabled employees. Any medical information will be treated as confidential except that:

1. Supervisors may be informed of the work restrictions of disabled employees;
2. First aid and safety personnel may be informed of any condition that might require emergency treatment; and
3. Government officials investigating the district's compliance with federal disability laws may be provided with such information.

A disabled person need not be hired if the medical examination reveals:

1. The applicant's condition might pose threats to the safety of other employees;
2. The disability might be made more severe by a particular job's requirements.

Employment Criteria

The district shall not use any employment test that screens out disabled applicants, unless:

1. The test or criterion used is job-related for the position which the applicant is seeking. "Job-related" means that the test accurately predicts the applicant's ability to perform the essential functions of the particular job.
2. Alternative job-related test or criterion which do not screen out disabled applicants are not available.

General Provisions

The following procedures will be followed:

1. There will be no discrimination against disabled persons in the recruitment, advertising, and processing of applications.
2. Essential and nonessential functions of a district job shall be established so that every applicant shall know what fundamental attributes are needed for a particular position.
3. Pre-employment questions regarding the applicant's ability to perform essential functions of a job effectively and safely may be asked.
4. No school policy or collective bargaining agreement shall award a lower rate of pay to a disabled person than is awarded to non-disabled persons performing the same job.
5. Disabled persons will be treated the same as non-disabled employees in regard to seniority lists, job descriptions, job assignments, employee leaves, fringe benefits, and employer sponsored activities.
6. Disabled persons shall have the same parking facilities as those provided to other employees.
7. Reasonable accommodations will be made to the known physical and mental limitations of otherwise qualified disabled persons unless such accommodation would impose an undue hardship on the operation of the school district. No structural change need be made in any existing school facility if other methods can effectively accommodate the disabled employee. The district is not required to make each school facility or every part of its facilities accessible to all disabled employees if the school program in its entirety is accessible to disabled employees.

Grievance Procedures

If any applicant or employee feels that discrimination has been made on the basis of a disability, such person shall, as soon as possible, notify the coordinator about the problem. The coordinator shall, within three work days after notification of a complaint, confer with the person about the alleged discrimination. If the coordinator feels that there is discrimination, the coordinator shall take appropriate steps to correct the discriminatory conditions. The coordinator shall inform the person submitting the complaint of what actions are to be made. If the coordinator finds that no discriminatory practice exists, the coordinator shall inform the person of such findings. The person submitting the complaint may ask to be heard at the next school board meeting and the coordinator shall see that this matter is placed upon that meeting's agenda. The disabled person shall have the opportunity to inform the board of education of the basis for the discrimination complaint. The board of education shall take whatever actions are needed to correct any disability problem which it finds to exist.

SEXUAL HARASSMENT (Policy DA)

The policy of this school District forbids discrimination against any employee or applicant for employment on the basis of sex. The Bartlesville Board of Education will not tolerate sexual harassment by any of its employees. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel.

1. General Prohibitions
 - A. Unwelcome Conduct of a Sexual Nature
 - 1) Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding", "teasing", double meanings, and jokes.
 - 2) Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
 - 3) An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

B. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- 1) Submission to the conduct is made either an explicit or implicit condition of employment.
- 2) Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- 3) The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

2. Specific Prohibitions

A. Administrators and Supervisors

- 1) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- 2) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

B. Non-Administrative and Non-Supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

3. Report, Investigation, And Sanctions

A. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.

- 1) Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision.
- 2) Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile, offensive working environment.
- 3) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or his Designee has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

FAIR LABOR STANDARDS ACT (Policy CKA)

The Bartlesville Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This District will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The District will cooperate with all state agencies and maintain compliance.

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. Time sheets shall be kept for all nonexempt employees at each work site and maintained and supervised by each employee's immediate supervisor. Employees are directed to clock

in each day at the beginning of the work shift, clock out for lunch time, clock in upon return to work after lunch, and clock out when they quit working that day. Employees are not to work outside of that scheduled work time without prior approval of their supervisor.

2. All time outside of the employee's contract must be approved by the employee's immediate supervisor prior to performing the work. All requests for overtime or comp time must be in writing. All extra work must be reported in writing. An employee who works extra time without prior approval from their immediate supervisor and/or fails to report overtime worked may be subject to disciplinary action which may include termination.
3. The district establishes the following class guide for job classification of exempt and nonexempt employees as defined in the Act:

EXEMPT PERSONNEL

Executive Assistant to the Superintendent
Family Support Coordinator
Payroll Supervisor
Percussion Instructor
Physical Therapist
Safe and Drug Free Schools Coordinator
Strength and Conditioning Coordinator

NONEXEMPT PERSONNEL

Secretaries/Assistants/Registrars
Bus Drivers
Teacher Assistants
Mechanics
All others not identified as "Exempt"

4. This district will pay all nonexempt employees at least the federal minimum wage and time and a half or permit compensatory time off at time and a half for all hours worked which exceed 40 hours in a work week.
5. The Work Week is established as 12 A. M. Monday through 11:59 P.M. Sunday.
6. An employee may choose to receive money or compensatory time for overtime payment. If release time is not given within the workweek, compensatory time at time-and-a-half shall be allowed for this overtime work if the employee so elects. Any hours up to 40 hours must be paid for. Compensatory time will only be permitted for hours above 40 in a work week. Employees may accrue no more than 240 hours of compensatory time. This time may not be carried over to the next fiscal year. Any unused compensatory time will be paid at the end of the fiscal year.
7. An employee who is nonexempt and who performs an additional nonexempt job shall be compensated for overtime at time-and-a-half for those hours worked beyond the forty hour workweek.
9. Time spent by an employee who is required to remain on-call on the school district's premises is considered work time.

GRIEVANCE PROCEDURES (Policy DF)

The Bartlesville Board of Education believes that classified school employees should be provided a just procedure by which grievances may be heard and acted upon in a timely and orderly fashion. Therefore, it is the policy of the Board of Education that the administration and representatives of the Bartlesville Education Classified Personnel Organization shall cooperatively develop a grievance procedure which will provide an effective means for both individual employees and a group of employees to express any concern about the interpretation or administration of Board policy and/or administrative regulations.

1. An employee with a grievance may request a conference, in writing, with the employee's immediate supervisor to discuss the problem informally. Any request for a conference shall be filed not later than ten working days following the employee's knowledge of the alleged grievance.
2. If the employee is not satisfied with the results of the discussion with the immediate supervisor, the employee may request a hearing with the immediate supervisor's superior and continue through the proper line of authority to the Superintendent of schools or until the employee is satisfied.
3. If the employee has exhausted the hearing through the Superintendent of schools and is still dissatisfied with the response, the employee may file a written grievance report with the president of the Board of Education.
4. The grievance will be placed on the agenda for the next regular Board of Education meeting provided it reaches the Superintendent's office or the president of the Board of Education at least one week prior to that meeting. If the request is not submitted to the proper destination at least one week prior to the next regular Board of Education meeting, the request will be placed on the agenda at the second regular meeting. The Board's decision shall be final.
5. After step 1, each request for a hearing and each response from the supervisor to the employee following each hearing shall be in writing.
6. After step 1, each request for a hearing must be filed within five working days immediately following the response from the preceding hearing.
7. The written response from each step in the grievance procedure shall be submitted to the employee and the employee's immediate supervisor not later than five working days immediately following the hearing.
8. After step 1, the employee shall have the right to be represented at any requested hearing by a person of the employee's choice.
9. Any group of employees who wish to file a grievance shall also follow steps 1-8.
10. Nothing in this policy shall deprive any employee or employees of any right or privilege granted by any federal, state, or local law or policy or by any written agreement between the employee or employees and the Board of Education.
11. No prejudice or penalty of any kind shall be enacted against an employee or employees because they have availed themselves to the provisions of this policy.

EMPLOYEE APPRAISAL

1. The Bartlesville Board of Education believes that the primary purpose of appraisal is to improve performance and that improvement of individual performance is not accidental but is accomplished through deliberate effort. The Board believes that successful job performance is a joint achievement and unsuccessful job accomplishment is a shared responsibility.
2. The appraisal procedure for classified staff shall be jointly developed by members of the administrative staff, classified staff and approved by the administration. During the process of appraisal, no person shall be discriminated against for exercising any right or privilege granted by any local, state, or national laws or by any policies, agreements, and/or approved practices of Independent School District Number 30.
3. The Classified Employees shall receive a Job Performance Appraisal at least once each school year, prior to the end of the individual's contract year.
4. The Job Performance Appraisal will be:
 - a. Completed by the Employee's supervisor
 - b. Shared and discussed with the Employee
 - c. Signed and dated by the supervisor and Employee
 - d. Distributed as follows:
 - i. The original copy will be returned to the Superintendent's designee.
 - ii. One copy will remain in the working files of the supervisor.
 - iii. One copy will be given to the employee.
5. Any Admonishment/Plan for Improvement, issued and signed by the supervisor and signed by the Employee shall become a part of the Employee's evaluation file.

CLASSIFIED PERSONNEL SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT

1. Definitions

- A. "Classified Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.
- B. "Full-time Classified Employee" shall mean a classified employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.
- C. "Suspension without pay" shall mean the temporary denial of a classified employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(i), below or as a suspension pending investigation as provided in paragraph 4.B(ii), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the classified employee shall receive full pay and other benefits for the period of suspension.
- D. "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the classified employee perceives a significant hazard in keeping the classified employee on the job, in which event the classified employee may be asked to immediately leave the district's premises and the classified employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.
- E. "Demotion" shall mean a reduction in pay during the term of the classified employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- F. "Termination" shall mean the discharge of the classified employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the classified employee's contract.
- G. "Non-reemployment" shall mean the failure to offer a classified employee a new contract for the next successive school year after the contract under which the classified employee is presently employed has expired.

2. Policy on Suspension, Demotion, Termination or Non-Reemployment of Full-Time Classified Employees

A full time classified employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any classified employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause for Suspension, Demotion, Termination or Nonreemployment

- A. A classified employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:
 - i. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the district; or
 - ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- B. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each classified employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to classified employees.

