

Owasso Public Schools  
Owasso Board of Education Special Meeting  
Independent School District No. 11  
Tulsa County, Oklahoma

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District No. 11, Tulsa County, Oklahoma will hold Owasso Board of Education Special Meeting on Wednesday, June 26, 2024, at 11:30 AM, Board of Education Conference Room of the Dale C. Johnson Education Service Center, 1501 N Ash St., Owasso, Oklahoma 74055

Meeting Link: <https://youtube.com/live/Syq4M7cdxG4>

- I. **Call to Order and Roll Call**
- II. **Pledge of Allegiance** - (Margaret Coates)
- III. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #5.20 Student Transfers, as outlined in the attachment (Russell Thornton)
- IV. Board to consider and take possible action on the proposed NEW Policy #5.20(a) Student Transfers - Intra-District, as outlined in the attachment (Russell Thornton)
- V. Board to consider and take possible action on the proposed NEW Policy #1.89 Student Communication, as outlined in the attachment (Margaret Coates)
- VI. Board to consider and take possible action on the proposed school approved student communication platforms/applications; Google Workspace applications which includes school issued Gmail to be used by school personnel in association with Policy #1.89 (Margaret Coates)
- VII. Board to consider and take possible action on Temporary Appropriations for 2024-2025 (Sheryl Mansard)
- VIII. Board to consider and take possible action on Encumbrance Change Order (Sheryl Mansard)
- IX. Board to consider and take possible action on the Memorandum of Understanding with Southern Nazarene University to formalize an agreed price package for the Master of Arts in Educational Leadership degree in exchange for our promotion of the degree to our employees for the 2024- 2025 school year at a cost of \$0.00, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU (Mark Officer)
- X. **Executive Session**
  - A. Vote to convene into executive session for the purpose of discussing hiring one Barnes Elementary Assistant Principal as authorized by Okla. Stat. Tit. 25§307(B)(1) (Margaret Coates)
  - B. Acknowledge Board's return from executive session
  - C. Statement of executive session minutes
- XI. Board to consider and take possible action to hire one individual for Barnes Elementary Assistant Principal (Margaret Coates)

## **XII. Vote to Adjourn**

This agenda was posted prior to 11:30a.m. on Monday, June 24, 2024 at the entrance of the Board of Education Room, located in the Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 N. Ash, Owasso, Oklahoma.

OWASSO PUBLIC SCHOOL BOARD OF EDUCATION  
Renaë Klein, Clerk

## **Policy # 5.20 Student Transfers - Out of District**

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

The school district will begin accepting applications for the next school year starting June 1st. Receipt of properly completed applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1st capacity data is determined for each grade level and site within the school district.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred so long as the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received. If there are more than one District school sites available for the transferring student, the District retains the sole discretion to determine the school site the transferring student will attend.

A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such a student's application will be reviewed utilizing only disciplinary records and attendance in the determination of the transfer request.

It is the policy of the Board of Education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the Board of Education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

The Superintendent, or his or her designee, shall report to the Board of Education the capacity for transfer students at each grade level and each school site. The number of authorized teaching positions, classrooms available, and class size at each grade level and each site, and/or other such factors shall be reported to the Board when determining the capacities at each site. After review of the report, the Board shall approve the capacity for transfer students at each grade level and each school site as it deems appropriate. The Superintendent or his or her designee shall report to OSDE and publish on the district website the capacities determined by the Board.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a regular employee, unless there is another qualifying reason for the transfer to be denied, such as discipline, attendance, and/or available resources.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. If a student is denied a transfer because of capacity limitations, the parents may choose to add the transfer request to a waitlist, in which case transfers would be granted in the order in which they are received in the event that space becomes available for a specific school and/or grade.

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and

2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this district may:

1. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and
2. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent initiated or student-initiated transfer applications governed by this policy.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice via hand-delivery, U.S. Mail, or email of the intention to deny a continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;

2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the Board of Education. The Board of Education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board may consider the appeal at a special meeting of the Board of Education.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

Appeal process: During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and

4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

The board of education shall annually submit to the State Department of Education the number of transfer requests for students with disabilities approved and denied and whether each denial was based on availability of programs, staff, or services. The State Department of Education shall publish the data on its website and make the data available to the office of Educational quality and Accountability.