4. Procedures for Suspensions without Pay, Terminations and Demotions

- A. Any full-time classified employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time classified employee shall receive the following hearing rights:
 - i. The superintendent of schools or his or her designee shall orally advise the classified employee of the cause or basis for the proposed disciplinary action;
 - ii. The superintendent of the district or his or her designee shall explain to the classified employee the evidence against the classified employee;
 - iii. The superintendent of the district or his or her designee shall allow the classified employee an opportunity to present his or her side of the matter.
- B. After the classified employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:
 - i. Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii. Suspension without pay pending investigation as to whether cause exists for the termination of the classified employee;
 - iii. Demotion of the classified employee;
 - iv. Termination of the classified employee;
 - v. Conclude that no disciplinary action is appropriate.
- C. The classified employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.

5. Procedures for Non-Reemployment

Prior to being non-reemployed, a full-time classified employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

- A. The board of education or the superintendent of the district or his or her designee shall advise the classified employee, in writing, of the board's intention to consider and act on the non-reemployment of the classified employee for the subsequent fiscal year;
- B. The written notification shall set out the cause(s) for such action;
- C. The classified employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

6. Procedures for Appeal to the Board Of Education

- A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the classified employee shall receive notice of his/her right to a hearing before the board of education as herein provided.
- B. All notices shall be sent to the classified employee by certified mail at the address of the classified employee shown on the school records. If the classified employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the classified employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.

- C. A classified employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the postmark on the notice if the classified employee desires a hearing before the board of education. If the classified employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark on the notice that the classified employee requests a hearing, the classified employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.
- D. Hearing before board of education:
- i. Upon timely notice as set forth above, the classified employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next or next succeeding, regularly scheduled board of education meeting. At the request of the classified employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the classified employee's request.
 - ii. At the hearing before the board of education, the classified employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf and to present any relevant evidence or statement which the classified employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the classified employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the classified employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district administration. The classified employee shall then have the right to present his/her side of the matter. After both the district administration and the classified employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.
 - iii. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the classified employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.
 - iv. The decision of the board of education at the hearing shall be final and non-appealable.

7. Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of classified employees.

A classified employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Excessive unexcused absenteeism.
6. Chronic absenteeism for any reason.
7. Chronic tardiness.
8. Wasting time or loitering during working hours.
9. Leaving work area during work hours, without permission, for any reason.
10. Possession of weapons on school premises or in school district vehicles or while on duty.
11. Removing school district property or records from school district premises without proper authority.
12. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
13. Theft or misappropriation of property of employees, students or of the school district.
14. Sabotage.
15. Distracting the attention of others.
16. Refusal to follow instructions of supervisor.
17. Refusal or failure to do work assignment.
18. Unauthorized operation of machines, tools, or equipment.
19. Threatening, intimidating, coercing or interfering with employees or supervisors.
20. Threatening, intimidating, coercing or exploiting students.
21. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
22. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
23. Creating or contributing to unsanitary conditions.
24. Practical jokes injurious to other employees, students or school district property.
25. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
26. Disregard of known safety rules or common safety practices.
27. Unsafe operation of motor driven vehicles or equipment.
28. Operating machines or equipment without using the safety devices provided.
29. Gambling, lottery, or any other game of chance on school district property.
30. Unauthorized distribution of literature, written or printed matter of any description on school district property.
31. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
32. Poor workmanship.
33. Immoral conduct or indecency including abusive and/or foul language.
34. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
35. Walking off job.
36. Clocking in or out on another employee's time card or time sheet.
37. Smoking in an unauthorized area.
38. Refusal of job transfer, if the transfer does not result in a demotion.
39. Abuse of "breaks" (rest periods) or meal period policies.
40. Insubordination of any kind.
41. Dishonesty of any kind, including withholding pertinent information from a supervisor.

42. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
43. Misuse or abuse of any school district leave policy or guidelines.
44. When it is in the best interest of the school district, any classified personnel may be suspended, demoted, terminated or nonreemployed.
45. Because of the difficulty of retaining competent classified employees on a temporary basis over an extended period of time, a classified employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

REFERENCE: 70 O.S. §6-101.40, et seq.

CROSS-REFERENCE: Policy DC, Employment Practices

REDUCTION/REEMPLOYMENT OF CLASSIFIED STAFF

(Policy DHD) (Regulation DHD-R)

The following procedures shall govern the reduction in force of classified staff (hereinafter referred to as RIF). Such procedures are subject to revisions when necessary to insure accomplishment of the educational aims of the school system or to insure compliance with State and Federal laws relating to employment decisions. For the purpose of determining reduction of classified staff, the following will be used in the order listed.

Attrition

The number of persons affected by a reduction-in-force will be kept to a minimum by not employing replacements insofar as practicable for employees who retire or resign. To achieve educational aims, it may be necessary to hire replacements for some positions if other employees in the system do not possess the skills, qualifications, and experience for the position and the position is one that needs to be filled. However, qualified employees within the system will have the opportunity to fill open positions before applicants outside the system are considered. Attrition may not be sufficient to accomplish a reduction-in-force in full.

Seasonal, Temporary, and Non-Contracted Employees

Reduction-in-force not achieved through attrition will be made by first terminating seasonal, temporary, and non-contracted employees. Thereafter, the basis shall be seniority with the Bartlesville school system.

Seniority

District seniority shall be defined as the total length of continuous service as a classified employee within the District commencing on the day employee goes on contract. District and site reduction-in-force will be by seniority within the job position District-wide. (Job position will hereinafter refer to a position that is similar in description; i.e. qualifications, skills, and experience; to the position the RIF'd employee was holding at the time of the RIF. Ex: Bus drivers = bus drivers, elementary attendance officer = elementary attendance officers, etc.) The employee affected by reduction-in-force will be allowed to displace the least senior employee in the job position affected by the RIF. Employees who are laid off due to a reduction-in-force and who are subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of layoff. If seniority is equal, the employee to be reduced shall be determined by administration.

Reinstatement

Reinstatement rights under this policy will exist for the school year following a termination due to a reduction-in-force and will be governed by the following conditions:

1. Reinstatement will also be based on seniority. The reverse order of layoff should be applied, providing that the Superintendent's office is advised in writing of the current telephone number and mailing address for the direct communication.
2. RIF'd employees who are offered and who decline reinstatement shall be deemed to have waived any rights to reinstatement under this policy and will not be offered reinstatement in other such openings that may occur later in the school year. Decline of an offer for reinstatement in a job position other than that from which terminated will not jeopardize the right to be offered other openings of the same job that may occur later in the school year.
3. Employees not offered reinstatement in the course of the school year following their layoff must make application for employment in accordance with established District procedures if they desire to be considered for employment in any school year beyond the school year following their notice of layoff.
4. Classified employees who are recommended not to be rehired for the next school year due to reduction-in-force should be given written notice of that recommendation two (2) weeks (minimum) prior to the last working day of employment unless the District does not have knowledge prior to the legal date of June 1st.

CLASSIFICATION PLAN FOR CLASSIFIED PERSONNEL

1. Human Resources is responsible for the proper classification of all jobs in accordance with the standards established by Board of Education policies.
2. Job descriptions identifying each position shall be written and an analysis made of the duties involved. An annual review of at least one-third of all Job Titles shall be conducted to accurately reflect the current requirements of each job description and to evaluate the relative position of each job on the approved salary schedule.
3. Provisions will be made for receiving recommendations for adjustments by individual supervisors as an immediate need is identified and are subject to the following procedures:
 - A. Changes in the duties and responsibilities of a department involving either the addition or elimination of new positions, or the modification of existing ones (request for reclassification), are requested in writing by the evaluating administrator to the Superintendent's designee accompanied by a letter of justification and a revised job description.
 - B. A Personnel Committee will review each request, arrive at a salary schedule placement, and submit the request to the Superintendent with a recommendation for approval or denial.
 - C. This Personnel Committee consists of the following:
 Superintendent's designee
 BECPO President
 Administration Representative
 Classified Staff Representative
 - D. All final determinations are subject to the acceptance and approval of the Superintendent and the Board of Education.

TEACHER ASSISTANTS

It is the practice of the Bartlesville Board of Education that teacher assistants will be employed for the school term only. Employment will be offered if funds are available, the educational need exists in a particular program, and the applicant possesses the required skills. All TA's are required by Bartlesville Public Schools to be "Highly Qualified" prior to employment according to SDE guidelines. This Highly Qualified status can be gained by achieving at least ONE of the following:

1. Complete two years of study (48 hours earned) at an institution of higher education; OR
2. Obtain an Associate's Degree (or higher); OR
3. Pass the OGET (Oklahoma General Education Test)OR
4. Pass the WorkKeys Test
5. Pass the ParaPro Test

DRUG AND ALCOHOL USE TESTING FOR BUS DRIVERS

(Policy DCA1) July 1, 2004

I. PURPOSE

The purpose of this Policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This Policy is intended to comply with the School District's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

II. DEFINITION OF TERMS

Certain terms used in this Policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
3. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
4. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration and placed on a conforming products list for such devices.
5. "Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
6. "BAT" means a qualified breath alcohol technician.
7. "Blind specimen" means a specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from an employee specimen.
8. "Cancelled test" means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive nor a negative test.
9. "CDL" means commercial driver's license.
10. "Collection site" means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.
11. "Confirmatory drug test" means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.
12. "Confirmed drug test" means a confirmatory drug test result received by a MRO from a laboratory.
13. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), opiates, or a metabolite of any of these substances.
14. "Designated employer representative" ("DER") means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.
15. "Dilute specimen" means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.
16. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.

17. "EBT" means an evidential breath testing device on the National Highway Traffic Safety Administration's Conforming Products List for Evidential Breath Measurement Devices for the evidential testing of breath at the .02 and .04 alcohol concentrations.
18. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.
19. "Oklahoma Act" means the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.
20. "Initial drug test" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.
21. "Initial validity test" means the first test used to determine if a specimen is adulterated, diluted, or substituted.
22. "Invalid drug test" means the result for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.
23. "Medical review officer" ("MRO") means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
24. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
25. "Screening Test Technician" ("STT") means a person who instructs and assists employees in the alcohol testing process and operates an ASD.
26. "Service agent" means any person or entity, other than an employee of the employer, who provides services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements.
27. "Split specimen" means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
28. "Stand-down" means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.
29. "Substance Abuse Professional" ("SAP") means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
30. "Substituted specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
31. "Verified test" means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

III. REQUIRED TESTING & CONSENT

The following testing is required of all drivers:

PRE-EMPLOYMENT TESTING AND CONSENT

A driver must pass a drug and alcohol use test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.

Alcohol Testing

A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will not be required if:

1. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and
2. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

Controlled Substances

The driver must receive a confirmed negative drug use test result from a medical officer, except that no testing is required if:

1. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and
2. While participating in the program, the driver either
 - a) was tested for drug use within six months prior to the date of employment application or
 - b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and
3. The driver provides evidence that no prior employer of the driver has any record of a violation of drug use rules by the driver within the previous six months.

Preemployment Consent

The School District shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver during the two (2) years before the date of the driver's application to a position requiring safety-sensitive duties:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the School District shall request that the driver produce it.
6. A driver may not perform safety-sensitive functions if she/he refuses to consent in writing to the release of the above information.
7. Drivers are responsible for furnishing the District with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.
8. The School District shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver's first performance of safety-sensitive functions.
9. Prior to the driver's first performance of safety-sensitive functions, the School District shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test:
 - a. administered by a DOT-regulated employer,
 - b. in connection with a position for which the driver applied,
 - c. involving the driver's failure to obtain safety-sensitive transportation work, and
 - d. over the period of two years preceding the date of the employee's application for employment with the School District. If the driver admits to a positive test or a refusal to test within the past two years, the School District shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

Consequences Associated with Preemployment Testing.

The School District may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the District in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the District's policies and procedures applicable to employee termination.

POST-ACCIDENT TESTING

Alcohol

As soon as practical following an accident, an alcohol test will be administered to the following drivers:

1. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.
2. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within two hours of the accident. If the test is not administered within that time, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the School District.

Controlled Substances

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

1. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.
2. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

RANDOM TESTING

Random drug and alcohol use testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout a nine (9) month period.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random drug or alcohol use testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be twenty five percent (25%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

REASONABLE SUSPICION TESTING

Drug and Alcohol use testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this Policy.

Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for drug use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a test for reasonable suspicion of drug use. The record will be signed by the supervisor who made the observations. The record will be made within twenty four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

RETURN TO DUTY TESTING

1. Returning after Reasonable Suspicion of Alcohol Abuse Determination.

A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until:

- a. an alcohol test shows a concentration of less than 0.02; or

- b. 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol misuse.

2. Returning after Violation of Prohibitions in this Policy.

- a. A driver who has engaged in conduct prohibited by this Policy shall not be permitted to perform safety-sensitive functions until s/he first passes a drug use test and/or an alcohol test with an alcohol concentration of less than 0.02.
- b. A driver who has violated a provision in this Policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

FOLLOW-UP TESTING

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or drug use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up drug and alcohol use tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The School District must carry out the SAP's follow-up testing requirements.

IV. TEST PROCEDURES

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

Alcohol Testing Procedures

Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD.

When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician's name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either:

1. printed on the testing form; or
2. affixed to the form with tamper-evident tape.

If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the School District's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.

If the breath test is 0.02 or higher, a confirmation test is required. The confirmation test must be conducted no less than fifteen (15) and no more than thirty (30) minutes after the screening test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs.

If the confirmation test result is lower than 0.02, nothing further is required of the driver.

If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.

Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test:

1. failure to appear for any test within a time required to appear;
2. failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation;
3. failure to cooperate with any part of the testing process;
4. failure to sign the alcohol testing form or ATF certification;
5. failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test;
6. failure to undergo a medical examination or evaluation due to insufficient breath sampling;
7. leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

Procedure for an Alcohol Screening Test Using Saliva ASD

When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver prefers not to use the device, the STT may insert the device into the driver's mouth and gather saliva.

Procedures for Collection of Urine Specimens.

1. All urine collections must be split specimen collections.
2. The School District must direct an immediate urine collection under direct observation with no advance notice to the driver if the laboratory reported to the Medical Review Officer ("MRO") that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result, or the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
3. The School District may direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.
4. A driver must receive an explanation of the reasons for a directly observed collection. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

Procedures for Testing of Urine Specimens.

1. Testing of urine samples for drug use shall be performed by a laboratory certified by the federal Department of Health and Human Services ("DHHS") under the National Laboratory Certification Program.
2. Drug use testing may only be performed for the following five drugs or classes of drugs:
 - a. marijuana metabolites,
 - b. cocaine metabolites,
 - c. amphetamines,
 - d. opiate metabolites,
 - e. phencyclidine (PCP).
3. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.
4. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.

5. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.
6. If a driver makes a timely request for a split specimen test, the School District must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the School District must pay for the split specimen testing and seek reimbursement from the driver.
7. The MRO will report split specimen test results to the DER and driver.
8. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.
9. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.
10. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.
11. The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, and/or PCP unless the driver presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.
12. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver's medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.
13. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

V. PROHIBITIONS

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

ALCOHOL

1. The driver has an alcohol concentration of 0.02 or higher as measured on a breath test.
2. The driver displays behavior or appearance characteristics of alcohol misuse.
3. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.
4. The driver possesses alcohol while on duty.
5. The driver uses alcohol during duty performance.
6. The driver has used alcohol within the four hours prior to performing duties.
7. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.
8. The driver has refused to take a breath test for alcohol use.

9. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

CONTROLLED SUBSTANCES

1. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
2. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
3. The driver has a positive confirmed test for a controlled substance.
4. The driver displays behavior or appearance characteristics of drug use.
5. The driver has refused to take a drug use test.

REFUSAL TO TEST

A driver has refused to take a drug or alcohol use test if s/he:

1. Fails to appear for any test as directed by the School District.
2. Fails to remain at the testing site until the testing is complete.
3. Fails to provide a urine specimen.
4. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.
5. Fails to permit a directly observed or monitored collection.
6. Fails or declines to take a second test the School District or collector has directed.
7. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.
8. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).
9. Has a verified adulterated or substituted test result.

VI. STANDING DOWN EMPLOYEES

Stand-down is "the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result." DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.

A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

The District may assign a driver non-driving duties pending the receipt of a verified test result when the District has reasonable suspicion to believe the employee is impaired.

When the District does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

VII. REFERRAL AND TREATMENT

A driver who violates any of the Prohibitions in this Policy shall be advised of Policy DCAA.

The Employee Assistance Program, a program through which employees may be referred to third party providers who offer, at the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance abuse counseling, treatment or rehabilitation.

A driver who violates any of the Prohibitions in this Policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with drug or alcohol misuse. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process. If the driver is identified as needing assistance in resolving problems associated with drug or alcohol misuse, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up drug and/or alcohol use tests upon return-to-duty.

The SAP will provide a written report directly to the DER highlighting the SAP's specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the School District shall seek a second SAP's evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.

If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the School District may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement. These requirements do not apply to drivers refusing to be tested or drivers having a preemployment test of 0.04 or more. The School District is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP's recommendations.

VIII. EDUCATIONAL MATERIALS

Each driver shall receive educational materials that explain:

1. the alcohol misuse prevention requirements;
2. the School District's policies and procedures;
3. the identity of a contact person knowledgeable about the materials;
4. factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety;
5. where help can be obtained, including information regarding the School District's Employee Assistance Program;
6. categories of employees subject to testing;
7. a description of prohibited conduct and the circumstances that trigger testing;
8. testing procedures and safeguards;
9. what constitutes a refusal to submit to testing and the consequences;
10. signs and symptoms of a drug or alcohol use problem;
11. consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and
12. the consequences of violating the rules in this Policy. The District's staff will prepare and distribute appropriate educational materials as provided for in this section.

IX. MAINTENANCE OF RECORDS

Upon written request, a driver is entitled to obtain copies of any School District records concerning the driver's use of alcohol or controlled substances, including test results. The School District shall not release individual test results or medical information about a driver to third parties without the employee's specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the School District may release information pertaining to a driver's drug or alcohol use test without the employee's consent in certain legal proceedings.

X. DISCIPLINARY ACTION

Employees who violate any prohibition in this Policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol

or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the District's efforts to fulfill its testing obligations.

XI. OTHER POLICIES AND FORMS

This Policy does not supersede any other School District policy pertaining to alcohol misuse or controlled substance use by School District employees, except to the extent that this Policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this Policy is to be interpreted consistent with Oklahoma's Act regarding drug and alcohol testing of personnel. Bus driver applicants must complete the "Consent For Release of Information" form and "Bus Driver Questionnaire" that are part of the application for employment.

**BARTLESVILLE SCHOOL DISTRICT
BUS DRIVER CONSENT FOR RELEASE OF INFORMATION
FROM DOT-REGULATED EMPLOYER(S)**

I, _____, hereby agree to allow any of my former Department of Transportation ("DOT") regulated employers, who have employed me within two (2) years of the date that I applied for a position with the School District, to release information concerning my prior drug and alcohol use tests and results. This is for any position I held which required the performance of safety-sensitive duties. I understand that the School District is required by law to obtain my consent in writing, and my signature below authorizes any of my former DOT-regulated employers to release the following information to the School District:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the successful completion of the return-to-duty requirements (if I have violated a drug or alcohol regulation).

I further agree to turn over copies of any documentation or information I have in my possession that relates to the five (5) areas described above. I understand that if I refuse to consent in writing to the release of the above information, federal law prohibits me from performing safety-sensitive duties.

By signing below I acknowledge that I have read, understand and agree to the foregoing. I also acknowledge and affirm that I have provided the School District with a complete listing of my former employers, including my former DOT-regulated employers.

Driver (Print name)

Driver (Signature)

Date

<i>For School District Use Only:</i>		
	<i>(date)</i>	<i>(District employee initials)</i>
<i>Consent form provided to bus driver:</i>	_____	_____
<i>Consent form returned from bus driver:</i>	_____	_____
<i>Consent declined:</i>	_____	_____

BUS DRIVER QUESTIONNAIRE

1.	Have you ever <u>tested positive</u> on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you ever <u>refused to take</u> any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	If you answered "Yes" to Question 1 or 2, have you successfully completed the return-to-duty process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	If you answered "Yes" to Question 3, can you provide documentation of your successful completion of the return-to-duty process?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you desire to provide any comments to supplement your answers to questions 1-4 above, please do so below:

POLICY ON TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

1). Statement of Purpose and Intent

1.1 The safety of students and employees of the School District is of paramount concern to the School Board.

1.2 Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.