REFERENCE: 70 O.S. §1-114, 70 O.S. §1-113, 70 O.S. §5-117.1, 70 O.S. §8-101, et seq., 70 O.S. §24-101, et seq.; §24-102, Family Education Rights and Privacy Act, Atty. Gen. Op. No. 87-134, April 1, 1988, State Accreditation Standards 210:10-1-18 and 210:10-1-18.1

## **Policy # 5.20a Student Transfers - Intra-District**

Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received:

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district regular employees who wish to attend a different school site within the school district; and
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district regular employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

The district has the capacity to accept the student at the grade level at the school site;

The transferring student has not been disciplined for:

- A. violation of a school regulation,
- B. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
- C. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
- D. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. §10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application.

LEGAL REFERENCE: 70 O.S. §8-114.

## **Policy # 1.89 Student Communication (NEW)**

### **Definition of Terms:**

**"Electronic or digital communication"** includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic digital means of communication.

**"School personnel"** means teachers, coaches, administrators, or any other persons employed full-time or part-time by Owasso Public Schools.

### **Student Communication**

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications.

Exceptions to the requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School personnel shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

Any school personnel who is reported to be in violation of this policy shall be put on administrative leave while the school district investigates the incident and notifies the board of education or designee. If the investigation finds that no misconduct occurred, the school personnel shall be reinstated and the incident shall be noted in the school personnel's employee file.

If the investigation finds misconduct occurred, the school personnel shall be disciplined according to the school district board of education's policy, up to and including termination of employment, and the incident shall be reported to law enforcement pursuant to Section 1210.163 of Title 70 of the Oklahoma Statutes.

### **Training**

Schools shall provide training, developed by the State Department of Education, for school personnel on the student communication requirements of this section.

Effective July 1, 2024.

Legal Reference 70 O.S. § 6-401, 70 O.S. § 1210.163.

TEMPORARY APPROPRIATIONS

For

Owasso Board of Education of Tulsa County, Oklahoma  
To the County Excise Board  
County of Tulsa, State of Oklahoma.

Honorable Board Members:

Pursuant to the requirements of 68 O.S. 2011 § 3020, as amended, we herewith submit for your consideration the following request for Fiscal year 2024-25 temporary appropriations, and we hereby respectfully request approval and appropriation therefore as follows, to wit:

<u>Fund</u>	<u>Classifications</u>	<u>2024-25 Estimate Available</u>	<u>Requested Temporary Appropriations</u>
General	Current Expense	\$ 93,500,000	\$ 93,500,000
Building	Current Expense	7,000,000	7,000,000
Child Nutrition	Current Expense	6,500,000	6,500,000

Done by the Board of Education of Owasso School District No. I-11 and recorded in the minutes of the Clerk at Owasso, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Clerk of Board

\_\_\_\_\_  
President of School Board

CERTIFICATION OF THE COUNTY EXCISE BOARD

We, the undersigned duly qualified and acting members of the Excise Board in aforesaid County and State, having considered the preliminary Estimate of Needs submitted by the Governing Board of said School District and, to the extent that the requested temporary appropriations ascertained to be authorized by law, we have approved the items and amounts indicated in the last column.

Done at \_\_\_\_\_, Oklahoma, this \_\_\_\_ day of \_\_\_\_\_, 2024.

COUNTY EXCISE BOARD

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary of County Excise Board

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

CERTIFICATE OF APPROVAL

June 26, 2024

Purchase Orders to be approved by the Board of Education:

**2023-2024 General Fund**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		188.00
			<u>188.00</u>
			<u>\$ 188.00</u>

**2023-2024 Building Fund**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>0.00</u>
			<u>\$ -</u>

**2023-2024 Child Nutrition Fund**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>0.00</u>
			<u>\$ -</u>

**2023-2024 Bond Fund 31**

		<u>P.O. Nos</u>	
<i>VENDORS</i>		430	56,641.00
<i>VENDORS</i>	Change Orders		0.00
			<u>0.00</u>
			<u>\$ 56,641.00</u>