1.3 The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.

1.4 Scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.

1.5 The Board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40, §§ 551 et seq, as amended. This Policy will not infringe on those rights.

1.6 Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.

1.7 This Policy will apply to all employees of the School District regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the School District's Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.

1.8 Violations of this Policy will subject the employee to disciplinary action, including termination.

2). Definitions

2.1 Applicant means a person who has applied for a position with an employer and received a conditional offer of employment.

2.2 "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, applicants and employees are placed on notice that the school district may test individuals for drugs and alcohol.

2.3 "Alcohol" means ethyl alcohol or ethanol.

2.4 "Under the influence" means any employee of the School District or applicant for employment with the School District who has any alcohol or illegal chemical substance or the

metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

2.5 "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

2.6 "School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

2.7 "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test;

2.8 "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group;

2.9 "On duty" means any time during which an employee is acting in an official capacity for the School District or performing tasks within the employee's job description, including the taking of an annual physical examination.

2.10 "Bus driver" means:

- i) A School District employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
- ii) Employees of independent contractors who are required to have a CDL;
- iii) Owner-operators;
- iv) Leased drivers; and
- v) Occasional drivers.

2.11 To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

3). Procedures for Alcohol or Illegal Chemical Substance Testing

3.1 Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department or its Board; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

3.2 If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3.3 If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

3.4 A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

3.5 Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the School District's testing facility that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the School District will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

3.6 The School District may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing. However, a breathalyzer test shall not be grounds for immediate termination absent a confirmation test.

3.7 The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

4). Employee Alcohol and Drug Use Test Requirements

The District is authorized to conduct drug and alcohol testing in accordance with the Standards for Workplace Drug and Alcohol Testing Act. The District has chosen to conduct drug or alcohol testing under the following circumstances:

4.1 Applicant testing: The District will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire;

4.2 For-cause testing: The District will require an employee to undergo drug or alcohol testing at any time the Superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- a. drugs or alcohol on or about the employee's person or in the employee's vicinity,
- b. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
- c. a report of drug or alcohol use while at work or on duty,
- d. information that an employee has tampered with drug or alcohol testing at any time,
- e. negative performance patterns, or
- f. excessive or unexplained absenteeism or tardiness.

4.3 Post-accident testing: The District will require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or the employer's property has been damaged, including damage to equipment. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;

4.4 Random testing: As determined appropriate by the Board of Education, the District may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the District will require random testing only of employees who:

- a. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
- b. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.

4.5 Scheduled, periodic testing: The District will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination of employees who:

- a. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
- b. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.

4.6 Post-rehabilitation testing: The District may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

5). Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

6). Alcohol and Drug Use Tests of Applicants for Employment -- When Required

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

7). Applicants under the Influence of Alcohol or an Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance will not be hired.

8). Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this Policy:

- a) The Superintendent of Schools;
- b) Any employee designated for such purposes by the Superintendent or the School Board.

9. Release of Information

9.1 Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.

9.2 The School District shall not release such records to any person other than the applicant, employee or the district's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the School District to release such records in order to comply with a valid judicial or administrative order.

9.3 The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

9.4 The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.

9.5 This policy does not preclude the School District, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

10. Notice of Policy

This policy shall be given broad circulation to all employees of the School District which shall include prominent posting in the School District. Each employee shall be given a copy of this Policy and each applicant shall be given a copy of this Policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy;
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or
4. Posting a copy in a prominent employee access area.

11. The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in conflict with the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the School District and its employees consistent with the Act.

COMMUNICABLE AND LIFE THREATENING DISEASES

No employee will be dismissed or have his/her contract not renewed solely because he/she is HIV positive, has AIDS or Other Life Threatening Communicable Diseases.

LEAVE PROVISIONS

VACATION (Policy DEB)

The Bartlesville Board of Education recognizes the need for employees to have time away from the job for rest, relaxation, and/or renewal. Therefore, it is the policy of the Board of Education that at the end of each calendar month of service in the Bartlesville Public Schools, the following definitive amounts of vacation time will be added to accumulated vacation and the administration shall be responsible for developing regulations to administer the vacation policy.

1. Twelve-Month Employees and ten and eleven month employees contracted prior to July 1, 2008.
 - A. Employees with less than five years of service shall have one day per month added until a maximum of 15 days have been accumulated.
 - B. Employees with at least five years, but less than ten years, of service shall have one and one fourth days per month added until a maximum of 20 days have been accumulated.
 - C. Employees with at least ten years, but less than 15 years of service shall have one and one-half days per month added until a maximum of 25 days have been accumulated.
 - D. Employees with 15 or more years of service shall have two days per month added until a maximum of 30 days have been accumulated.
 - E. The above days of vacation shall be taken at the discretion of the building principal or immediate administrative supervisor.
 - F. There may be times during the year the District may require mandated vacation due to extenuating circumstances or operating necessity.
2. Vacation must be applied for by the employee and may be used only when approved by the employee's immediate supervisor.
3. Days taken as vacation shall be deducted from the employee's accumulated vacation at the end of the payroll period in which the vacation was taken.
4. In determining the years of service, the first day of contract service shall be considered as the date of entry into the Bartlesville Public Schools.
5. Vacation shall not accrue to any employee on leave of absence without pay, while under suspension, layoff, probation, etc.
6. Any employee who is separated from service with the Board of Education shall be paid or shall have payment made to the employee's estate for any unused accumulated vacation.
7. Employees eligible for vacation who desire to improve their educational qualifications for their position by attending college during regular work hours shall, upon the approval of the employee's immediate supervisor and the Superintendent of schools, be permitted to do so without loss of pay. Such absences from work shall be considered as one-half school business and one-half vacation.
8. Vacation shall be taken upon a workday basis. Vacation may be taken in 15-minute increments. Holidays shall not be counted as workdays.
9. Upon written approval of the employee's supervisor and the superintendent or his designee an employee who has reached the maximum accumulated vacation and who is not able to take vacation time in any given month may have that time transferred to a Special Vacation bank under the following conditions:

- a. The employee was not able to take his/her vacation day due to circumstances arising from the job and beyond his/her control.
- b. The employee would lose said vacation day(s) due to having reached the maximum accumulation allowed in this policy.
- c. a written explanation shall be given regarding the month the vacation was lost and the reason for the employee not being able to take said vacation.
- d. This Special Vacation leave must be used within the next three months following the month the employee's vacation was not able to be used and was lost.
- e. This Special Vacation leave is non-cumulative.

SICK LEAVE (Policy DEC) (Regulation DEC-R1)

The Bartlesville Board of Education shall provide sick leave benefits to all regular personnel working four (4) or more hours per day in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The Board sets forth the following provisions for administering this policy:

1. The Superintendent or the Superintendent's designee shall administer this plan.
2. Employees may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed the amount of accumulated sick leave during each school year. The right to such sick leave shall be vested at the beginning of the school year. Employees who have a nine and one-half (9 ½) or ten-month (10) contract shall receive ten sick leave days per year, employees who have an eleven (11) month contract shall receive eleven sick leave days per year and those who have a twelve (12) month contract shall receive twelve days.
3. Parts of days absent shall be charged in multiples of 15-minute increments. Employees will be charged for leave whether or not a substitute was employed.
4. Up to five (5) days of sick leave with pay may be used for bereavement in the instance of a death in the immediate family. Up to five (5) days of additional leave for bereavement purposes shall be provided to an employee who has fewer than five (5) days of sick leave remaining when there is a death in the employee's immediate family (1 extra day if 4 days of sick leave remain, 2 extra days if 3 days remain, etc.). Additional days may be granted upon approval of the superintendent or his/her designee. The superintendent or his/her designee may also grant paid bereavement leave days for deaths outside the immediate family.
5. Unused sick leave shall be cumulative to a total of 120 days, of which up to sixty days is transferable to any other school District in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma District may be transferred to this District. Sick leave so transferred must be certified by the sending District.
6. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of the employee's absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
 - A. Physician's statement endorsed by the employee.
 - B. Employee statement endorsed by the principal or immediate supervisor.
 - C. Copies of claim submitted for insurance benefits.
 - D. Other information as may be indicated by the circumstances.
7. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent as follows:
 - A. Sick leave claim on days of unusual or inclement weather.
 - B. Sick leave claim during the last four weeks of employment.
 - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends.
 - D. When reasonable cause exists to believe that sick leave benefits are being abused.
8. If, after exhausting all sick leave, an employee is absent due to personal accidental injury, illness, or pregnancy, the employee shall receive the full contract salary with loss of substitute pay whether or not a substitute was required for the employee's position for an additional period

of 20 days, but in no case would the employee lose more than the employee's daily rate of pay. After 20 such days of absence beyond the benefits heretofore set out such employee shall be placed on Leave of Absence without pay.

10. Upon retirement, reduction-in-force, or death, each classified employee with five or more years of continuous service in the Bartlesville Schools will be compensated for unused sick leave. This compensation will be made to the employee's estate in event of the employee's death. Retirement age for support employees is 55 or above. The rate of such compensation will be .2% of the base teacher salary (BA-Step 0) for each day of unused sick leave, provided that:
 - A. No person shall be compensated for more days of unused sick leave than twice the number of total years of service in the district.
 - B. No person who willfully abrogates a valid contract of employment with the school District shall receive such compensation.
 - C. No person who is qualified shall receive compensation for fewer than four days of unused sick leave.

Sick Leave Sharing Policy

If, after exhausting all sick leave otherwise provided, an employee is absent due to pregnancy or recovery from childbirth, or an extraordinary or severe illness or injury, or an extraordinary or severe illness or injury of the employee's spouse, child, parent, grandparent, grandchild, stepchild, stepparent or household member as these terms are defined in state law, documented as such by a physician, the employee may request the use of sick leave days to be donated by other employees. Each year employees may donate up to one (1) day each, per requesting employee, from their accumulated sick leave for use by the requesting employee in accordance with the following procedures:

1. Employees desiring to donate days shall complete a written authorization transferring days to the ill or injured employee.
2. Employees must have a balance of 60 unused sick leave days before they may donate a day.
3. An employee may initially request up to twenty (20) days from donating employees. If needed, the employee may reapply for one additional twenty (20) day period. After that the district personnel office must meet with the employee to review the long-term disability options available to the employee.
4. Solicitations for donated leave shall only made through designated administrative channels.

Note: The term "immediate family" has been defined as those close family members such as a spouse, children, parent, sibling, and corresponding relationships as established by marriage. Sick leave may also be taken for the life-threatening illness or death of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

FAMILY AND MEDICAL LEAVE (Policy DECA)

A. It is the policy of the District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA). This Act, as supplemented by the National Defense Authorization Act of 2008 (NDAA), requires that a covered employer provide up to twelve (12) workweeks of unpaid leave to eligible employees or up to twenty six (26) workweeks of leave for service member family leave. "Eligible employees" are those employees who: (1) have been employed for at least one (1) year by the School District; (2) worked at least twelve hundred and fifty (1,250) hours during the previous twelve (12) month period; and (3) have requested leave for a reason covered by the FMLA or NDAA

B. Reasons for Leave

All eligible employees who meet FMLA or NDAA requirements may be granted leave as provided in Board Policy DECA and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
2. to care for a spouse, child or parent with a serious health condition;
3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;
4. because the employee's circumstances qualify for active duty leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces during a war or national emergency declared by the President or Congress; or
5. For military caregiver leave to care for a service member who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving on active duty in the Armed Forces.

The term "serious health condition" means one which requires either in-patient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the School District's sick leave policies.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

C. Procedures for Utilizing FMLA or NDAA

Employees should refer to Board Policy DECA for additional definitions, requirements, and procedures for requesting and utilizing FMLA or NDAA.

The Human Resources/Finance department is available to discuss all aspects of the Acts and assist employees with requesting and utilizing the appropriate leave.

PERSONAL LEAVE (JULY 2002) (Regulation DEC-R2)

The Bartlesville Board of Education urges continuous day-to-day performance and recognizes the value to young people of this uninterrupted performance. However, the Board understands that in some cases it is necessary for an employee to request leave for business or other personal reasons. It is the desire of the Board of Education to cooperate and provide an avenue for relief in these instances.

PAID PERSONAL LEAVE

Classified employees under contract for 20 or more hours per week, but who do not qualify for vacation will be granted one day, not to exceed the number of hours per day for which they are regularly employed, of leave with pay during each school year, hereinafter referred to as PAID PERSONAL LEAVE. PAID PERSONAL LEAVE not used during the contract year will be added to the employee's accumulated sick leave.

PERSONAL BUSINESS LEAVE

Classified employees contracted to work 20 or more hours per week will be granted a maximum of three days leave, not to exceed the number of hours per day for which they are regularly employed, with substitute pay deducted, for personal business matters that cannot be conducted before or after school hours or on weekends. This leave will be referred to as PERSONAL BUSINESS LEAVE. If unused, a maximum of two days shall be added to the employee's accumulated sick leave balance.

LEAVE REQUEST PROCEDURES

Requests for PAID PERSONAL LEAVE or PERSONAL BUSINESS LEAVE shall be made to the immediate supervisor through Absence Management. When possible, the request should be

submitted at least 24 hours in advance of the planned absence. Decisions for approval will be based on a time that is the least disruptive for the efficient operation of the school system.

Neither PAID PERSONAL LEAVE or PERSONAL BUSINESS LEAVE will be granted on the school days immediately preceding or following a school holiday, vacation period, or during the last two weeks of school without special permission from the employee's immediate supervisor and the Superintendent or his/her designee.

EMERGENCY LEAVE (DEC-R3)

The Bartlesville Board of Education shall provide not more than five days each year for emergency leave. These days shall not be chargeable to sick leave and will be non-cumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave must be granted at the discretion of the immediate supervisor and Superintendent. The school district will pay for any required substitute.

Note: 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the Board. However, the Board may not provide more than five days.

MILITARY LEAVE (DEC-R5)

The Bartlesville Board of Education shall provide leave to employees who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces, when that employee is ordered by proper authority to active duty or service. Military leave shall be without loss of status, efficiency rating, pay, or benefits during the first thirty working days of such leave.

PROFESSIONAL LEAVE

The Bartlesville Board of Education is committed to the principle of providing and approving opportunities for the professional improvement of its staff. In response to this principle, employees may be released from duties without loss of salary or benefits for attendance at meetings of a professional nature which contribute to the basic function of the employee's assignment.

Professional days in the school calendar are a part of the employee's contract. If approved by the employee's principal/administrator, the Professional days absent for attendance will be reported as "School Business".

LEGAL PROCESS LEAVE (DEC-R4)

The Bartlesville Board of Education shall grant paid leave to personnel who have been selected for jury duty or who have been subpoenaed in a criminal, civil or juvenile proceeding. Proper documentation from the court is required.

LEAVE OF ABSENCE (DECB-R1)

It is the policy of the Bartlesville Board of Education to grant extended leave without pay to all employees with the Bartlesville Public Schools. Leave may be granted to qualified persons for up to one year without loss of tenure, accumulated sick leave, or seniority.

Requests must be made with the Superintendent by April 25 for leave during the following year. Leave of absence may be granted for pregnancy, adoption, ill health, illness on the part of some member of the immediate family, military service, or professional study. Documentation from a physician is required for personal illness or illness in the immediate family. A copy of official orders is required for military service.

The Board, in granting a leave of absence to employees, agrees to reemploy the employee within 30 days of the termination of leave, provided:

1. That the employee has informed the Superintendent prior to the termination of leave or by March 1 of the intention to apply for re-employment, and
2. A vacancy exists for which the employee is qualified, and
3. The employee meets all requirements for employment with the Board of Education.

An employee who fails to submit a request for reinstatement within the timelines above, or who declines an offered position for which the employee is qualified, shall be deemed to have resigned his/her position with the district effective on the last day of the leave of absence.

During a period of a Leave of Absence no benefits will be provided by the District, unless otherwise required by law and only to the extent required by law. An employee on an approved Leave of Absence is permitted to participate in district-sponsored fringe benefit insurance programs, with the employee paying the full cost of the premiums.

During the period of Leave of Absence an employee will not gain or lose any accumulated benefits or employment status. The amount of accumulated sick leave days will remain constant, without increase or decrease, and will be available to the employee upon return from the Leave of Absence. During the Leave of Absence seniority status and compensation schedule placement will neither accrue nor be lost. An employee returning from a Leave of Absence will be placed on the same step of the compensation schedule as the employee was on at the time of the Leave of absence was granted.

All absences in excess of the ones provided for in this policy shall be at full loss of pay. When an employee resigns employment with the Bartlesville Public Schools, all accumulated leave under the provisions of these policies shall be canceled or may be transferred with the employee as provided by Oklahoma law if the employee takes a position with another school District in Oklahoma. Should such an employee return to employment with the Bartlesville Public Schools the employee will receive credit for years of service for vacation and career increments if reemployed within five (5) years.

In order that maximum benefits may be provided to all employees in time of valid need, it is imperative that proper controls be used to eliminate the misuse of the various types of leave in these policies. An employee who abuses a leave policy is subject to dismissal or other disciplinary action.

LEAVE: PROFESSIONAL ASSOCIATION LEADERS

Time off with pay for association leaders on association business, meeting, or activities will be approved for the following annual events: Education Classified Personnel of Oklahoma Annual Delegate Conference in Oklahoma City and Legislative Day.

FRINGE BENEFITS

The Board of Education recognizes the need to offer a variety of fringe benefits to maintain quality personnel. Therefore, the administration has developed the following fringe benefit program for eligible employees.

SOCIAL SECURITY AND MEDICARE

The District pays the amounts required by federal law for Social Security and Medicare taxes.

STATE FLEXIBLE BENEFIT ALLOWANCE

Full-time Classified Employees: For the 2020 - 2021 school year, full-time classified employees contracted to work six (6) or more hours per day during the school year shall receive the monthly Flexible Benefit Allowance (FBA) required by State Law. The District will apply the FBA toward the

total premium cost of the District's Health Plan. Any excess FBA allowance over the cost of the major medical coverage purchased by the employee may be used to purchase additional benefits through the District's Section 125 Cafeteria Plan or may be taken as taxable compensation as provide by law. The District will provide an additional contribution of forty-two dollars (\$42.00) per month to be used towards the premium costs or to be received as taxable compensation. The State will provide one hundred eighty- nine dollars and sixty-nine cents (\$189.69) per month as taxable compensation for those full-time employees who choose not to participate in the health insurance plan.

Half-time Classified Employees: For the 2020 - 2021 school year, half-time classified employees contracted to work at least four (4) hours per day but less than six (6) hours per day will receive a District paid fringe benefit amounting to 50% of the cost of the Health Choice High Option single premium to be applied toward the premium cost of coverage in the District's health insurance plan. Half-time classified employees who elect not to participate in the District's health plan will receive twenty-one dollars (\$21.00) per month as taxable compensation.

Classified employees whose employment is terminated during the school year shall have no right to receive any cash compensation for the portion of the school year after the classified employee's termination. Eligibility for employees to receive the Flexible Benefit Allowance is determined by the State Department of Education.

GROUP TERM LIFE INSURANCE

Group Term Life Insurance

The District provides all classified employees that have a written contract to work at least 20 hours per week with ten thousand dollars (\$10,000.00) of group term life insurance and ten thousand dollars (\$10,000.00) of accidental death and dismemberment insurance at no cost to the employees. The amounts of these coverages on or after age 70 will be 50% of the amount of the benefits in effect on the day prior to the 70th birthday.

Dependent Group Term Life Insurance

The District also provides at no additional cost to the employees Dependent Group Term Life insurance of two thousand dollars (\$2000.00) for the employee's spouse and up to one thousand dollars (\$1000.00) for each dependent child, depending upon their age.

LONG-TERM DISABILITY INSURANCE

The District provides long-term disability insurance coverage for all classified employees that have a written contract to work at least 20 hours per week. Benefits are determined by and subject to the exclusions and limitations of the carrier.

WORKERS' COMPENSATION

Workers' compensation insurance coverage is provided to all employees contracted with the District. All claims are subject to the rules and regulations of the State Workers' Compensation Court. Instructions and procedures on how to report work related injuries shall be distributed annually to all site administrators.

OKLAHOMA TEACHERS' RETIREMENT SYSTEM

Classified Employees: Membership and participation in the Teacher Retirement System (TRS) are optional and subject to the eligibility requirements established by the TRS. The District will withhold and forward a specified percentage, which is determined by the legislature, of the employees' total salaries to the TRS. The District pays an administration fee for all employees that participate in the TRS.