**2023-2024 Bond Fund 33**

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>-</u>

**2023-2024 Bond Fund 35**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>-</u>

**2023-2024 Bond Fund 39**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>-</u>

**2023-2024 Bond Fund 04-BOK**

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
		<u>\$</u>	<u>-</u>

# Owasso Public Schools

## Change Order Listing

**Options:** Fund(s): 11 - GENERAL, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 6/6/2024 - 6/30/2024, PO Range: 1 - 1755, Minimum Percentage Change: 20.00%, Include Negative Changes: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1424	03/06/2024	203	FIRST BANK OF OWASSO	STOP PAYMENT FEE - BLANKET PO	188.00
<b>Non-Payroll Total:</b>					<b>\$188.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$188.00</b>

# Owasso Public Schools

## Purchase Order Register

**Options:** Year: 2023-2024, Fund(s): 31 BOND - 2022, Date Range: 7/1/2023 - 6/30/2024, PO Range: 430 - 430

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
430	06/25/2024	19790	INTEGRITY COMMERCIAL INTERIORS	Pre-Fabricated Wall System for Room Conversion	56,641.00
<b>Non-Payroll Total:</b>					<b>\$56,641.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$56,641.00</b>



**MEMORANDUM OF UNDERSTANDING**  
**Southern Nazarene University and Owasso Public Schools Partnership**

This **MEMORANDUM OF UNDERSTANDING** ("MOU") is entered into between **SOUTHERN NAZARENE UNIVERSITY** ("SNU") with its principal place of business located at 6729 NW 39th Expressway, Bethany, OK 73008 and **OWASSO PUBLIC SCHOOLS** ("Partner") with its central district office located at 1501 N. Ash; Owasso, OK 74055 to document the operational relationship between both parties.

The purpose of this MOU is to formalize an agreed price package for the Master of Arts in Educational Leadership ("MAEL") degree that SNU is pleased to provide to Partner's employees in exchange for Partner's promotion of this degree program. Through this MOU, both parties will encourage the pursuit of lifelong learning and enhance the skills of professionals and leaders in education.

**SNU Agrees To:**

1. Inform Partner's employees about SNU's MAEL academic program and admissions criteria. This may be accomplished through printed and online materials as well as live informational sessions (in-person or online).
2. Evaluate any transfer credits or prior learning assessment completed by Partner's employees that may be applied towards the completion of the SNU MAEL academic program.
3. Price Package for the MAEL Program
  - a. Total cost for degree: **\$11,880** (tuition and fees)
  - b. Minimum number of **sixteen** students enrolled for the program at least 2 weeks in advance of the start date. If the minimum number of students is not reached 2 weeks in advance, Partner and SNU agree to cancel the cohort or delay the cohort start to a later time.
  - c. Financial Aid support and information for all accepted students.
4. SNU will give consideration to hiring appropriately qualified instructors from the Owasso Public School District to serve as instructors in the MAEL partnership program, with all hiring decisions being at the sole discretion of SNU.
5. Collaborate with Partner about the ongoing training and educational needs of its employees.
6. The cost articulated above will apply to cohorts beginning July 1, 2024 through June 30, 2025.

**Partner Agrees To:**

1. Promote the availability of SNU's MAEL academic program and the agreed price package with its employees at all locations. Information could be included in employee benefits information, employee newsletters & announcements, on an internal web page, or during employee education fairs. Opportunities could include any of the following:
  - Allow SNU to engage employees in lunch and learns, football games, billboards and banners, lunch and learns, professional Development, email to employees, flyers in HR site and built into onboarding processes.
2. Recognize that eligible employees under the conditions of this partnership must meet SNU admission and academic standards.

3. Verify ongoing eligibility for employees who receive the agreed price package associated with the MAEL program.
4. Provide tuition assistance to eligible employees per Partner policies, if applicable.

This MOU becomes effective on the date it is signed by both parties. Any modifications to this MOU and any subsequent renewals shall be in a writing signed by both parties.

\_\_\_\_\_  
Partner Signature

  
\_\_\_\_\_  
SNU Signature

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

Dr. Melissa Lewis  
\_\_\_\_\_  
SNU Print

\_\_\_\_\_  
Partner Title

Vice President of Academic Affairs  
College of Professional & Graduate Studies  
\_\_\_\_\_  
SNU Title

\_\_\_\_\_  
Date

May 10, 2024  
\_\_\_\_\_  
Date

\_\_\_\_\_  
SNU Signature

\_\_\_\_\_  
SNU Print

Vice President for Business and Finance  
Title

\_\_\_\_\_  
Date