EMPLOYEE INDIVIDUAL RETIREMENT PLAN

The Board of Education recognizes the benefits of individual retirement plans. Therefore, employees are permitted to invest in a voluntary salary reduction 403 (b) tax deferred retirement

plan offered through the district. This is a retirement plan for employees of public school systems similar to a 401(k) plan. The Bartlesville Public Schools' plan is a salary reduction plan. Contributions result from voluntary reductions in salary by the employee(s) and are deducted before federal and state taxes are calculated. Contact the Payroll Department for participating vendors.

In addition, employees are permitted to invest in a voluntary 457(b) deferred compensation plan. With this plan the employee's paycheck is reduced before federal and state income taxes are withheld. The Payroll Department should be contacted regarding the approved vendor for this plan.

SECTION 125 PLAN

The Board shall provide employees with an opportunity to select before tax benefits, up to the maximum allowable by the Internal Revenue Code, for participation in a Section 125 Program.

ATHLETIC PASSES

Employees shall utilize their school identification badge as the official pass that will admit the employee to all Bartlesville athletic events within the district at no charge. Employees will be able to purchase advance tickets at a discount for their spouse and/or dependent school age children.

PAYROLL PRACTICES

The Bartlesville Board of Education recognizes the value of good payroll practices and directs that the administration shall be responsible for the development of efficient payroll practices as required by law and for auditing purposes.

1. Each employee of the Bartlesville Schools shall be paid in accordance with the terms of the signed contracts.
2. Regular payroll dates shall be on or before the 25th day of each month for 12 month employees and on or before the 15th day of each month for all other employees.
3. Employees working four (4) or more hours per day shall have their total annual salary divided into twelve (12) equal parts. Employees working less than four (4) hours per day will receive monthly pay for the number of days in the pay period based on an hourly rate for a total of ten payments.
4. Certain deductions shall be made from each employee's monthly pay as required by law for:
 - A. State and Federal income tax withholding;
 - B. Teachers' Retirement contributions for all personnel who are members of the Teachers' Retirement System of Oklahoma;
 - C. Social Security and Medicare contributions;
 - D. Professional and classified personnel dues;
 - E. Garnishment, child support, levies.
5. Other deductions may be made from each employee's pay for:
 - A. Health insurance;
 - B. Group life insurance;
 - C. Long term disability insurance;
 - D. Full loss of pay or loss of substitute pay in accordance with all provisions of the sick leave and excused leave policies of the Board of Education;
 - E. Payments to approved credit unions for loans and/or investments;
 - F. Payments for tax-sheltered annuities;
 - G. United Way Fund and YMCA membership;
 - H. Section 125 (flex) deductions.
6. The principal of each school shall be required to record the absences of all personnel under the principal's supervision.
7. Employees working four (4) hours or more per day shall be paid for seven (7) legal holidays.

8. On Leap Year, 12-month employees will be entitled to one (1) floating additional day off from work to be taken when a substitute will not be required. This day must be used between February 29 and June 30 of the leap year.
9. If *Good Friday is used as a school day in lieu of a snow day, 10 and 11 month employees would have their work calendar shortened by one day and 12 month employees may take 1 paid holiday between Good Friday and June 30th.
10. Holidays for the 2020-2021 School Year are as follows:

Independence Day	July 3
Labor Day	September 7
Thanksgiving	November 25, 26, and 27
Christmas	December 24 and 25
New Year's Day	January 1
*Good Friday	April 2
Memorial Day	May 31
11. All employees, including temporary and substitute workers, are required to be enrolled in direct deposit. The enrollment form must be received in the payroll office at least 10 days prior to the next scheduled pay date.

EXPENSE REIMBURSEMENTS (Policy DED)

It is the policy of the Bartlesville Board of Education that official school travel for board members must be approved in advance by the Board of Education at a regular or special Board of Education meeting, and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

Bartlesville Public Schools will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Travel status for reimbursement shall be defined as absence from the officials or employee's home area and/or official station area while performing approved official duties related to Bartlesville Public Schools.

Reimbursement for overnight lodging, while in official travel status, may be made in an amount not to exceed that which is authorized by the provisions of the Internal Revenue Code of 1986, as amended, for deductibility of expenses for travel while away from home as authorized. Board of Education members and employees attending meetings, workshops, conferences, or other objectives of trips which are conducted at a designated hotel, motel, or other public lodging place or where lodging has been arranged for by the blocking of rooms or by rate reductions for the participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, conference, or other objective shall be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place, provided that the officials or employees are in official travel status approved by the supervisor or designee. Provided further, Board of Education members and employees attending meetings, workshops, conferences, or other objectives of trips, which are conducted at a designated hotel, motel, or other public lodging place as provided, who choose to acquire less expensive lodging at another hotel, motel, or other public lodging place shall be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place. Provided further, Board of Education members and employees so choosing this option shall be reimbursed for local transportation costs incurred traveling between such optional lodging and the designated hotel, motel, or other public lodging place not to exceed the difference between the cost of the designated lodging and the cost of the optional lodging. Receipts issued by the hotel, motel, or other public lodging place shall accompany claims for reimbursement. All meals, calls and personal incidentals will be paid for by the individual when checking out.

Meals and Incidental Expenses for Board of Education members and employees on official District travel will be reimbursed on a per diem basis at the maximum standard rate for continental United States travel as provided for by the Internal Revenue Service Code of 1986, as amended, for deductibility of expenses for travel away from home without additional documentation. This per diem rate will be reduced by 25% on travel days. Provided, however, that no reimbursement for meals shall be made for periods which do not include overnight status. Reimbursement for expenses other than meals and lodging may also be made in accordance with the provisions of this policy. For business calls to be reimbursed, the detailed phone record from the service provider, number called, and purpose of call must be submitted. Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipt.

Expenses for students and sponsors involved in authorized school sponsored co-curricular activities may be made from the General Fund. Co-curricular activities are school sponsored activities, under the guidance and supervision of the local educational agency (LEA) staff, designed to provide students with such experiences as motivation, enjoyment, and improvement of skills. Co-curricular activities are offered as credit classes and supplement the regular instructional program. School vehicles, when available, may be used for official business only. Use of school vehicles is encouraged. If a school gasoline credit card is used, mileage will not be reimbursed. Mileage expense will be reimbursed at the IRS standard using the most recent map available when a school gasoline credit card is not used. Travel logs for in district travel will be accepted in lieu of map miles for reimbursement when properly submitted. Required information shall include; date of travel, beginning and ending odometer readings, length of travel, destination, purpose of trip, and total miles driven. If an employee is required to make multiple stops while away from his/her official station area while performing approved official duties related to Bartlesville Public Schools, each stop shall be documented. Both the employee and supervisor must sign and date the travel log for submission for payment. Signatures indicate that the document submitted is accurate and subject to audit.

Reimbursement for fares paid for airplane transportation shall not exceed coach class fare. A copy of the invoice or airline ticket is required. Receipt is required for reimbursement for transportation by railway or bus. Travel insurance is not an allowable item.

Claim forms for travel expenses are available in the building administrator's office and the ESC. Upon returning from travel, the claimant should complete the request for reimbursement form to be presented to his/her supervisor. Board of Education members submit the completed request for reimbursement to the Superintendent's office. The supervisor shall certify the claim as to compliance and forward the documentation to the business office for payment. All necessary receipts should be attached for full reimbursement of allowable expenses. Documentary evidence to adequately support all expenditures claimed for reimbursement may include receipts, invoices, travel logs, Reimbursement Claims and any other similar records that together are sufficient to establish each element of every expenditure. Documentary evidence is ordinarily considered adequate if it discloses the following:

1. Reimbursement Claims – Complete with all required information and signatures.
2. Lodging Receipts – The name and location of the hotel, the date or dates the individual stayed there; if more than one occupant, the receipt should indicate the number of people the charge is for. All personal incidentals should be paid for by the individual upon checkout. Other expected expenses shall not be reimbursed if listed only on the lodging receipt without supplemental documentation and without prior authorization.
3. Transportation Costs – The amount and date of each separate expenditure with respect to the transportation costs, the amount and date of each use of transportation (mileage for automobiles and similar modes of transportation, time for rentals, cabs, etc.), and the business purpose of each transportation expenditure.

SALARY SCHEDULE REGULATIONS

The Bartlesville Board of Education recognizes the need for an adequate plan of salary and wage administration for the employees of the Bartlesville School System. Therefore, the Superintendent shall submit recommendations for salary schedules and wage administration. All salary schedules and additional compensation schedules shall be made a part of the policy handbook, subject to annual review and approval of the Board of Education.

1. Recommendations for the classified employee salary schedule shall be made annually.
2. Any additional compensation will be listed separately and added to the base salaries.

SALARY ADMINISTRATION/PREMIUM PAY

1. Starting salaries for all positions should be at least at the minimum of the appropriate salary range providing the employee possesses the minimum qualifications for the position. Exceptions above or below the starting rate should receive careful consideration as outlined below:
 - a. Persons employed with more than minimum ability, experience or training will be hired at a rate within the salary range to which assigned. This hiring rate should correspond to the salaries of others of similar qualifications in the same classification.
 - b. Starting salaries for experienced personnel may not exceed step 5 of the salary range of their classification, unless approved by the Superintendent's designee.
2. Hiring salaries shall be approved in writing by the Superintendent's designee after recommendations by the site manager. The Superintendent's designee shall render final decision in the event there is disagreement at this stage.
3. Official job offers can only be made in writing by the Superintendent's designee.
4. The District needs and will reward individuals for Educational/Certification attainment in their job classification. This procedure is explained in detail on page 63 of the Classified Employee Agreement Manual.
5. A Premium of \$1/hour will be paid to Computer Lab Assistants who work on a rotational schedule.
6. The salary schedule for all employees will be reviewed at least annually according to Board Policy.
7. The salary range maximum may be increased for individual employees according to "current career increment" on the salary schedule.
8. Individuals who are maxed out or at the highest level of their grade will be moved to the next lane to a comparable amount equal to or above a step increase.
9. By Board of Education action in December 2002, a retention incentive is offered to Special Education Teacher Assistants who, after completing one contract year of service in this position in BPS, return to the same assignment for the next consecutive year. This incentive of \$500 (x FTE) is to be paid at the end of each first semester to those qualified.

In August 2005, the Board of Education took action to add an incentive requirement to this award to include attendance. This incentive will be paid to qualified Special Education Teacher Assistants based on the following standards.

1. 2 or fewer absences = \$500
2. Up to 3 absences = \$400
3. Up to 4 absences = \$300
4. Up to 5 absences = \$200
5. Up to 6 absences = \$100
6. 7 or more absences = \$0

This incentive is based on FTE, “Full Time Equivalent”, and will be prorated
This incentive is based on FTE, “Full Time Equivalent”, and will be prorated accordingly.

Attendance for this purpose will be based on the prior year’s attendance.

Absences due to Legal Process Leave, Military Leave, Emergency Leave and one day Paid Personal Leave will not be counted for this purpose.

ADDITIONAL COMPENSATION

A Personnel Committee will review all additional compensation requests for internal and external equity. The committee will be on-going unless changes in the agreement occur through the Meet and Confer process. Membership of the committee will be comprised of the Superintendent’s designee, the BECPO president, and representatives from the Administration and Classified staffs.

Premium compensation requests will be judged by this Personnel Committee based upon the Premium Compensation Schedule, with the decision being approved by the Superintendent’s designee. The Premium Compensation Schedule will be included in the annual Meet and Confer process concerning salary, wages, benefit, and working conditions.

PREMIUM COMPENSATION SCHEDULE

1. College Degree

- A. Original Transcript in Personnel File
- B. Associate Degree \$.10/hr.
- C. Bachelor’s Degree \$.15/hr.

2. Trade’s License

- A. Information Technology
 - a. Cisco Certifications - \$1.50/hr.
 - b. Dell Enterprise Foundations - \$.35/hr.
 - c. Dell Client Foundations - \$.35/hr.
 - d. Lightspeed Certification - \$.25
 - e. Lightspeed Mobile Device Manager, Web Filtering - \$.15/hr.
 - f. Microsoft Certification - \$.50-\$1.50/hour

Additional Premium for Certification beyond Entry Level may be considered.

- B. Certified Nurse Assistant (CNA) for any site-specific assignment - \$.10/hour
- C. Bilingual \$0.15
- D. Community Relations Supervisor - \$2/hr.
- E. Payroll Supervisor - \$4/hr.
- F. District Printer - \$1/hr.
- G. Safe and Drug Free Schools Coordinator - \$2/hr.
- H. Board Minutes Clerk - \$2/hr.
- I. Registered Behavioral Technician - \$.20/hr.

3. Recognized Certificate of Training

- A. Requires Pre-Approval from the Personnel Committee
- B. Specific to Job Description (Increases value to District in present job)
- C. Authorized by an accredited institution or certification program

A Personnel Committee will meet in March each year to consider requests for the following contract year. A copy of the original certificate being considered must accompany the request. A premium awarded will remain in place until that employee changes job assignments, or when the District discontinues the use of software or programs. The Salary Schedule, including the Premium schedule, is subject to Board of Education approval each year.

Criteria for Certificate valid for Premium:

- 1. Minimum of 20 hours credit per year
- 2. Maximum of 40 hours credit per year
- 3. 20 hours approved certification = \$.20/hr. premium

4. 21 – 30 hours approved certification = \$.10/hr. additional premium (\$.30 total)
5. 31 – 40 hours approved certification = \$.10/hr. additional premium (\$.40 total)
6. When classes taken during non-contract hours/days and tuition paid by employee = full premium pay
7. When classes taken during contract hours/days and tuition/expenses paid by District = half premium pay
8. Premium pay for certificates is discontinued when the District no longer uses software and/or programs.

PREMIUM IS NOT PAID FOR A DEGREE/CERTIFICATE REQUIRED BY JOB DESCRIPTION

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 30
Bartlesville, Oklahoma

CLASSIFIED PERSONNEL

**Request For Pre-Approval For Certificate of Training for
Premium Pay**

Name: _____ Date: _____

Building Site _____

This form must be submitted by March 1st each year to be considered for the following contract year.

Please provide the following information concerning the training/certificate for which approval is being requested: **Use a separate form for each course.**

Course Name: _____

Training Agency: _____

Dates course will be taken: _____

Brief Course Description: _____

Approval Granted _____ Approval Not Granted _____

Personnel committee signatures

Reason for decision: _____

Superintendent's designee

date

**Bartlesville Public Schools
Classified Pay Scale
2020-21**

All classified employees have position classifications. The level placement has been determined by experience, qualifications, and the immediate supervisor. Career Increment for service is awarded to those employees who begin work on or before October 31 st .
--

Step	L	M	N	O	P	Q	R	S	T	U	V
0	7.71	7.79	8.09	8.41	8.74	9.09	10.06	11.62	12.64	13.73	16.06
1	7.76	7.97	8.27	8.59	8.92	9.27	10.24	11.80	12.82	13.91	16.24
2	7.86	8.15	8.45	8.77	9.10	9.45	10.42	11.98	13.00	14.09	16.42
3	8.04	8.33	8.63	8.95	9.28	9.63	10.60	12.16	13.18	14.27	16.60
4	8.22	8.51	8.81	9.13	9.46	9.81	10.78	12.34	13.36	14.45	16.78
5	8.40	8.69	8.99	9.31	9.64	9.99	10.96	12.52	13.54	14.63	16.96
6	8.58	8.87	9.17	9.49	9.82	10.17	11.14	12.70	13.72	14.81	17.14
7	8.76	9.05	9.35	9.67	10.00	10.35	11.32	12.88	13.90	14.99	17.32
8	8.94	9.23	9.53	9.85	10.18	10.53	11.50	13.06	14.08	15.17	17.50
9	9.12	9.41	9.71	10.03	10.36	10.71	11.68	13.24	14.26	15.35	17.68
10	9.30	9.59	9.89	10.21	10.54	10.89	11.86	13.42	14.44	15.53	17.86
11	9.48	9.77	10.07	10.39	10.72	11.07	12.04	13.60	14.62	15.71	18.04
12	9.66	9.95	10.25	10.57	10.90	11.25	12.22	13.78	14.80	15.89	18.22
13	9.84	10.13	10.43	10.75	11.08	11.43	12.40	13.96	14.98	16.07	18.40
14	10.02	10.31	10.61	10.93	11.26	11.61	12.58	14.14	15.16	16.25	18.58
15	10.20	10.49	10.79	11.11	11.44	11.79	12.76	14.32	15.34	16.43	18.76
16	10.38	10.67	10.97	11.29	11.62	11.97	12.94	14.50	15.52	16.61	18.94
17	10.56	10.85	11.15	11.47	11.80	12.15	13.12	14.68	15.70	16.79	19.12
18	10.74	11.03	11.33	11.65	11.98	12.33	13.30	14.86	15.88	16.97	19.30
19	10.92	11.21	11.51	11.83	12.16	12.51	13.48	15.04	16.06	17.15	19.48
20	11.10	11.39	11.69	12.01	12.34	12.69	13.66	15.22	16.24	17.33	19.66
21	11.28	11.57	11.87	12.19	12.52	12.87	13.84	15.40	16.42	17.51	19.84
22	11.46	11.75	12.05	12.37	12.70	13.05	14.02	15.58	16.60	17.69	20.02
23	11.64	11.93	12.23	12.55	12.88	13.23	14.20	15.76	16.78	17.87	20.20
24	11.82	12.11	12.41	12.73	13.06	13.41	14.38	15.94	16.96	18.05	20.38
25	12.00	12.29	12.59	12.91	13.24	13.59	14.56	16.12	17.14	18.23	20.56
26	12.18	12.47	12.77	13.09	13.42	13.77	14.74	16.30	17.32	18.41	20.74
27	12.36	12.65	12.95	13.27	13.60	13.95	14.92	16.48	17.50	18.59	20.92

Career Increments:

10 to 14 years	\$0.40
15 to 19 years	\$0.55
20 to 24 years	\$0.70
25 or more	\$0.85

Job Titles with Grades, Work Dates, and Contract Hours

Job Title	Grade	Start Date	End Date	Contract Months	Contract Hours	Days in Contract
Accompanist	V	8/12/20	5/20/21	9 ½	5	182
Accounts Payable Clerk	V	7/1/20	6/30/21	12	8	260
AIMS Teacher Assistant	P	8/11/20	5/20/21	9 ½	7	182
Athletic Director's Secretary	S	7/1/20	6/30/21	12	8	260
ATLAS Teacher Assistant	P	8/11/20	5/20/21	9 ½	7.5	197
Attendance Secretary - Elementary	R	7/15/20	6/4/21	10	8	218
	R	7/7/20	6/7/21	11	8	240
Attendance Secretary - Secondary	R	7/15/20	6/4/21	10	8	218
	R	7/22/20	5/21/21	10	8	218
Bus Dispatcher	P	8/10/20	5/20/21	9 ½	6	184
Bus Driver	O	8/10/20	5/20/21	9 ½	3 - 8	184
Bus Driver/Serviceman	O	7/1/20	6/30/21	12	8	260
Bus Driver/Trainer	O	8/10/20	5/20/21	9 ½	8	184
Bus Monitor	L	8/10/20	5/20/21	9 ½	6-7-8	184
Certified Occupational Therapy Assistant (+ step for returning employees)	\$25/hr	8/12/20	5/20/21	9 ½	8	182
Certified Payroll Coordinator	V	7/1/20	6/30/21	12	8	260
Classified Payroll Coordinator	V	7/1/20	6/30/21	12	8	260
CN Food Service & Office Manager	U	7/1/20	6/30/21	12	8	260
CN Inventory & Compliance Coordinator	T	7/1/20	6/30/21	12	8	260
Counselor Secretary – High School	R	7/15/20	6/4/21	10	8	218
Curriculum Assistant/Testing Coordinator	T	7/1/20	6/30/21	12	8	260
Curriculum Assistant/Textbook Coordinator	T	7/1/20	6/30/21	12	8	260
ELL Translator	R	8/11/20	5/20/21	9 ½	7-7.5	182 or 183
Encumbrance Clerk	V	7/1/20	6/30/21	12	8	260
Executive Assistant to Superintendent/Board Minutes	V	7/1/20	6/30/21	12	8	260
Family Support Coordinator	V	7/1/20	6/30/21	12	8	260
	V	7/15/20	6/4/21	10	8	218
	V	7/22/20	5/21/21	10	8	218
Financial Services Assistant	T	7/1/20	6/30/21	12	8	260
Financial Secretary - Elementary	R	7/15/20	6/4/21	10	8	218
	R	7/7/20	6/7/21	11	8	240
Financial Secretary – High School	R	7/1/20	6/30/21	12	8	260
Financial Secretary – Middle School	R	7/1/20	6/30/21	12	8	260
	R	7/7/20	6/25/21	11	8	240
Fine Arts Facility Manager	V	7/1/20	6/30/21	12	8	260
Indian Education Secretary (grant)	R	8/12/20	5/20/21	9 ½	8	182
Information Technology	V	7/1/20	6/30/21	12	8	260
Interpreter - Non Certified	\$10/hr	8/12/20	5/20/21	9 ½	7	182
Interpreter Level I (+ step for returning employees)	\$16/hr	8/12/20	5/20/21	9 ½	7	182
Interpreter Level II (+ step for returning employees)	\$18/hr	8/12/20	5/20/21	9 ½	7	182
Interpreter Level III (+ step for returning employees)	\$21/hr	8/12/20	5/20/21	9 ½	7	182

Interpreter Level IV (+ step for returning employees)	\$24/hr	8/12/20	5/20/21	9 ½	7	182
Interpreter Level V (+ step for returning employees)	\$27/hr	8/12/20	5/20/21	9 ½	7	182
Library Assistant – Elementary	M	8/10/20	5/20/21	9 ½	4 - 7	183
Library Assistant – Secondary	M	8/10/20	5/20/21	9 ½	8	184
LPN	U	8/12/20	5/20/21	9 ½	6 - 7	182
Mechanic	V	7/1/20	6/30/21	12	8	260
Operation Eagle Tutor	M	8/12/20	5/20/21	9 ½	4	182
PASS/Back on Track Director	P	8/12/20	5/20/21	9 ½	7 - 8	182
Payroll Supervisor	V	7/1/20	6/30/21	12	8	260
Percussion Instructor	V	8/12/20	5/20/21	9 ½	5	182
Playground Assistant	L	8/12/20	5/20/21	9 ½	2 – 2.25	175
Principal Secretary - Secondary	S	7/1/20	6/30/21	12	8	260
Printer/Building Manager – ESC	R	7/1/20	6/30/21	12	8	260
Psychological Services Secretary	N	8/1/20	5/20/21	9 ½	5	187
Registrar – High School	R	7/1/20	6/30/21	12	8	260
Registrar – Middle School	R	7/1/20	6/30/21	12	8	260
	R	7/7/20	6/25/21	11	8	240
Safe and Drug Free Schools Coordinator	V	7/1/20	6/30/21	12	8	260
Safety Assistant	R	8/12/20	5/20/21	9 ½	4-8	182
Special Ed. Assistant Level 1	M	8/11/20	5/20/21	9 ½	7	182 or 183
Special Ed. Assistant Level 2	N	8/11/20	5/20/21	9 ½	7	182 or 183
Special Ed. Assistant Level 3	P	8/11/20	5/20/21	9 ½	7	182 or 183
Special Services/Federal Programs Assistant	V	7/1/20	6/30/21	12	8	260
Strength and Conditioning Coordinator	V	7/1/20	6/30/21	12	8	260
Student Systems Coordinator	U	7/1/20	6/30/21	12	8	260
Teacher Assistant	M	8/11/20	5/20/21	9 ½	7	182 or 183
Transportation Manager	V	7/1/20	6/30/21	12	6	260
Transportation Secretary	R	7/1/20	6/30/21	12	8	260
Treasurer/Activity Fund Custodian	V	7/1/20	6/30/21	12	8	260

DURATION AND CERTIFICATION AGREEMENT

DURATION:

This Agreement represents the full and complete agreements of the parties. This agreement shall be added to previous Meet and Confer agreements and remain in full force and effect and bind the parties until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement.

CERTIFICATION OF AGREEMENT

Agreement to the foregoing Contract between the parties is attested to by the representative whose signatures appear below.

By _____
BECPO President

Date

By _____
Executive Director Human Resources

Date

By _____
Superintendent

Date

By _____
Board President

Date

Support Employee Evaluation and Management System

Evaluation Form

Employee Name _____ Date _____
 Job Title _____ Work Site _____
 Evaluation Period: _____ Ending Date _____
 Beginning _____

S= Satisfactory; NI = Needs Improvement; U = Unsatisfactory

I. General Criteria

		S	NI	U
1.	Follows District Policy			
2.	Punctuality and Attendance			
3.	Follows Instructions			
4.	Practices Safety Habits			
5.	Exhibits Initiative			
6.	Work completed in neat and timely Manner			
7.	Works well with other District employees			
8.	Meets Production Standards			
9.	Utilization of materials and supplies			
10.	Appearance			
11.	Interaction with students and patrons			

II. Essential Functions of the Job:

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

III. Comments:

IV. Acknowledgment:

This Evaluation is based upon observation of the employee at the work site by the employee's evaluator, a review of district records, and personal knowledge of the employee's performance collected by the employee's evaluator.

V. Signature:

 Evaluator Date

 Employee Date

Signature acknowledges receipt and understanding of above evaluation, but does not necessarily indicate agreement

BARTLESVILLE PUBLIC SCHOOLS
2020-2021 WORK SCHEDULE
Non-Teaching EMPLOYEES

9 ½ Month Employees (Days School is in Session)

Position Code		Report to work	Last day of work
1100	Days School In Session*	August 12, 2020	May 20, 2021
1101	Elementary Teacher Asst**	August 11, 2020	May 20, 2021
1105	Secondary Teacher Asst*	August 11, 2020	May 20, 2021
1108	Elementary Library Asst**	August 10, 2020	May 20, 2021
600	Secondary Library Asst*	August 10, 2020	May 20, 2021
2000	Less Than 4 Hours*	August 12, 2020	May 20, 2021
2100/2200	Bus Drivers*	August 10, 2020	May 20, 2021

* Do not work spring Parent-Teacher Conferences.

** Do not work fall or spring Parent-Teacher Conferences.

- Day’s school is in session and less than 4 hour employees will work ONE additional day prior to the start of school.
- Teacher assistants will work TWO additional days prior to the start of school.
- Bus drivers and secondary library assistants will work THREE additional days prior to the start of school.
- Last day of work may be adjusted due to inclement weather days

9 ½ month employees (Days School is in Session)

Will not report to work on the following dates:

September 7	Labor Day Holiday
October 15 – 16	Fall Break
November 23 - 27	Thanksgiving Break (3 Holidays)
December 21 – January 1	Winter Break (3 Holidays)
January 18	Martin Luther King Day
February 15	President’s Day
March 15 – 19	Spring Break
April 2	Non-School Day

10 Month Employees (218 days with vacation started before 7-1-08)

July 22, 2020	Report to work
May 21, 2021	Last day to work

10 month employees (218 days with vacation started before 7-1-08) will not report to work on the following dates:

September 7	Labor Day Holiday
November 25 - 27	Thanksgiving Holiday
December 24 - 25	Christmas Holiday
January 1	New Year’s Day Holiday
**April 2	Good Friday Holiday

10 Month Employees (218 days with no vacation started after 7-1-08)

July 15, 2020	Report to work
June 4, 2021	Last day to Work

10 month employees (218 days with no vacation started after (7-1-08) will not report to work on the following dates:

September 7	Labor Day Holiday
October 15 – 16	Fall Break
November 23 - 27	Thanksgiving Break (3 Holidays)
December 21 – January 1	Winter Break (3 Holidays)
March 15 – 19	Spring Break
**April 2	Good Friday Holiday
May 31	Memorial Day Holiday

11 Month Employees (240 days with vacation started before 7-1-08)

July 7, 2020	Report to work
June 7, 2021	Last day to work

11 Month Employees (240 days with vacation started before 7-1-08) will not report to work on the following dates:

September 7	Labor Day Holiday
November 25 - 27	Thanksgiving Holiday
December 24 - 25	Christmas Holiday
January 1	New Year's Day Holiday
**April 2	Good Friday Holiday
May 31	Memorial Day Holiday

11 Month Employees (240 days no vacation started after 7-1-08)

July 7, 2020	Report to work
June 25, 2021	Last day to work

11 Month Employees (240 days no vacation started after 7-1-08) will not report to work on the following dates:

September 7	Labor Day Holiday
October 15 – 16	Fall Break
November 23 - 27	Thanksgiving Break (3 Holidays)
December 21 – January 1	Winter Break (3 Holidays)
March 15 – 19	Spring Break
**April 2	Good Friday Holiday
May 31	Memorial Day Holiday

12 Month Employees (260 days)

July 1, 2020	Report to Work
June 30, 2021	Last Day to Work

12 Month employees will not report to work on the following dates:

July 2	Non-Working Day
July 3	Independence Day Holiday
September 7	Labor Day Holiday
November 25 - 27	Thanksgiving Holiday
December 24 - 25	Christmas Holiday
January 1	New Year's Day Holiday
**April 2	Good Friday Holiday
May 31	Memorial Day Holiday

Leap Year Holiday – On Leap Year, 12-month employees will be entitled to one (1) floating additional day off from work to be taken when a substitute will not be required. Must be used between February 29th and June 30th of the leap year.

Holidays are paid days.

**If Good Friday is used as a school day, 10 & 11 month support employees will have their work calendar shortened by one day and all 12 month employees may take 1 paid day between Good Friday and June 30th.

BARTLESVILLE EDUCATION CLASSIFIED PERSONNEL ORGANIZATION

MEET AND CONFER ITEMS - JUNE 9, 2020

Proposal 1: Increase steps from .18 cents to .24 cents. The cost to the district for this increase (6 cents) would be approx. \$23,030.25. 5 cents would be approx. \$19,191.87. 35 cents would be approx \$134,343.12. As of December 2019, the social security cost of living increase was 1.6 %. The average hourly rate for BPS support employees effective 1/29/2020 was \$12.72. A 1.6% increase would be 20 cents per hour.

Resolution: Denied

Proposal 2: One step increase (.24) for all Classified Employees

Resolution: All returning support employees will receive the equivalent of a current step increase (18 cents per hour). The salary table was increased by 18 cents across the board to increase starting salaries with our district.

Proposal 3: Paid Retirement for Classified Staff

Resolution: Denied